

SUBRECIPIENT: Capital Area Metropolitan Planning Organization
Regionally Coordinated Transportation Planning
CFDA #: **20.515**
PROJECT GRANT.AGREEMENT # 510XXF7004
STATE PROJECT # REG 1004(51)
MASTER GRANT AGREEMENT # 517XXF7195

THE STATE OF TEXAS §

THE COUNTY OF TRAVIS §

**PUBLIC TRANSPORTATION
FISCAL YEARS 2010 AND 2011
REGIONALLY COORDINATED TRANSPORTATION PLANNING
PROJECT GRANT AGREEMENT**

THIS PROJECT GRANT AGREEMENT (PGA) is made by and between the State of Texas, acting through the Texas Department of Transportation, hereinafter called the "State," and **Capital Area Metropolitan Planning Organization (CAMPO)**, hereinafter called the "Subrecipient."

W I T N E S S E T H

WHEREAS, 49 U.S.C. §5304, provides that eligible recipients may receive federal funds for public transportation planning; and,

WHEREAS, Transportation Code, Chapter 455, authorizes the State to assist the Subrecipient in procuring aid for the purpose of establishing and maintaining public and mass transportation projects and to administer funds appropriated for public transportation under Transportation Code, Chapter 456; and,

WHEREAS, the Texas Transportation Commission has approved Minute Order Number **111883**; and,

WHEREAS, the Subrecipient executed a Fiscal Year 2010 Grant Application, Part I (GA Part I) and Fiscal Year 2009 Grant Application, Part II (GA Part II) for consideration for state and/or federal grants; and,

WHEREAS, a *Master Grant Agreement (MGA)* between the Subrecipient, and the State has been adopted and states the general terms and conditions for grant projects developed through this PGA.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants hereinafter set forth, the State and the Subrecipient hereto agree as follows:

A G R E E M E N T

ARTICLE 1. GRANT TIME PERIOD

This PGA becomes effective when fully executed by both parties or on **January 1, 2010**, whichever is later. This PGA shall remain in effect until **August 31, 2011**, unless terminated or otherwise modified in an Amendment. This PGA will not be considered fully executed until both parties have executed a MGA, and the Subrecipient has submitted the GA Part II (federal funds only) to the State. The time period of this PGA cannot be extended past the MGA without exception. Any cost incurred before or after the contract period shall be ineligible for reimbursement.

ARTICLE 2. PROJECT DESCRIPTION

The Subrecipient shall commence, carry out and complete the public transportation project described in Approved Project Description (Attachment A) and Table of Contents (Attachment D) with all practicable dispatch, in a sound, economical and efficient manner.

The Subrecipient shall carryout the public transportation project described in the Attachment A in accordance with all of the documents associated with the MGA, and with all applicable federal and state laws and/or regulations.

If applicable, the Subrecipient shall begin competitive procurement procedures by issuing an invitation for bids or a request for proposals no later than sixty (60) days after the effective date of this grant agreement for the purchase of the approved line item(s) referenced in the Master Budget Page (Attachment B), the Approved Payment Schedule (Attachment C), and the Table of Contents (Attachment D). No later than sixty (60) days after the issuance of public notification, the Subrecipient shall publicly open all bids or privately review proposals. The Subrecipient shall enter into a binding agreement with a supplier no later than thirty (30) days after the opening of an acceptable bid or proposal. The Subrecipient shall notify the department in writing when it is necessary to exceed these deadlines.

ARTICLE 3. COMPENSATION

- A.** The maximum amount payable under this PGA without modification is **\$183,179.14** provided that expenditures are made in accordance with the amounts and for the purposes authorized in the Attachments A, B, C, and D.
- B.** The State's reimbursement to the Subrecipient is contingent upon the availability of appropriated funds. The State shall have no liability for any claims submitted by the Subrecipient or its subcontractors, vendors, manufacturers or suppliers if sufficient federal or state funds are not available to pay the Subrecipient's claims.
- C.** To be eligible for reimbursement under the MGA, a cost must be incurred and authorized within the MGA period specified in Article 1, MGA and PGA Grant Time Period.
- D.** The Subrecipient may submit requests for reimbursement to the State no more frequently than monthly and only upon completion of respective deliverables as approved by the Public Transportation Division. The Subrecipient will use invoice statements acceptable to the State. Additional documentation to support any cost incurred during the billing period may be required at the discretion of the State. As a minimum, each billing must be accompanied by a summary by budget line item

which indicates the total amount authorized for each line item, previous expenditures, current period expenditures and the balance remaining in the line item. The original and one copy of the invoice is to be submitted to the following address:

Eric L. Gleason
Director of Public Transportation Division
Texas Department of Transportation
125 E. 11th Street
Austin, Texas 78701-2483

- E.** The State will make payment within thirty (30) days of the receipt of properly prepared requests for reimbursement.
- F.** The Subrecipient will submit a final billing within forty-five (45) days of the completion or termination of the MGA or PGA in accordance with Article 1, Grant Period.
- G.** Because this contract provides for reimbursement of costs that have already been incurred, it is the expectation of the State that all subcontractors and vendors will have been paid before a request for reimbursement is submitted. If for any reason a subcontractor or vendor has not been paid the Subrecipient shall pay that subcontractor and/or vendor for work performed within ten (10) days after the Subrecipient receives payment for the work performed by the subcontractor. Also, any retained monies on a subcontractor's work shall be paid to the subcontractor within ten (10) days after the Subrecipient receives any retainage payment. The State shall not be responsible for the debts of the Subrecipient. The requirement of paying contractors and vendors within ten (10) days is also applicable to all sub-tier subcontractors and the above provisions shall be made a part of all subcontracts. Failure to comply with any of the above requirements may cause withholding of payments to the Subrecipient and will be grounds for termination of this grant agreement by the State.
- H.** The above requirements are also applicable to all sub-tier subcontractors and the above provisions shall be made a part of all subcontracts.
- I.** Failure to comply with any of the above requirements may cause withholding of payments to the Subrecipient and will be grounds for termination of this MGA and PGAs by the State.

ARTICLE 4. AUDIT REQUIREMENTS

Subrecipient audit procedures shall meet or exceed the audit requirements outlined in Title 48, Code Federal Regulations (C.F.R.), Federal Acquisition Regulations (FAR).

ARTICLE 5. STANDARDS FOR FINANCIAL ADMINISTRATION

The Subrecipient's standards for financial administration must conform with the requirements of 49, Code of Federal Regulations §18.20.

ARTICLE 6. AMENDMENTS

Except as noted in the MGA, changes in the scope, objectives, cost or duration of the project authorized herein shall be enacted by written amendment approved by the parties hereto before additional work may be performed or additional costs incurred. Any amendment so approved must be executed by both parties within the grant period specified in the MGA Article 1, Grant Time Period.

ARTICLE 7. SUCCESSORS AND ASSIGNS

The Subrecipient binds themselves, their successors, assigns, executors and administrators in respect to all covenants of this agreement. The Subrecipient shall not sign, sublet or transfer their interest in this agreement without the written consent of the State.

ARTICLE 8. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

ARTICLE 9. PRIOR AGREEMENTS

This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the public transportation grant specifically authorized and funded under this agreement.

ARTICLE 10. INCORPORATION OF PROVISIONS

Attachments are attached hereto and incorporated into this contract as if fully set forth herein.

ARTICLE 11. SIGNATORY WARRANTY

The undersigned signatory for the Subrecipient hereby represents and warrants that he or she is an officer of the organization for which he or she has executed this agreement and that he or she has full and complete authority to enter into this agreement on behalf of the organization.

ARTICLE 12. COORDINATION

According to Title 43 of the Texas Administrative Code §31.49, the Subrecipient will at all times coordinate the provision of public transportation services with other transportation operators, both public and private, in the area. The Subrecipient will furnish the State copies of any agreement resulting from such coordination. Agreements that authorize the payment of project funds to another entity are subject to the approval requirements described in Article 5, Subcontracts.

ARTICLE 13. REPORTS

The Subrecipient shall submit written or electronic reports described progress on the subrecipient’s approved workplan. Reports must be delivered to the Texas Department of Transportation, Public Transportation Division on or before:

FY 2010	FY 2011
	December 15, 2010
March 15, 2010	March 15, 2011
June 15, 2010	June 15, 2011
September 15, 2010	September 15, 2011

Progress Reports shall include information on:

- Lead Agency name
- Reporting period
- Changes to Regional Coordination Steering Committee membership; dates of most recent and next scheduled meetings
- Progress report on activities during the reporting period
- Issues / needs for assistance

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

<p style="text-align: center;">THE STATE OF TEXAS</p> <p>Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.</p> <p>By: _____ <div style="text-align: center;">Eric L. Gleason Director of Public Transportation Division</div></p> <p>Date: _____</p>	<p style="text-align: center;">Capital Area Metropolitan Planning Organization</p> <p>By: _____ Signature of Authorized Officer</p> <hr/> <p style="text-align: center;">Typed, Printed or Stamped Name</p> <p>Title: _____</p> <p>Date: _____</p>
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List of Attachments

- A - Approved Project Description
- B - Budget
- C - Payment Schedule
- D - Updated Regionally Coordinated Transportation Plan Table of Contents

ATTACHMENT A APPROVED PROJECT DESCRIPTION

FISCAL YEAR 2010

TASK 1

Conduct a literature review of best practices since 2006

Scope:

- Conduct research on best practices of regionally coordinated transportation planning approaches and activities (since 2006)
- Catalogue all planning and involvement
- Review materials developed during 2006 Planning Process
- Develop an annotated citation list
- Develop a report on the literature review
- Conduct a preliminary comprehensive inventory of family of transportation resources in the Capital Area Planning Region.

Deliverables:

1. A report on a) best practices derived from this review, and b) this preliminary inventory of transportation resources in Planning Region 12.
2. Agenda & minutes of the Regional Transportation Coordination Committee (RTCC) meeting showing discussion of this report.

TASK 2

Conduct research and prepare a report on accomplishments

Scope:

- Conduct research on regionally coordinated transportation planning activities in Planning Region 12 since 2006.
- Develop a report summarizing accomplishments.

Deliverables

1. A report summarizing accomplishments
2. Agenda and minutes of RTCC meeting indicating discussion of this report.

TASK 3

Develop an outline for the regionally coordinated transportation plan

Scope:

- Develop a draft outline of the updated regionally coordinated transportation plan
- Incorporate modifications from the RTCC into a final outline

Deliverables:

1. Refined outline for the updated regionally coordinated transportation plan
2. Agenda & minutes of RTCC meeting showing discussion & approval of the outline

TASK 4

Refine a workplan for FY 2010

Scope:

- Develop a draft refined FY 2010 workplan
- Incorporate modifications from RTCC into final revised FY 2010 workplan

Deliverables:

1. Refined final workplan for FY 2010
2. Agenda & minutes of RTCC meeting showing discussion & approval of refined FY2010 workplan

TASK 5

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (1st Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 6

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (2nd Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 7

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (3rd Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 8

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (4th Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 9

Refine a timeline for the completion of an updated regionally coordinated transportation plan

Scope:

- Develop a draft of the refined timeline
- Incorporate edits from RTCC
- Develop a final timeline

Deliverables:

1. Refined timeline
2. Agenda and minutes of RTCC meeting showing discussion of timeline.

TASK 10

Develop a public involvement plan for the update of the regionally coordinated transportation plan

Scope:

- Develop a draft public involvement plan
- Review and incorporate edits from the RTCC

Deliverables:

1. A final public involvement plan
2. Agenda and minutes of RTCC meeting showing discussion and approval of plan

TASK 11

Redesign the RTCC website to best accommodate the sharing of information with stakeholders. The website shall be specifically designed to best share information on planning activities, meetings, updates, reports, and other information related to the update of the regionally coordinated transportation plan.

Scope:

- Develop a layout and format for sharing information on these planning activities, meetings, updates, and reports
- Develop database-driven forms as needed
- Develop content on planning activities, meetings, updates, and reports for the website

Deliverables:

1. A report on the development and key components of the website.
2. Agenda and minutes of RTCC meetings showing discussion of redesign and content of website.

TASK 12

Develop and conduct a survey of stakeholders including the general public on transportation needs in Planning Region 12.

Scope:

- Identify audience(s) to be surveyed
- Develop a valid methodology for conducting the survey
- Develop draft questionnaire(s)
- Review and refine questionnaire(s)
- Launch survey on Survey Monkey
- Develop a pdf version of questionnaire(s)
- Distribute questionnaire(s)

Deliverables:

1. Report describing plans for conducting and evaluating survey.
2. Questionnaire(s)
3. Agenda & minutes of RTCC meeting showing discussion of plans

TASK 13

Develop or refine vision and mission statements for the Regional Transportation Coordination Committee and establish or refine goals and objectives of the updated regionally coordinated transportation plan, and write this chapter of the updated plan.

Scope:

- Refine the RTCC's vision and mission statements
- Develop or refine goals and objectives for the updated regionally coordinated transportation plan, based on stakeholder input including the RTCC and the general public
- Present to the RTCC for review and approval
- Write this chapter of the updated plan

Deliverables:

1. A report on the development of the Vision, Mission, and Goals
2. Final list of goals and objectives
3. Completed chapter on vision, mission, goals, and objectives

TASK 14

Prepare a report on the survey of stakeholders including the general public

Scope:

- Conduct data entry of hard copy surveys
- Compile survey results and analyze data
- Develop report summarizing survey results

Deliverables:

1. Report summarizing survey methodology, findings, and recommendations
2. Agenda & minutes of RTCC meetings showing discussion of this report.

TASK 15

Develop performance measures to evaluate the effectiveness of the effort to plan regionally coordinated transportation services and achieve the goals and objectives in the updated regional plan.

Scope:

- Review performance measures best practices
- Review data available in Capital Area Planning Region
- Develop performance measures to access process and outcomes
- Coordinate with the RTCC to identify priority performance measures for the region

Deliverables:

1. Report outlining selected performance measures and rationale
2. Agenda and minutes of RTCC meetings showing discussion and approval of these performance measures

TASK 16

Develop a draft request for proposals (including scope of work) to select a consultant to work on the regionally coordinated transportation plan

Scope:

- Review comparable requests for proposals (RFP)
- Develop a draft scope of work based on the outline to update the plan and development timeline
- Select a consultant and negotiate a final contract for consultant services

Deliverable:

1. Draft RFP including scope of work
2. Agenda & minutes of RTCC meeting showing discussion of draft RFP including scope of work

TASK 17

Finalize a request for proposals including scope of work to select a consultant to work on the regionally coordinated transportation plan

Scope:

- Finalize an RFP and scope of work
- Select consultant and negotiate final consultant contract

Deliverable:

1. Final version of RFP/Scope of Work
2. Final negotiated consultant contract
3. Agenda & minutes of RTCC meeting showing discussion of final contract

TASK 18

Write the Performance Measures Chapter of the updated regionally coordinated transportation plan

Scope:

- Develop a refined list of performance measures
- Develop data collection and analysis methodology
- Draft the performance measures chapter

Deliverables:

1. A copy of the performance measures chapter of the updated plan
2. Agenda & minutes of RTCC meeting showing discussion of this chapter

TASK 19

Develop a brochure to promote funding applications for funding under the Job Access Reverse Commute (JARC) and New Freedom programs

Scope:

- Develop a brochure for FY 2010-2011 JARC and New Freedom grants
- Publish brochure and distribute to potential applicants in Planning Region 12 not limited to the Austin urbanized area including Hays, Williamson, and Travis Counties
- Develop application for FY 2010-2011 JARC/New Freedom Grant

Deliverables:

1. A brochure for 2010-2011 JARC/New Freedom Grant and completed application.
2. Agenda and meeting minutes of Steering Committee meeting approval of brochure.

TASK 20

Develop application packets for funding under the Job Access Reverse Commute and New Freedom programs

Scope:

- Develop applications for FY 2010-2011 JARC grant
- Develop applications for FY 2010-2011 New Freedom grant

Deliverables:

1. A copy of the grant application packets
2. Agenda and minutes of RTCC meeting showing discussion of application packets

TASK 21

Plan, promote, conduct, and follow-up on pre-application workshops encouraging entities to apply for funding under the Jobs Access Reverse Commute and New Freedom programs.

Scope:

- Plan, promote, and conduct pre-application workshops in areas in Planning Region 12 not limited to the Austin urbanized area including Hays, Williamson, and Travis Counties.
- Develop and publish a list of frequently asked questions (FAQs) and pre-application workshop notes

Deliverable:

1. Copy of published FAQs
2. Summary of workshops
3. Agenda & minutes of RTCC meeting showing discussion of FAQs and workshops.

TASK 22

Create a geographic database of providers and transportation services

Scope:

- Develop with the RTCC a data base identifying agency names, boundaries, contact information, and other information
- Compile existing related data from Planning Region 12 and the state of Texas
- Develop a questionnaire targeting appropriate providers to fill in missing data and incorporate provider data into the geographic data base

Deliverables:

1. A report on the data base
2. Agenda and minutes of RTCC meeting and discussion of this report

TASK 23

Develop a refined FY 2011 Workplan

Scope:

- Develop a draft refined workplan for FY 2011
- Incorporate modifications from the RTCC into the final workplan

Deliverables:

1. Refined final workplan for 2011
2. Agenda & minutes of RTCC meeting showing discussion and approval of the FY 2011 workplan.

TASK 24

Develop miscellaneous outreach materials to support the regionally coordinated transportation planning effort.

Scope:

- Develop and distribute educational materials related to provider geo-database, or other materials as needed
- Develop and distribute a semi-annual electronic newsletter to stakeholders
- Develop a press release on RTCC activities for FY 2010 and the kick-off survey

Deliverables:

1. A copy of educational materials and any other materials developed in support of regional planning effort
2. A copy of the E-newsletters, dates sent out and distribution list.
3. A copy of the press release and the list of papers that it was sent to.
4. Agenda & minutes of RTCC meetings showing discussion of materials

TASK 25

Conduct a survey for the caseworker/client eligibility/program eligibility project that was initiated at the 2009 Texas Institute for Transportation Coordination, and prepare a report on this survey.

Scope:

- Engage transportation providers, health and human services providers, and other appropriate stakeholders
- Determine methodology and who should receive questionnaires
- Develop questionnaires
- Develop performance metrics for customer satisfaction and system efficiency
- Distribute and retrieve questionnaires
- Conduct data entry of survey responses
- Assess data

Deliverables:

1. Report on survey, including methodology, observations, recommendations, and copies of survey instruments
2. Copy of performance metrics
3. Agenda and minutes of RTCC meeting showing discussion of this report

TASK 26

Develop a training curriculum to support the caseworker/client eligibility/program eligibility project.

Scope:

- Develop training curriculum based on findings and recommendations of report described under Task 19.
- Engage transportation providers, health and human services provider, and other appropriate stakeholders in all stages of developing this training curriculum

Deliverables:

1. Final training curriculum and materials
2. Roster of stakeholders involved in preparing curriculum
3. Agenda and minutes of RTCC meeting showing discussion of this training curriculum.

TASK 27

Conduct a pilot-test training session(s) on ways to streamline the client eligibility/program eligibility process among various agencies and programs.

Scope:

- Identify and recruit transportation providers, health and human services providers, and other appropriate stakeholders to participate in the training.
- Plan, develop materials, and conduct the training
- Determine method (such as a post-training survey) for evaluating success of the training
- Collect and assess data to determine success of the training curriculum

Deliverables:

1. Report on the pilot training session(s). Report to include methodology, observations, recommendations, and copies of survey instruments and performance metrics.
2. Agenda and minutes of RTCC meeting showing discussion of this report.

TASK 28

Write and distribute to stakeholders an electronic newsletter (issue #1) concerning regionally coordinated transportation planning issues and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

TASK 29

Write and distribute to stakeholders an electronic newsletter (issue #2) concerning regionally coordinated transportation planning issues and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

TASK 30

Write and distribute a press release concerning regionally coordinated transportation planning issues, activities, and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

FISCAL YEAR 2011

TASK 1

Develop an outline and approach for completing a comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services in Planning Region 12, as described in Attachment D (Table of Contents).

Scope:

- Develop an outline and approach for completing the needs assessment, including elements as indicated in Attachment D:
 - Geographic data
 - Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
 - A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
 - Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state-, or federally funded health and human services agencies, and work force agencies, and others.
 - Description of research methodology; findings; recommendations; research instruments.
- Outline to be reviewed by CAMPO and RTCC

Deliverables:

1. Developed outline and description of approach
2. Agenda and minutes of RTCC meeting showing discussion of the outline

TASK 2

Conduct a comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services in Planning Region 12, as described in Attachment D (Table of Contents), and prepare a draft report on this needs assessment.

Scope:

- Conduct a comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services, including elements indicated in Attachment D:
 - Geographic data
 - Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
 - A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
 - Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state-, or federally funded health and human services agencies, and work force agencies, and others.
 - Description of research methodology; findings; recommendations; research instruments.
- Draft report to be reviewed by CAMPO and RTCC

Deliverables:

1. Draft report on comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services, as described in Attachment D (Table of Contents)
2. Agenda and minutes of RTCC meeting showing discussion of this draft report

TASK 3

Finalize a report on a comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services in Planning Region 12, as described in Attachment D (Table of Contents).

Scope:

- Finalize report of the comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services, including elements indicated in Attachment D:
 - Geographic data
 - Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
 - A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
 - Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state-, or federally funded health and human services agencies, and work force agencies, and others.
 - Description of research methodology; findings; recommendations; research instruments.
- Final report to be reviewed by CAMPO and RTCC

Deliverables:

1. Final report on comprehensive assessment of the public's unmet transportation needs and inefficiencies in the delivery of transportation services, as described in Attachment D (Table of Contents)
2. Agenda and minutes of RTCC meeting showing discussion and approval of this final report

TASK 4

Develop an outline and approach for completing an inventory of transportation resources in Planning Region 12, as described in Attachment D (Table of Contents).

Scope:

- Develop an outline and approach for completing an inventory of transportation resources, including elements indicated in Attachment D:
 - a list and narrative description of transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Obtain from the Public Transportation Division an updated data base (updated in 2009) of all FTA-funded transportation providers in Planning Region 12.
 - Develop inventory materials and conduct an inventory of all transportation providers in Planning Region 12 that are not funded by FTA, including those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Conduct an inventory of all agencies responsible for transportation planning in Planning Region 12.
- Build on preliminary transportation resources inventory conducted in FY 2010 as part of Task 1.

Deliverables

1. An outline and report with description of planned approach to conducting inventory.
2. Agenda and minutes of RTCC meeting indicating discussion and approval of this report.

TASK 5

Conduct an inventory of transportation resources in Planning Region 12, as described in Attachment D (Table of Contents), and prepare a draft report on this inventory.

Scope:

- Conduct inventory of transportation resources, including elements indicated in Attachment D:
 - a list and narrative description of transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Obtain from the Public Transportation Division an updated data base (updated in 2009) of all FTA-funded transportation providers in Planning Region 12.
 - Develop inventory materials and conduct an inventory of all transportation providers in Planning Region 12 that are not funded by FTA, including those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Conduct an inventory of all agencies responsible for transportation planning in Planning Region 12.
- Build on preliminary transportation resources inventory conducted in FY 2010 as part of Task 1.

Deliverables

1. A report with analysis, findings, and recommendations based on the transportation resources in Planning Region 12 as described in Attachment D (Table of Contents). This will include a list of all agencies that provide transportation in Region 15, a description of methodology, and materials used to conduct the inventory.
2. Agenda and minutes of RTCC meeting indicating discussion of this report.

TASK 6

Finalize a report on an inventory of transportation resources in Planning Region 12, as described in Attachment D (Table of Contents).

Scope:

- Finalize report on transportation inventory, including elements indicated in Attachment D:
 - a list and narrative description of transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Obtain from the Public Transportation Division an updated data base (updated in 2009) of all FTA-funded transportation providers in Planning Region 12.
 - Develop inventory materials and conduct an inventory of all transportation providers in Planning Region 12 that are not funded by FTA, including those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others.
 - Conduct an inventory of all agencies responsible for transportation planning in Planning Region 12.
- Build on preliminary transportation resources inventory conducted in FY 2010 as part of Task 1.

Deliverables

1. A final report with analysis, findings and recommendations of the transportation resource inventory in Planning Region 12 as described in Attachment D (Table of Contents). This will include a list of all agencies that provide transportation in Region 12, a description of methodology, and materials used to conduct the inventory.
2. Agenda and minutes of RTCC meeting indicating discussion and approval of this report.

TASK 7

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (1st Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 8

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (2nd Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 9

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (3rd Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 10

Conduct RTCC meetings; develop agendas, summary notes, and; post agendas, notes, and other updates on the RTCC website (4th Quarter)

Scope:

- Develop RTCC Agenda with input from chair and RTCC Technical Subcommittee
- Create summary meeting notes
- Regularly update RTCC website to include agenda, notes, background information, and other updates
- Ongoing webhosting and support provided by Capital Metro

Deliverables:

1. Agendas and summary notes of RTCC meetings
2. Copy of RTCC web page showing postings

TASK 11

Conduct a second round of public involvement activities concerning the update of the regionally coordinated transportation plan and prepare a report on these activities.

Scope:

- Plan and conduct activities following the public involvement plan
- Develop or revise materials as needed
- Assess information gained and prepare a report on activities

Deliverables:

1. A report on public involvement activities, insight gained, and recommendations for incorporating into the updated region plan
2. Support documentation (such as agendas, summary notes, handout materials, questionnaires, power point presentation, or other) as appropriate.
3. Agenda and minutes of RTCC meeting indicating discussion of this report.

TASK 12

Select projects to be funded by Jobs Access Reverse Commute and New Freedom programs.

Scope:

- Select projects
- Issue award letters

Deliverables:

1. List of projects and agencies selected for awards
2. Agenda and minutes of RTCC meeting indicating discussion of awards

TASK 13

Conduct a third round of public involvement activities concerning the update of the regionally coordinated transportation plan and prepare a report on these activities.

Scope:

- Plan and conduct activities following the public involvement plan
- Develop or revise materials as needed
- Assess information gained and prepare a report on activities

Deliverables:

1. A report on public involvement activities, insight gained, and recommendations for incorporating into the updated region plan
2. Support documentation (such as agendas, summary notes, handout materials, questionnaires, power point presentation, or other) as appropriate.
3. Agenda and minutes of RTCC meeting indicating discussion of this report.

TASK 14

Prepare a final report on transportation strategies, including priority geography map and supporting materials for pilot program.

Scope:

- Consultant analyzes data from needs assessment and transportation resources reports and the geographic data base to identify priority geographic areas for additional services.
- Consultant conducts agency outreach to identify potential pilot programs
- Consultant and RTCC develop supporting materials
- Consultant develops draft report on strategies
- Consultant incorporates modifications and develops final report on strategies.

Deliverables:

1. A completed report on transportation strategies including priority geography map and supporting materials for pilot projects.
2. Agenda and minutes of RTCC meetings indicating discussion of this report.

TASK 15

Assess the organizational structure, infrastructure, and process to sustain regionally coordinated transportation planning activities in Planning Region 12, and prepare a memorandum on this assessment.

Scope:

- Conduct research including interviews with RTCC members
- Assess elements called for in Attachment D, including:
 - The lead agency's role and staffing capacity to carry out regionally coordinated transportation planning activities
 - Steering committee member roles; committee membership, structure, and how the committee will operate, including discussion of the use of by-laws or other tools to enhance operations and effectiveness;
 - How the lead agency will routinely and meaningfully engage steering committee members; how the lead agency will regularly reach out to engage other stakeholders including rider, potential riders, and other members of the public; and
 - How the lead agency and steering committee will regularly update this regionally coordinated transportation plan.

Deliverables:

1. Memorandum with recommendations on organizational structure, infrastructure, and process to sustain regionally coordinated transportation planning activities
2. Agenda and minutes of RTCC meetings indicating discussion of this memorandum

TASK 16

Prepare a draft of an updated regionally coordinated transportation plan, including elements as described in Attachment D (Table of Contents).

Scope:

- Prepare a draft updated plan including all elements described in Attachment D, including earlier tasks described in this scope of work for FY 2010 and 2011. In addition:
 - Identify parallel planning processes occurring in the Planning Region 12 and describe how regionally coordinated transportation planning activities will align or integrate with other transportation planning processes and activities in this region
 - Prepare a comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in Planning Region 12 such as those led by metropolitan planning organizations, other transportation agencies, work force agencies, health and human services agencies, and others
 - Describe how this updated plan satisfies requirements of various other funded programs
 - Describe how Planning Region 12 will leverage other resources to sustain regionally coordinated transportation planning activities beyond FY 2012.
- Present to RTCC for discussion

Deliverables

1. A copy of a draft updated regionally coordinated transportation plan
2. Agenda and minutes of RTCC meeting showing discussion of this draft plan

TASK 17

Develop a refined workplan for FY 2012

Scope:

- Develop a refined workplan
- Present to RTCC and incorporate modifications into final workplan

Deliverables:

1. Refined final workplan for FY 2012
2. Agenda and minutes of RTCC meeting indicating discussion and approval of final FY 2010 workplan

TASK 18

Finalize an updated regionally coordinated transportation plan, including elements as described in Attachment D (Table of Contents).

Scope:

- Prepare a draft updated plan including all elements described in Attachment D, including earlier tasks described in this scope of work for FY 2010 and 2011. In addition:
 - Identify parallel planning processes occurring in the Planning Region 12 and describe how regionally coordinated transportation planning activities will align or integrate with other transportation planning processes and activities in this region
 - Prepare a comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in Planning Region 12 such as those led by metropolitan planning organizations, other transportation agencies, work force agencies, health and human services agencies, and others
 - Describe how this updated plan satisfies requirements of various other funded programs
 - Describe how Planning Region 12 will leverage other resources to sustain regionally coordinated transportation planning activities beyond FY 2012.
- Present to RTCC for discussion

Deliverables

1. A copy of a final updated regionally coordinated transportation plan as described in Attachment D (Table of Contents)
 2. Agenda and minutes of RTCC meeting showing discussion and approval of this final updated plan
- Final version of the updated Regionally Coordinated Transportation Plan as outlined in Attachment D

TASK 19

Develop and distribute miscellaneous outreach materials to support regionally coordinated transportation planning effort

Scope:

- Develop and distribute educational materials related to a provider geo-database and other materials as appropriate to support the regional planning effort

Deliverables:

1. Copies of educational & other materials developed to support regional coordination effort
2. Agenda & minutes of RTCC meeting showing discussion of materials and distribution as needed

TASK 20

Write an executive summary of the transportation resource inventory and comprehensive needs assessment.

Scope:

- Review and surmise significant observations and other highlights resulting from the transportation resource inventory and comprehensive needs assessment
- Share with RTCC

Deliverables:

1. Executive summary
2. Agenda & minutes of RTCC meeting showing discussion of executive summary

TASK 21

Write and distribute to stakeholders an electronic newsletter (issue #1) concerning regionally coordinated transportation planning issues and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

TASK 22

Write and distribute to stakeholders an electronic newsletter (issue #2) concerning regionally coordinated transportation planning issues and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

TASK 23

Write and distribute a press release concerning regionally coordinated transportation planning issues, activities, and opportunities to participate in the planning process.

Scope:

- Write and edit newsletter
- Distribute to stakeholders

Deliverables:

1. Copy of newsletter
2. Distribution list

ATTACHMENT B
REGIONALLY COORDINATED TRANSPORTATION PLANNING BUDGET
FOR FY 2010 and 2011

	FY 2010	FY 2011
Personnel	\$ 25,740.77	\$ 18,558.51
Fringe		
Equipment		
Supplies	1,300.00	900.00
Travel		
Contractual	22,950.00	109,125.00
Indirect	2,631.82	1,973.04
Other		
Total	\$ 52,622.59	\$130,556.55

ATTACHMENT C**REGIONALLY COORDINATED TRANSPORTATION PLANNING
PAYMENT SCHEDULE FOR FY 2010 and 2011**

This budget and payment schedule is based on receipt of approved deliverables and correct invoices for reimbursable expenses judged to be acceptable by the Public Transportation Division project manager.

Fiscal Year 2010

Deliverable	Payment Schedule
Task 1 Deliverables – Literature Review	
1. Report on best practices & preliminary inventory of transportation resources	\$2,785.20
2. Agenda and minutes of RTCC meeting	
Task 2 Deliverables - Accomplishments	
1. Summary of Plan Accomplishments	\$2,480.94
2. Agenda and minutes of RTCC meeting	
Task 3 Deliverables – Updated Plan Outline	
1. Develop an outline for the Plan	\$ 524.30
2. Agenda and minutes of RTCC meeting	
Task 4 Deliverables – Refined 2010 Workplan	
1. Refined 2010 Work Plan	\$ 436.92
2. Agenda and minutes of RTCC meeting	
Task 5 Deliverables – RTCC Agenda, Notes, and Website Updates	
1. RTCC Agenda and Summary Meeting Notes (1 st Quarter)	\$ 1,043.05
2. Report on Website Updates	
Task 6 Deliverables – RTCC Agenda, Notes, and Website Updates	
1. RTCC Agenda and Summary Meeting Notes (2 nd Quarter)	\$ 1,043.05
2. Report on Website Updates	
Task 7 Deliverables – RTCC Agenda, Notes, and Website Updates	
1. RTCC Agenda and Summary Meeting Notes (3 rd Quarter)	\$ 1,043.05
2. Report on Website Updates	
Task 8 Deliverables – RTCC Agenda, Notes, and Website Updates	
1. RTCC Agenda and Summary Meeting Notes (4 th Quarter)	\$ 1,043.05
2. Report on Website Updates	
Task 9 Deliverables – Refined Plan Development Timeline	
1. A report reflecting the timeline for the line	\$873.84
2. Agenda and minutes of RTCC meeting	
Task 10 Deliverables – Public Involvement Plan	
1. A copy of the Public Involvement Plan	\$1,636.92
2. Agenda and minutes of RTCC meeting	
Task 11 Deliverables – Develop Regionally Coordinated Updated Plan Website	
1. A report on the development and key components of the website.	\$4,668.46
2. Agenda and minutes of RTCC meeting	
Task 12 Deliverables- Kickoff of Survey	
1. Copy of developed survey and report on distribution methodology.	\$522.72
2. Agenda and minutes of RTCC meeting.	

Deliverable	Payment Schedule
Task 13 Deliverables – Vision, Mission, Goals, and Objectives	
1. Report on vision and mission statements, and goals and objectives 2. A copy of this chapter of the updated plan. 3. Agenda and minutes of RTCC meeting	\$2,330.33
Task 14 Deliverables – Report on Survey	
1. A report summarizing survey results. 2. Agenda and minutes of RTCC meeting	\$826.98
Task 15 Deliverables – Development of performance measures	
1. Report outlining performance measures 2. Agenda and minutes of RTCC meeting	\$2,331.24
Task 16 Deliverables – Consultant RFP/Scope of Work (Draft)	
1. Draft version of RFP/Scope 2. Agenda & minutes of RTCC meeting	\$1,054.79
Task 17 Deliverables – Consultant RFP/Scope of Work (Final)	
1. Final version of RFP/Scope 2. Report on selection of consultant. 3. Agenda & minutes of RTCC meeting	\$1,505.27
Task 18 Deliverables – Chapter on Performance Measures	
1. A copy of the performance measures chapter. 2. Agenda & minutes of RTCC meeting	\$1,351.43
Task 19 Deliverables – JARC/NF Funding (brochure)	
1. A copy of brochure 2. Agenda & minutes of RTCC meeting	\$1,018.46
Task 20 Deliverables – JARC/NF Funding (applications)	
1. A list of entities submitting grant applications and respective projects 2. Agenda and minutes of RTCC meeting	\$ 436.92
Task 21 Deliverables – JARC/NF Workshops	
1. Copy of the FAQ's and summary report of workshops. 2. Agenda and minutes of RTCC meeting	\$ 889.05
Task 22 Deliverables – Geographic Database	
1. A report on the database 2. Agenda and minutes of RTCC meeting.	\$8,800.00
Task 23 Deliverables – Refined 2011 Workplan	
1. Copy of the revised workplan 2. Agenda and minutes of RTCC meeting	\$ 436.92
Task 24 Deliverables – Misc. Outreach Materials	
1. Copy of educational materials on regional planning, E-newsletters (dates sent out) and distribution list. 2. Copies of press releases and newspapers 3. Agenda and minutes of RTCC meeting	\$1,094.53
Task 25 Deliverables – Caseworker/Program Eligibility Survey	
1. Report on survey, including methodology, observations, recommendations, and copies of survey instruments 2. Copy of performance metrics 3. Agenda and minutes of RTCC meeting	\$ 2,699.40
Task 26 Deliverables – Caseworker/Prog. Elig. Training Curriculum	
1. Final training curriculum and materials 2. Roster of stakeholders involved in preparing curriculum 3. Agenda and minutes of RTCC meeting	\$ 5,347.68

Deliverable	Payment Schedule
Task 27 Deliverables – Caseworker/Prog. Elig. Report	
1. Report on training session(s) – to include methodology, observations, recommendations, copies of survey tools & performance metrics. 2. Agenda and minutes of RTCC meeting	\$ 2,699.40
Task 28 Deliverables – E-newsletter 1	
1. Copies of newsletter and distribution list	\$ 589.05
Task 29 Deliverables – E-newsletter 2	
1. Copies of newsletter and distribution list	\$ 589.05
Task 30 Deliverables – Press Release	
1. Copies of press release and distribution list	\$520.59
Total	\$52,622.59

Fiscal Year 2011

Deliverable	Payment Schedule
Task 1 Deliverables – Needs Assessment (Approach & Outline)	
1. Outline and description of approach 2. Agenda and minutes of RTCC meeting	\$1,318.46
Task 2 Deliverables – Needs Assessment (1st Draft)	
1. 1 st Draft 2. Agenda and minutes of RTCC meeting	\$9,786.92
Task 3 Deliverables – Needs Assessment (Final Report)	
1. Copy of the developed outline for the Draft. 2. Draft report on the Transportation Needs of the region 3. Agenda and minutes of RTCC meeting.	\$4,618.46
Task 4 Deliverables – Resources Inventory (Approach & Outline)	
1. Developed outline and description of approach 2. Agenda and minutes of RTCC meeting	\$1,318.46
Task 5 Deliverables – Resources Inventory (1st Draft)	
1. 1 st Draft 2. Agenda and minutes of RTCC meeting	\$9,786.92
Task 6 Deliverables – Resources Inventory (Final Report)	
1. Copy of the developed outline for the Draft 2. Draft report on the Transportation Resources of the region 3. Agenda and minutes of RTCC meeting	\$4,618.46
Task 7 Deliverables – RTCC Agenda, Notes, & Website Update	
1. Agenda, notes, document stating changes to website (1 st Qtr)	\$1,043.05
Task 8 Deliverables – RTCC Agenda, Notes, & Website Update	
1. Agenda, notes, document stating changes to website (2 nd Qtr)	\$1,043.05
Task 9 Deliverables – RTCC Agenda, Notes, & Website Update	
1. Agenda, notes, document stating changes to website (3 rd Qtr)	\$1,043.05
Task 10 Deliverables – Public Involvement Round 2	
1. Report on public involvement activities, insight gained, and recommendations for incorporating into the updated region plan 2. Support documentation (such as agendas, summary notes, handout materials, questionnaires, power point presentations, or other) as appropriate 3. Agenda and minutes of RTCC meeting	\$8,844.55
Task 11 Deliverables – JARC/NF Awards	
1. List of projects selected for awards 2. Agenda and minutes of RTCC meeting	\$218.46
Task 12 Deliverables – Public Involvement Report Round 3	
1. Report on public involvement activities, insight gained, and recommendations for incorporating into the updated region plan 2. Support documentation (eg, agendas, summary notes, handout materials, questionnaires, PPT presentations, or other) 3. Agenda and minutes of RTCC meeting	\$11,749.98
Task 13 Deliverables – Final Report on Strategies	
1. Completed report on transportation strategies including priority geography map and supporting materials for pilot prgm. 2. An agenda and minutes of RTCC meeting	\$28,704.46

Deliverable	Payment Schedule
Task 14 Deliverables - Memo on Staff Structure	
1. Memo with recommendations on staff structure 2. Agenda & minutes of RTCC meeting	\$4,618.46
Task 15 Deliverables – Draft Updated Regionally Coordinated Plan	
1. A copy of the Draft Plan 2. Agenda & minutes of RTCC meeting.	\$30,055.24
Task 16 Deliverables – Refined Workplan for 2012	
1. Copy of the refined workplan 2. Agenda and minutes of RTCC meeting	\$436.92
Task 17 Deliverables – Final Updated Regionally Coordinated Plan	
1. Copy of the Updated Regionally Coordinated Plan 2. Agenda and minutes of RTCC meeting	\$5,921.52
Task 18 Deliverables – Outreach Material	
1. A copy of educational materials on regional planning 2. A copy of E-newsletters, dates sent out and distribution list. 3. Copies of press releases and newspapers 4. Agenda and minutes of RTCC meeting	\$ 1,094.53
Task 19 Deliverables – Executive Summary	
1. Executive Summary 2. Agenda and minutes of RTCC meeting	\$ 2,636.92
Task 20 Deliverables – E-newsletter 1	
1. Copies of newsletter and distribution list	\$ 589.05
Task 21 Deliverables – E-newsletter 2	
1. Copies of newsletter and distribution list	\$ 589.05
Task 22 Deliverables – Press Release	
1. Copies of press release and distribution list	\$ 520.59
Total	\$130,556.56

ATTACHMENT D

UPDATED REGIONALLY COORDINATED TRANSPORTATION PLAN TABLE OF CONTENTS

EXECUTIVE SUMMARY

I. INTRODUCTION

This section shall include a general description of the background and purpose of this updated plan and the methodology used to update it including a description of outreach and public involvement activities.

II. TRANSPORTATION RESOURCES IN THE REGION

This section shall include a list and narrative description of:

- Transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. Between June and August 2009, the Public Transportation Division, under contract with the Texas Transportation Institute (TTI), will update the 2006 provider inventory. TTI will obtain information directly from recipients of funding from the Federal Transit Administration (FTA). Lead agencies shall survey non-FTA recipients for inclusion in the inventory.
- All agencies responsible for transportation planning in the region.

III. COMPREHENSIVE ASSESSMENT OF THE PUBLIC'S UNMET TRANSPORTATION NEEDS AND INEFFICIENCIES IN THE DELIVERY OF TRANSPORTATION SERVICES

This section shall be based on a current, comprehensive regional needs assessment and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This section shall include:

- Geographic data
- Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
- A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
- Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state-, or federally funded health and human services agencies, and work force agencies, and others.
- A description of the research methodology, findings, and recommendations of a current, comprehensive regional needs assessment, as well as research instruments.

IV. PLANNING FOR COMPREHENSIVE SERVICES

This section shall describe how this updated plan integrates services of various programs including:

- FTA-funded programs including Job Access Reverse Commute, New Freedom, Elderly Individuals and Individuals with Disabilities, Urban Formula, and Non-Urbanized formula programs
- Health and human services programs
- Work force programs
- Other

V. EFFORTS TO STREAMLINE PARALLEL PLANNING PROCESSES

This section shall identify parallel planning processes occurring in the region and describe how regionally coordinated transportation planning activities will align or integrate with other transportation planning processes and activities in the region. This section shall include a:

- **Comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in the planning region such as those led by metropolitan planning organizations, other transportation agencies, work force agencies, health and human services agencies, and others.**
- **Description of how this updated plan satisfies requirements of various other funded programs.**

VI. STAFF STRUCTURE AND PROCESS TO SUSTAIN PLANNING AND SERVICES

This section shall describe the organizational structure, infrastructure, and process to sustain regionally coordinated transportation planning activities in the region, including:

- **The lead agency's role and staffing capacity to carry out regional transportation planning activities;**
- **Steering committee member roles; committee membership, structure, and how the committee will operate, including discussion of the use of by-laws or other tools to enhance operations and effectiveness;**
- **How the lead agency will routinely and meaningfully engage steering committee members; how the lead agency will regularly reach out to engage other stakeholders including riders, potential riders, and other members of the public;**
- **How the lead agency and steering committee will regularly update this regionally coordinated transportation plan.**

VII. VISION, MISSION, GOALS, AND OBJECTIVES

This section shall include vision and mission statements of the steering committee as well as clearly articulated goal(s) and measurable, time-limited objectives to address identified needs and transportation service gaps.

Lead agencies shall determine the vision and mission statements, goals and objectives using a deliberative process actively involving the steering committee and other stakeholders including riders and potential riders. The Public Transportation Division encourages use of a skilled, neutral facilitator to aid this discussion and process. Lead agencies and steering committees shall prioritize objectives (identifying those that are short- or long-term) and address implementation based on time, resources, and feasibility.

VIII. LEVERAGING RESOURCES / SUSTAINABILITY

This section shall describe how the region will leverage other resources to sustain regionally coordinated transportation planning activities beyond FY 2012.

IX. PERFORMANCE MEASURES TO EVALUATE EFFECTIVENESS

This section shall list and describe specific, locally-determined a) process and outcome measures to evaluate this updated plan, and b) performance measures for assessing progress towards achieving the locally-defined goal(s) and objectives.