

## Human Service Coordination Plan Review Checklist

(Please fill in the page number within the box and return with the plan for review)

Agency Name : \_\_\_\_\_

### **Introduction** – Coordinated Public Transit – Human Services Transportation Plan

- Required by FTA Section 5310 program – Page(s) \_\_\_\_\_

### **Development of the Coordinated Public Transit** – Human Services Transportation Plan

- Overview
  - Identifies transportation needs of - Page(s) \_\_\_\_\_
    - Individuals with disabilities
    - Older adults
    - Peoples with low incomes
  - Provides strategies for meeting those local needs - Page(s) \_\_\_\_\_
  - Prioritizes transportation services for funding and implementation - Page(s) \_\_\_\_\_
  - Definition of “local” plans – Page(s) \_\_\_\_\_
  - Decision as to the boundaries of the local planning areas should be made in consultation with:
    - The State Boundaries – Yes \_\_\_\_ No \_\_\_\_
    - Designated recipient of FTA programs – Yes \_\_\_\_ No \_\_\_\_
    - Metropolitan Planning Organization (MPO) – Yes \_\_\_\_ No \_\_\_\_
- Agency leading the planning process – Page(s) \_\_\_\_\_
  - Plan must be developed through a process that includes representatives of transportation and human services transportation providers –
    - Public
    - Private
    - Non-profit
- Participation by members of the public, should include – Page(s) \_\_\_\_\_
  - Individuals with disabilities
  - Older adults
  - People with low incomes

### **Required Elements**

- Needs Assessment – is assessment of transportation needs identified for the following?
  - For individuals with disabilities? – Page(s) \_\_\_\_\_
  - For older adults? – Page(s) \_\_\_\_\_
  - For people with low incomes? – Page(s) \_\_\_\_\_

## **Human Service Coordination Plan Review Checklist**

Is there any input from private transportation brokers, taxi operators, intercity bus providers?

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The basis of needs assessment may be from experiences and perceptions of planning partners, sophisticated data collection, gaps in service.

- Strategies or Activities – are strategies and/or activities identified that address the following:
  - Gaps in service? – Page(s) \_\_\_\_\_
    - Time (days of week, hours of the day)
    - Space (locations un-served/underserved)
    - Efficiencies in service delivery? – Page(s) \_\_\_\_\_
      - Combining trips, single point for information, joint purchasing, vehicle/driver sharing, etc.
- Examples of Strategies/Activities – Page(s) \_\_\_\_\_
  - Strategies – define a mobility goal
  - Increase utilization of vehicles and/or sustain current mobility services.
  - Activities – describe a tactic to address a function of mobility service – Page(s) \_\_\_\_\_
    - Improve call taking process
    - Replace vehicles at end of useful life
- Prioritize Strategies – identify priorities for implementing specific strategies/activities based upon: - Page(s) \_\_\_\_\_
  - Resources
  - Time
  - Feasibility

### **Planning Agency Roles for developing Human Service Coordination Plan**

*(Not specifically in plan but steps/procedures for developing updated plan)*

- Describe the development and implement of assessment tools
  - Self-assessment groups: \_\_\_\_\_
  - Focus groups \_\_\_\_\_
  - Surveys \_\_\_\_\_
- Number of Surveys completed: \_\_\_\_\_

## Human Service Coordination Plan Review Checklist

- Solicit and attract public participation

Development of the plan must include an opportunity for all interested parties to participate. The planning process should include human service agencies, local governments, private and public transit providers, and potential riders as well as members of the general public. There should be specific methods for outreach to low-income individuals who are not part of the human service delivery system. The local plan should document how public participation was solicited, i.e. newspaper ads, public service announcements, direct mail, etc. A lack of public interest in the project will not count against the project if adequate outreach was conducted.

### What outreach efforts utilized? When? Results?

- Public meetings – When \_\_\_\_\_
  - Results: \_\_\_\_\_
- Public outreach – When \_\_\_\_\_
  - Results - \_\_\_\_\_
- Public participation – When \_\_\_\_\_
  - Results - \_\_\_\_\_

### Document publicly identified strategies

- Document publicly identified priorities – Page(s) \_\_\_\_\_
- Facilitate and finalize plan for adoption and the process of the board approval of the plan - Page(s) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Date

Submitted to MoDOT for Review Date: \_\_\_\_\_

\_\_\_\_\_  
MoDOT Internal Review and comments:

\_\_\_\_\_

\_\_\_\_\_

MoDOT Approval – Date \_\_\_\_\_

Approved by: \_\_\_\_\_