

Work Plan for Regionally Coordinated Transportation Planning in the Coastal Bend – DRAFT 9-24-2010

Regionally Coordinated Transportation Planning Requirement	Activities	Schedule and Expected Products
<b>Identify Lead Agency, Define Staff Structure and Process to Sustain Planning and Services</b> (Ref: TxDOT Attachment D TOC VI) Regional Plan Update requirement: This section shall describe the organizational structure, infrastructure, and process to sustain regionally coordinated transportation planning activities in the region		<b>Schedule:</b> September and October 2010
1. Identify lead agency	<ul style="list-style-type: none"> <li>• Complete the local process to identify the lead agency to assume responsibility from Coastal Bend COG</li> <li>• Notify TxDOT and other agencies as appropriate of the change in assignment to new lead agency</li> <li>• Execute an amendment to Regionally Coordinated Transportation Planning Project Grant Agreement for State Project # 1006(51) on January 1, 2010 as Amended</li> <li>• Name inter-county mobility director [complete May 2010]</li> </ul>	<ul style="list-style-type: none"> <li>• Project Grant Agreement Amendment between TxDOT and Lead Agency</li> <li>• TCN By-laws</li> <li>• Chapter for Regional Plan Update to describe the organizational structure, infrastructure, and process to sustain regionally coordinated transportation planning activities in the Coastal Bend Region</li> </ul>
2. Document lead agency’s role and staffing capacity to carry out regional transportation planning	<ul style="list-style-type: none"> <li>• Document lead agency’s responsibility to carry out regional transportation planning</li> <li>• Document the role and responsibility of the inter-county mobility director</li> <li>• Identify staffing capacity to support regional transportation planning</li> </ul>	
3. Document “steering committee” [TCN stakeholders] membership, structure, roles	<ul style="list-style-type: none"> <li>• Document TCN stakeholder membership, structure, and the roles</li> <li>• Document role and responsibilities for TCN executive committee</li> </ul>	
4. Define how the TCN operates (by-laws) to enhance operations and effectiveness	<ul style="list-style-type: none"> <li>• Provide a copy of the TCN by-laws</li> </ul>	
5. Describe how the lead agency will engage TCN members	<ul style="list-style-type: none"> <li>• Document how lead agency and inter-county mobility director conduct business on behalf of TCN</li> <li>• Describe regular meeting schedule for TCN stakeholders</li> </ul>	

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6. Describe how the lead agency will engage riders, potential riders, and other members of the public	<ul style="list-style-type: none"> <li>Describe the TCN outreach efforts including newsletter, stakeholder meetings, and public meetings.</li> <li>Identify how riders and potential riders will be recruited and involved in the regional planning process</li> </ul>	
<b>Develop Vision, Mission, Goals, and Objectives</b> (Ref: TxDOT Attachment D TOC VII) Regional Plan Update requirement: This section shall include vision and mission statements of the steering committee [TCN stakeholders] as well as clearly articulated goal(s) and measurable, time-limited objectives to address identified needs and transportation service gaps		<b>Schedule:</b> October 2010
7. Adopt vision and mission statements	<ul style="list-style-type: none"> <li>Update TCN vision and mission statement</li> </ul>	<ul style="list-style-type: none"> <li>TCN vision and mission statement</li> <li>TCN goals and objectives</li> <li>Timeline</li> <li>Chapter for Regional Plan Update to include vision and mission statements and goal(s) and measurable, time-limited objectives</li> </ul>
8. Articulate goals and measurable, time limited objectives to address identified needs and transportation service gaps	<ul style="list-style-type: none"> <li>Define goals and objectives for TCN to address transportation needs and gaps identified by stakeholders during public transportation needs assessment 2010</li> <li>Ensure the objectives are measurable, time limited</li> </ul>	
9. Prioritize objectives, identifying those that are short-term and long-term	<ul style="list-style-type: none"> <li>Engage stakeholders in an exercise to prioritize objectives</li> <li>Establish objectives as short-term and long-term</li> </ul>	
10. Address implementation based on time, resources and feasibility	<ul style="list-style-type: none"> <li>Engage stakeholders in discussion of implementation time, resources and feasibility</li> <li>Develop an implementation timeline (5-years)</li> </ul>	
<b>Identify Performance Measures to Evaluate Effectiveness</b> (Ref: TxDOT Attachment D TOC IX) Regional Plan Update Requirement: 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.		<b>Schedule:</b> October 2010
11. Identify performance measures for assessing progress towards achieving the locally-defined goal(s) and objectives (See 8 above)	<ul style="list-style-type: none"> <li>Define how to measure achievement for each objective</li> <li>Establish performance measure for each objective</li> </ul>	<ul style="list-style-type: none"> <li>Chapter for Regional Plan Update to describe how the TCN stakeholders will monitor and assess progress toward achieving goals and objectives</li> </ul>
12. Describe specific, locally-determined process and outcome measures to evaluate the updated plan	<ul style="list-style-type: none"> <li>Work with TCN stakeholders to define a process to evaluate progress toward the objectives in the Regional Plan Update (for example, quarterly reports to TCN stakeholders, dashboard in monthly TCN newsletter)</li> </ul>	

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<p><b>Planning for Comprehensive Services</b>                      (Ref: TxDOT Attachment D TOC IV)                      Regional Plan Update requirement: This section shall describe how this updated plan integrates services of various federal and state funding programs</p>		<p><b>Schedule:</b>                      January through April 2011</p>
<p>13. Confirm the requirements for a regionally coordinated transportation plan for federal and state funded programs</p>	<ul style="list-style-type: none"> <li>• Review the federal and state regulations requirements for regionally coordinated planning (see documentation in the Updated Regional Public Transportation Coordination Plan 2011)</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter for Regional Plan Update to describe how the updated regional coordination plan integrates services of various programs</li> </ul>
<p>14. Engage stakeholders in discussion about the integration of services that are funded by various federal and state (and local) funded programs</p>	<ul style="list-style-type: none"> <li>• Engage in discussions with agencies involved in funding public transportation in the Coastal Bend Region to confirm how the updated plan can integrate various federal and state funding programs for public transportation</li> <li>• Meet with TxDOT, each rural transit district, the MPO, and RTA. Discuss                             <ul style="list-style-type: none"> <li>•Section 5310 Elderly &amp; People with Disabilities, 5316 JARC and 5317 New Freedom</li> <li>•Section 5311 Rural and 5307 Urban</li> <li>•Section 5303/5304 Planning and RTAP technical assistance</li> </ul> </li> <li>• Identify opportunities for funding sources to support or complement regional coordination</li> </ul>	
	<ul style="list-style-type: none"> <li>• Engage in discussions with agencies involved health and human services and programs for the elderly to confirm how the updated plan can integrate federal and state funding programs</li> <li>• Meet with HHSC, DHS, DFPS, DADS, DARS, Area Agency Aging, CBCOG and other state, regional or local agencies responsible for federal and state funding programs for health and human services (see agencies in the Updated Regional Public Transportation Coordination Plan 2011)</li> <li>• Discuss requirements for regionally coordinated (transportation) planning</li> <li>• Identify opportunities for funding sources to support or complement regional coordination</li> </ul>	

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<p>[Continue 14: Engage stakeholders in discussion about the integration of services that are funded by various federal and state (and local) funded programs]</p>	<ul style="list-style-type: none"> <li>• Engage in discussions with agencies that provide employment services in the Coastal Bend region</li> <li>• Meet with Workforce Solutions and other agencies involved in employment services</li> <li>• Discuss requirements for regionally coordinated (transportation) planning</li> <li>• Identify opportunities for funding sources to support or complement regional coordination</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Engage in a discussion with agencies involved in other regional programs that serve and advocate for those in need of transportation</li> <li>• For example, meet with CACOST, Coastal Bend Rural Health Program, CBCIL, and others (see agencies and organizations identified in the Updated Regional Public Transportation Coordination Plan 2011)</li> <li>• Discuss requirements for regionally coordinated (transportation) planning</li> <li>• Identify opportunities for funding sources to support or complement regional coordination</li> </ul>	<p>[Continue previous page]</p>
<p><b>Efforts to Streamline Parallel Planning Programs</b>                      (Ref: TxDOT Attachment D TOC V)                      Regional Plan Update requirement: 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.</p>		<p><b>Schedule:</b>                      January through April 2011</p>
<p>15. Identify parallel planning processes and</p>	<ul style="list-style-type: none"> <li>• Document planning processes and the (annual) schedule for each agency/funding program as discussed in the chapter “Planning for Comprehensive Services”</li> </ul>	<ul style="list-style-type: none"> <li>• Illustration integrated planning processes to contribute to Chapter for Regional Plan Update to describe how the updated regional coordination plan integrates services of various programs (see above)</li> </ul>
<p>16. Describe how regionally coordinated transportation planning activities will align or integrate</p>	<ul style="list-style-type: none"> <li>• Develop a comprehensive master schedule for planning processes/deadlines for annual plans and funding requests to illustrate how regionally coordinated transportation planning activities will align or integrate</li> </ul>	

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<b>Leveraging Resources/ Sustainability</b> (Ref: TxDOT Attachment D TOC VIII) Regional Plan Update requirement: This section shall describe how the region will leverage other resources to sustain regionally coordinated transportation planning activities beyond FY 2012.		<b>Schedule:</b> Ongoing throughout year TxDOT Coordinated Call for Projects: November – December 2010, Due January
17. Identify resources to sustain regionally coordination transportation planning activities	<ul style="list-style-type: none"> <li>• See discussion of funding from federally and state funded programs in activities above.</li> <li>• Identify and research funding from other sources of funds including but not limited to foundations, private funding, local government support, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter for Regional Plan Update to describe opportunities to leverage resources and sustainability</li> <li>• Successful agreements for funding</li> </ul>
18. Prepare applications for funding as appropriate	<ul style="list-style-type: none"> <li>• Submit application for TxDOT Coordinated Call for Projects due January 2011.</li> <li>• Pursue other opportunities as identified in activities discussion above.</li> </ul>	
19. Enter into agreements for sustained funding	<ul style="list-style-type: none"> <li>• Identify sources of match if required</li> </ul>	
<b>Complete Updated Regional Public Transportation Coordination Plan 2011 for the Coastal Bend Region</b>		<b>Schedule:</b> May through July 2011 Submit Plan to TxDOT by August 2011
20. Draft Updated Plan	<ul style="list-style-type: none"> <li>• Compile chapters from previous tasks and complete draft plan</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Plan</li> </ul>
21. Review with TCN stakeholders	<ul style="list-style-type: none"> <li>• Prepare updated plan for distribution to TCN stakeholders for review and comment</li> <li>• Conduct public meetings for discussion</li> <li>• Receive comments and revisions</li> </ul>	
22. Prepare final Updated Plan	<ul style="list-style-type: none"> <li>• Publish final plan</li> </ul>	

## Work Plan for Regionally Coordinated Transportation Planning in the Coastal Bend – DRAFT 9-24-2010

### Schedule Calendar

#### **September – October 2010**

Identify Lead Agency, Define Staff Structure and Process to Sustain Planning and Services

#### **October 2010**

Develop Vision, Mission, Goals, and Objectives

Identify Performance Measures to Evaluate Effectiveness

#### **November – December 2010**

Prepare funding application for TxDOT Coordinated Call for Projects:

Due January 2011

#### **January – April 2011**

Planning for Comprehensive Services

Efforts to Streamline Parallel Planning Programs

#### **May – July 2011**

Complete Updated Regional Public Transportation Coordination Plan 2011 for the Coastal Bend Region

Due August 2011

#### **January – July 2011**

Facilitate progress on priority projects

#### **Ongoing**

Leverage resources for sustainability beyond 2011

Regular participation TCN stakeholders (meetings, monthly newsletter, forums)