

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 36-06
	<b>DATE</b> June 21, 2007

**To:** ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS  
ONE-STOP CAREER CENTER LEADS

**From:** GAY GILBERT *Gay Gilbert*  
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**Subject:** Human Services Transportation Coordination

- 1. Purpose.** The purpose of this Training and Employment Notice (TEN) is to announce two recently released policies from the Interagency Council on Access and Mobility and identify how the workforce investment system can link to a newly devised coordinated human services transportation planning process. These coordination policies were promulgated to: (1) promote the participation of federally-assisted grantees in a locally-coordinated human services transportation planning process which would reduce transportation duplication, increase service efficiency, and expand access for populations that face major transportation challenges; and (2) coordinate resources to maximize accessibility and availability of transportation services by encouraging vehicles and rides to be shared with other federally-assisted programs, customers, or other members of the riding public.
- 2. References.** Training and Employment Notice No.8-05, "Human Service Transportation Coordination Resources Developed by the United We Ride Initiative."
- 3. Background.** Transportation continues to top the list of support services necessary to assist people who are transit disadvantaged (e.g., people who are low-income, disabled, and/or elderly) to become employed. A 2005 study by the Community Transportation Association of America (CTAA) looked at One-Stop Career Center services and found that nearly half of their customers were transportation disadvantaged. A 2005 survey of Disability Program Navigators (DPNs), located in

One-Stop Career Centers, identified transportation as the most significant barrier to employment. Transportation is a frequently cited barrier to both employment and access to the One-Stop Career Centers' services for customers who fall into one of the groups above.

Approximately 80 percent of One-Stop Career Centers recently surveyed by CTAA provide some form of transportation assistance to their customers. While most provide information on available transportation services, some One-Stop Career Centers provide more direct services, such as tokens or vouchers to ride transit, gas allowance for car trips, funding for bus or van services, in addition to other support.

4. **Interagency Coordinating Council.** Presidential Executive Order 13330, issued on February 24, 2004, established the interagency transportation Coordinating Council on Access and Mobility (CCAM) to reduce duplication among federally-funded human service transportation services, increase the efficient delivery of such services, and expand transportation access for persons who are older, have disabilities, are low-income, children, and other disadvantaged populations.

CCAM members are charged with implementing actions and developing guidance to accomplish Federal program grantee participation in locally-developed, coordinated public transit/human service coordinated planning processes. The Department of Labor (DOL) is a member of the CCAM and continues to work closely with the other partners (Departments of Veterans Affairs, Transportation, Health and Human Services, Education, Interior, Housing and Urban Development, United States Department of Agriculture, the Commissioner of the Social Security Administration, Attorney General, and Chairperson of the National Council on Disability) on issues related to human service transportation coordination. In October, 2005, the CCAM adopted two policies to achieve additional coordinated planning and transportation service delivery—local coordinated human service transportation planning process and vehicle resource sharing.

5. **Coordinated Planning.** In its 2005 Report to President George W. Bush, the CCAM recommended that a coordinated planning process for human service transportation programs be established. Subsequently on August 10, 2005, the President signed legislation to reauthorize Federal public transportation and highway programs that included such a coordinated planning process. This legislation, the Safe, Affordable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU), included a requirement for a "locally developed, coordinated public transit human service plan" for the Federal Transit Administration's (FTA) three human service transportation programs for underserved populations, which are the Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute, and the New Freedom Programs. Funding for these programs is contingent upon

communities establishing an initial locally-coordinated transportation plan by 2007 and a complete plan by 2008.

6. **CCAM Vehicle Resource Sharing Policy.** While workforce investment programs only reimburse individual customer travel costs rather than invest in transportation service delivery systems, knowledge of the CCAM Vehicle Sharing policy may be of interest to recipients of workforce investment funding. This policy clarifies that Federal cost principles do not restrict Federally-assisted grants and programs to serve only their own customers. Applicable cost principles enable grantees to share their own vehicles, if the cost of providing transportation to the community is also shared.

This policy seeks to maximize the use of all available transportation vehicles and facilitates access for persons with disabilities, persons with low income, children, and senior citizens to and from community and medical sites, employment and training opportunities, and other necessary services. Such arrangements can enhance service by increasing the pool of transportation services, reducing the amount of time that vehicles are idled, and reducing or eliminating duplication of routes and services in the community. Although this policy may not always apply to One-Stop Career Centers, it is important to be aware of it as you participate in the local coordinated planning process. Refer to the attached policy statement.

7. **CCAM Local Coordinated Human Services Transportation Planning Process.** This policy states that Federally-assisted grantees having significant involvement in providing service delivery should participate in a local coordinated human service transportation policy and develop plans to achieve the objectives of reducing duplication, increasing service efficiency, and expanding access to persons who are transportation-disadvantaged. Refer to the attached policy statement.

8. **How to Get Involved in the Coordinated Planning Process.** Participation by a wide variety of stakeholders, including One-Stop Career Centers and Local Workforce Investment Boards (LWIBs), is required in the development of locally-coordinated public human services transportation plans. One-Stop Career Center and LWIB staff can take advantage of the funding programs listed above and the new coordinated planning process described here to increase transportation for persons who are low-income, older, have disabilities, and other One-Stop Career Center customers.

The most effective way for LWIBs and One-Stop Career Centers to become involved with the development of this coordinated plan is to contact the Metropolitan Planning Organizations (MPOs) in urbanized areas to ask about the statewide planning process. A national directory of state MPOs can be found at: <http://www.ampo.org/directory/index.php>.

One-Stop Career Centers outside urbanized areas need to contact transportation providers operating in the areas served by their One-Stop Career Centers and/or their state Department of Transportation about the statewide planning process.

The Federal Transit Administration has released its final guidance on SAFETEA-LU's three human service transportation programs (Elderly Individual and Individuals with Disabilities, Job Access and Reverse Commute, and New Freedom), including the new requirement for developing a coordinated public transit human service transportation plan. The final guidance is available at: [http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6622.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6622.html)

## 9. Additional SAFETEA-LU Provisions.

### a) Job Access and Reverse Commute (JARC)

SAFETEA-LU continues to fund the JARC program, which provides communities with funding to develop and support transportation services to connect people who are low income and/or welfare recipients with employment sites. This program provides formula-based assistance to states and urbanized areas based on low-income and Temporary Assistance for Needy Families (TANF) populations. Funding is provided for local programs that offer job access and reverse commute transportation services for individuals who are low income and who live in the city core and work in suburban locations.

Urbanized area recipients and states select JARC projects based on competitive solicitations. Funds may be awarded for capital projects (80 percent federal share) or operating projects (50 percent federal share). Under SAFETEA-LU, the program continues its allowance for matching dollars to be supplied through other Federal funding, such as the TANF program, the Workforce Investment Act (WIA), Social Security Block Grants (SSBG), and the U.S. Department of Housing and Urban Development (HUD), in addition to traditional state and local investments.

JARC projects must be derived from the coordinated local human services transportation plans starting in FY 2007. To facilitate these planning efforts, up to 10 percent of JARC funds may be used for project administration, planning and technical assistance activities. The JARC program is funded for \$138 million in 2006, \$144 million in 2007, \$156 million in 2008, and \$165 million in 2009. ([http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6623.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html); [http://www.fta.dot.gov/documents/FTA\\_New\\_Freedom\\_Fact\\_Sheet\\_Sept05.pdf](http://www.fta.dot.gov/documents/FTA_New_Freedom_Fact_Sheet_Sept05.pdf)).

b) New Freedom Program

SAFETEA-LU continues all the transit programs that have helped address the mobility needs of persons with disabilities. It also adds a new program, the New Freedom Program, which further enhances the national commitment to access and mobility. The New Freedom Program is funded at \$78 million for fiscal year 2006, \$81 million for fiscal year 2007, \$87.5 million for fiscal year 2008, and \$92.5 million for fiscal year 2009.

The New Freedom Program is a formula-based grant that is part of a larger, government-wide New Freedom Initiative (NFI) that President Bush established in 2001 under Presidential Executive Order 13217. The NFI promotes the integration of persons with disabilities into the workforce and into community life through a variety of strategies implemented by the Federal Departments of Labor, Health and Human Services, Housing and Urban Development, Education, Justice, Veterans Affairs, and now Transportation.

Funds will be awarded competitively and eligible sub-recipients are units of state or local government, nonprofit organizations, and other public and private operators of public transportation services. New Freedom Program transportation projects are to be derived from locally-developed, coordinated public transit-human service transportation plans.

Communities can use New Freedom Program transportation dollars to provide expanded public transportation services and alternatives to public transportation beyond those accessible transportation services required by the Americans with Disabilities Act (ADA). Such services may assist persons with disabilities to access jobs and employment-related services beyond those provided by existing transit systems. The New Freedom Program's formula grant goal is to provide additional tools to overcome barriers facing Americans with disabilities seeking integration into the workforce and full participation in society. These funds may be used for capital expenses (at an 80 percent Federal share) or operating expenses (at a 50 percent Federal share). The non-Federal share may be obtained from cash, service agreements with state, local or private social services organizations, or from other Federal funding sources, including TANF and WIA, which allow their funds to be expended on transportation activities.

([http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6624.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html);

[http://www.fta.dot.gov/documents/FTA\\_New\\_Freedom\\_Fact\\_Sheet\\_Sept05.pdf](http://www.fta.dot.gov/documents/FTA_New_Freedom_Fact_Sheet_Sept05.pdf)).

c) Mobility Management/Transportation Navigation Activities

As communities build partnerships, employ new approaches, and secure funding to begin or maintain additional transportation services, they are also implementing efforts to ensure that as many people as possible can access services to get them where they need to go. The concept of mobility management (now frequently referred to as one-on-one transportation coordination or transportation navigation) is an activity increasingly being adopted by coalitions of workforce development professionals, the disability services community, human service agencies, and transportation providers.

Local communities are beginning to explore options for funding transportation navigators as staff to address individual travel needs. Transportation navigators could undertake a range of roles from working at a community/regional level to ensure that there are enough transportation services available to meet the needs of a diverse population with a myriad of destinations to actually working on a one-on-one basis with One-Stop Career Center customers so that they can link to those available services. Although mobility management and transportation navigator activities are eligible expenses under the JARC and New Freedom Programs, SAFETEA-LU transportation navigation/mobility management activities can be funded by other FTA programs as well. When FTA funds are used for mobility management/transportation navigator activities, a 20 percent non-FTA match is required. As with the JARC and New Freedom Programs, this match can be obtained from other Federal programs, in addition to dollars derived from cash, debt reserves, state or local government revenues, or income from social service contracts, even if those funds are Federal in origin.

## 10. Resources

- a) United We Ride is an interagency Federal initiative that supports states and their localities in developing coordinated human services planning activities and delivery systems. Resource and technical assistance information is available at [www.unitedweride.gov](http://www.unitedweride.gov).
- b) One Vision. One Call. is new educational campaign, launched by United We Ride, to simplify access in every community across America. Regardless of who you are, where you are going, what type of ride you need, who is providing the ride, or who is paying for the ride—consumers should only have to call one number. One Vision. One Call. includes a brochure, PowerPoint presentation, and talking points that can be used across the country to help educate consumers, providers, and policy makers. Materials are available at: [http://www.unitedweride.gov/1\\_1207\\_ENG\\_HTML.htm](http://www.unitedweride.gov/1_1207_ENG_HTML.htm)

- c) *A Report on One Stop Centers and Employment Transportation*, April 2006, CTAA. This report presents the survey results from One-Stop Career Centers and Workforce Investment Boards. It focuses on how these entities view transportation issues within the context of other issues which they face, what types of partnerships they have developed to address the transportation needs of their customers, how they have implemented technological developments in their outreach efforts, and identifies the challenges and successes of their current practices.  
[http://www.ctaa.org/atj/resources/currentresources/one\\_stop\\_final.pdf](http://www.ctaa.org/atj/resources/currentresources/one_stop_final.pdf)
- d) *Linking People to the Workplace: Transportation Strategies and Practices*, October 2005, CTAA. This publication, a companion to the *Linking People to the Workplace Toolkit* (<http://www.ctaa.org/ntrc/atj/toolkit/index.asp>), is a collection of resources to support workforce development, transportation and human services partners in meeting the mobility needs of low income individuals and/or persons with disabilities. It includes information on funding opportunities, effective local practices and recommended strategies.  
[http://www.ctaa.org/ntrc/atj/joblinks/linking\\_people\\_workplace.pdf](http://www.ctaa.org/ntrc/atj/joblinks/linking_people_workplace.pdf).

Also available from the CTAA Web site is, *Disability Program Navigators: Resources for Meeting the Mobility Needs of People with Disabilities*.

<http://www.ctaa.org/ntrc/dpn>. The CTAA Web site's Information Station has links to resources on employment transportation and service for passengers with disabilities.

- e) *Easter Seals Project ACTION* is a national technical assistance project working with the transportation industry and the disability community to increase the availability and use of accessible transportation by people with disabilities. Project **ACTION** provides free resources and technical assistance (<http://www.projectaction.org> or 1-800-659-6428). Its Web site includes the publication, *But How Do I Get There? Making the Transportation Link for Job Seekers with Disabilities: A Guide for One-Stop Career Center Staff*.  
[http://projectaction.easterseals.com/site/DocServer/onestop\\_brochure.pdf?docID=16883](http://projectaction.easterseals.com/site/DocServer/onestop_brochure.pdf?docID=16883)

**11. Action Required.** Recipients are requested to distribute this TEN to the state and local Workforce Investment Boards, other workforce development partners, and providers.

**12. Inquiries Contact.** Questions on this TEN should be directed to Mary Ann Donovan at (202) 693-3936 and Randee Chafkin at (202) 693-2723.

**13. Attachments**



## **Federal Interagency Coordinating Council on Access and Mobility**

### **Vehicle Resource Sharing**

#### **FINAL POLICY STATEMENT**

**October 1, 2006**

#### **Policy:**

Federal Executive Order 13330 on Human Service Transportation Coordination directs Federal agencies funding human services transportation services to undertake efforts to reduce transportation service duplication, increase efficient transportation service delivery, and expand transportation access for seniors, persons with disabilities, children, low-income persons and others who cannot afford or readily use automobile transportation. Consistent with this presidential directive, members of the Federal Interagency Coordinating Council on Access and Mobility (CCAM) adopt the following policy statement:

“Member agencies of the Federal Coordinating Council on Access and Mobility resolve that Federally-assisted grantees that have significant involvement in providing resources and engage in transportation should coordinate their resources in order to maximize accessibility and availability of transportation services”.

#### **Background:**

Often Federal grantees at the State and local levels restrict transportation services funded by a Federal program to clients or beneficiaries of that Federal program. Some grantees do not permit vehicles and rides to be shared with other federally-assisted program clients or other members of the riding public. Federal grantees may attribute such restrictions to Federal requirements. This view is a misconception of Federal intent. In too many communities, this misconception results in fragmented or unavailable transportation services and unused or underutilized vehicles. Instead, federally assisted community transportation services should be seamless, comprehensive, and accessible to those who rely on them for their lives, needs, and livelihoods.

#### **Purpose:**

This policy guidance clarifies that Federal cost principles do not restrict grantees to serving only their own clients. To the contrary, applicable cost principles enable grantees to share the use of their own vehicles if the cost of providing transportation to the community is also shared. This



maximizes the use of all available transportation vehicles and facilitates access for persons with disabilities, persons with low income, children, and senior citizens to community and medical services, employment and training opportunities, and other necessary services. Such arrangements can enhance transportation services by increasing the pool of transportation resources, reducing the amount of time that vehicles are idle, and reducing or eliminating duplication of routes and services in the community.

### **Applicable Programs:**

This policy guidance applies to the programs listed at the end of this document, as well as any other Federal program that allows funds to be used for transportation services. Any specific arrangements would be subject to the rules and policies of participating program(s). This guidance pertains to Federal program grantees that either directly operate transportation services or procure transportation services for or on behalf of their clientele.

### **Federal Cost Principles Permit Sharing Transportation Services:**

A basic rule of appropriations law is that program funds must only be used for the purposes intended. Therefore, if an allowable use of a program's funds includes the provision of transportation services, then that Federal program may share transportation costs with other Federal programs and/or community organizations that also allow funds to be used for transportation services, as long as the programs follow appropriate cost allocation principles. Also, if program policy permits, vehicles acquired by one program may be shared with or used by other Federal programs and/or community organizations to provide transportation services to their benefiting population.<sup>1</sup>

Federal agencies are required to have consistent and uniform government-wide policies and procedures for management of Federal grants and cooperative agreements – i.e., a “Common Rule.” Federal agencies are also required to follow uniform cost principles for determining allowable costs found in Office of Management and Budget (OMB) circulars, the guidance which the OMB developed on these matters.

These circulars set forth the standard Federal cost principles for determining allowable costs. For example, the allowability of costs incurred by State, local or federally-recognized Indian tribal governments is determined in accordance with the provisions in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. The allowability of costs incurred by non-profit organizations is determined in accordance with the provisions in OMB Circular A-122, *Cost Principles for Nonprofit Organizations*. The allowability of costs incurred by education institutions is determined in accordance with the provisions in OMB Circular A-21, *Cost Principles for Education Institutions*. The OMB Circulars are available at <http://www.whitehouse.gov/omb/circulars/index.html> .

OMB also required Federal agencies that administer grants and cooperative agreements to State, local and Tribal governments to put the uniform standards into their respective regulations. The

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<sup>1</sup> Program funds mean Federal funds. To the extent allowable under the applicable program's statutory and regulatory provisions, program funds also mean any State or local funds used to meet the Federal program's matching or cost-sharing requirement.

table below illustrates where in the Code of Federal Regulations (CFR) you may find the uniform management and financial standards for applicable programs by responsible department.

<b>Department</b>	<b>Grants Management Common Rule (State &amp; Local Governments)</b>	<b>OMB Circular A-110 (universities &amp; non-profit organizations)</b>
Agriculture	7 CFR 3016	7 CFR 3019
Commerce	15 CFR 24	15 CFR 14
Defense	32 CFR 33	32 CFR 32
Education	34 CFR 80	34 CFR 74
Energy	10 CFR 600	10 CFR 600
Health & Human Services	45 CFR 92	45 CFR 74
Housing & Urban Development	24 CFR 85	24 CFR 84
Interior	43 CFR 12	43 CFR 12
Justice	28 CFR 66	28 CFR 70
Labor	29 CFR 97	29 CFR 95
State	22 CFR 135	22 CFR 145
Transportation	49 CFR 18	49 CFR 19
Treasury	--	--
Veterans Affairs	38 CFR 43	--

OMB established Title 2 of the CFR as the single location where the public can find both OMB guidance for grants and cooperative agreements (subtitle A) and the associated Federal agency implementing regulations (subtitle B). To date, the provisions of OMB Circular A-110 have been codified at 2 CFR Part 215; OMB Circular A-21 at 2 CFR Part 220; OMB Circular A-87 at 2 CFR Part 225; and the OMB Circular A-122 at 2 CFR Part 230. Once the consolidation project has been completed, title 2 of the CFR will serve as a “one stop-shop” for grant policies and governmental guidance on applicable financial principles and single audit policy.

None of the standard financial principles expressed in any of the OMB circulars or associated Federal agency implementing regulations preclude vehicle resource sharing, unless the Federal program’s own statutory or regulatory provisions restrict or prohibit using program funds for transportation services. For example, one common financial rule states the following. “The grantee or sub grantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing that such use will not interfere with the work on the project or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate. Notwithstanding the encouragement to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for

a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.”<sup>2</sup> Hence, this directive clearly signals Federal policy calling for multiple and full use of equipment purchased with grant funds. Grantees may even charge reasonable user fees to defray program costs. Program income includes income from fees for services performed and from the use or rental of real or personal property acquired with program grant funds. As a general matter, each program would use its share of the income in accordance with the program’s regulations or the terms and conditions of the award

In summary, allowability of costs is determined in accordance with applicable Federal program statutory and regulatory provisions and the cost principles in the OMB Circular that applies to the entity incurring the costs. Federal cost principles allow programs to share costs with other programs and organizations. Program costs must be reasonable, necessary, and allocable. Thus, vehicles and transportation resources may be shared among multiple programs, as long as each program pays its allocated (fair) share of costs in accordance with relative benefits received.

A limited number of Federal block grant programs are exempt from the provisions of the OMB uniform standards and the OMB cost principles circulars. Excluded programs in the U.S. Department of Health and Human Services include the Community Services Block Grant program, the Social Services Block Grant program, the Community Mental Health Services Block Grant program, and the Substance Abuse Prevention and Treatment Block Grant program. The State Community Development Block Grant program under the U.S. Department of Housing and Urban Development (HUD) is also an excluded program. State fiscal policies apply to grantees and their subrecipients under these programs. Unless Federal law or any applicable implementing program regulations restrict or prohibit the use of Federal program funds for transportation services, we believe that it is unlikely that a State’s fiscal policies would impede vehicle sharing.

Of course, all recipients (e.g., grantees, subgrantees and subrecipients) of Federal program funds must use the funds in ways that meet all applicable programmatic requirements, together with any limitations, restrictions, or prohibitions.

### **Possibilities for Meeting Transportation Needs:**

- Partner with other program agencies. For example, a program serving the aging population owns and operates shuttle buses that provide transit services for senior citizens in several rural communities. The agency partnered with other programs to expand service to provide transportation for persons with disabilities working in community rehabilitation programs to provide transportation to key employment locations, and to provide Medicaid non-emergency medical transportation. This was done via a cost-sharing arrangement.
- Maximize use. For example, a for-profit organization receiving Federal Head Start funds purchased specially equipped buses to transport children to and from their Head Start facility. Generally, the buses are only used during specific hours of the day. During the idle periods

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<sup>2</sup> Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments, in the regulations shown in column two of the above table. For example, these provisions appear in the Department of Agriculture’s regulation at 7 CFR 3016.32 and in the Department of Health and Human Services’ regulation at 45 CFR 92.32. These provisions also appear in the Uniform Administrative Requirements for Grants and Agreements with Institution of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110) at 2 CFR 215.34.

(including evenings and week-ends), the organization rents the vehicles to another program serving seniors and persons with disabilities to provide transportation for recreational events, and personal needs (e.g., grocery shopping, hair dresser, medical appointments). The rental contract includes payment for extra costs incurred, such as expanded insurance coverage and additional fuel expenses. While this extra service is not allowable with Head Start funds, the income generated by the use of the buses during idle periods may be viewed as incidental to the primary use of the buses, as long as such use does not interfere with regular Head Start transportation services.

- Pool resources. For example, a community action and economic development agency, another non-profit organization, and a community mental health center receiving Community Service Block Grant funds, Community Development Block Grant funds, Social Service Block Grant funds, Community Mental Health Block Grant funds and/or Substance Abuse Prevention and Treatment Block Grant funds teamed up with the State agency that administers the Temporary Assistance for Needy Families (TANF) program and the State's Labor Department. Each funding source provided an allocable amount of seed money to start a shuttle operation service in the local service areas with high unemployment and no public transportation services. Each funding source also pays its fair share of allowable ongoing costs in accordance with the benefit received by each party. The operation is based on fixed routes that connect individuals to job and training sites, outpatient mental health services, and substance abuse treatment and counseling services in the area. The operation also provides a feeder service to connect clientele to public transportation that goes into the downtown area.
- Partner with non-profit or other community organizations. For example, several agencies contracted with a local organization that operates a van service to provide door-to-door service for their clientele, transporting them to key places in the area. Such places include hospitals and other medical facilities, child care centers, senior citizen centers, selected employment sites, and prisons for family visitation purposes.
- Engage the business community. For example, various programs within the State's transportation department, labor department, the TANF agency, and agencies that provide community health care and assistance for the aged worked with employers in the area to contribute to the expansion of a local transportation system. The private system provides shuttle service to selected employment sites and curb-to-curb services to community rehabilitation programs, senior citizen centers, retail centers, community health centers or substance abuse treatment and counseling centers, hospitals and other locations. The service is sustained through a fare-based system, with each agency benefiting from the expanded service subsidizing an allocable portion of the fares for their clientele. This service helps participating employers and their family members, as well as job seekers, dislocated workers, current employees and their family members to have access to a range of services and opportunities.
- Facilitate car-pooling. For example, a local Workforce Investment Board identified clientele with reliable cars living in various locales that they pay to pick-up other people in their area going to the same employment or training site. Participating riders pay a fare to ride. The State's TANF agency and the State's Office for the Aging also participate in the car pooling activity by defraying a portion of the fare for their riders. These other agencies also help to expand the available cars in different locales by paying for necessary car repairs and insurance cost for their share of participants.

- Arrange ride sharing. For example, an agency that receives program funds to assist elderly individuals purchased a van to transport their clientele to medical services and other destinations. Other program agencies worked out a financial agreement with this agency to pick up their clients living in the same neighborhoods and take them to and from destinations along the van's route.
- Earn income: For example, the State's Department of Transportation noticed that some of the shuttle buses that they own have been underutilized. The Department of Transportation used three of those shuttle buses to launch a fixed bus route service in areas of the State lacking access to adequate transportation to shopping, work, school, training, medical services, and other daily needs. The bus service is open to the public and fares are charged. Other State agencies, such as the Department of Human Services entered into a Memorandum of Agreement to provide program funds to the Department of Transportation for applicable fare costs for their respective clientele benefiting from the service. The income generated could be used to defray operating costs or for other program purposes, in accordance with the applicable program and administrative rules.

### **Programs Covered:**

The following Federal programs generally allow program funds to be used for transportation services. Nevertheless, you should still check with your program liaison as needed, to determine whether the particular service you would like to provide would be an allowable use of funds. For example, under HUD's Community Block Grant Program, funds may be used to pay for certain transportation services (e.g., fares), but not others (e.g., personal auto repair costs or personal auto insurance).

#### ***Department of Transportation***

DOT/Federal Transit Administration (FTA)/Capital Improvement  
 DOT/FTA/Elderly and Persons with Disabilities  
 DOT/FTA/Job Access Reverse Commute  
 DOT/FTA/New Freedom  
 DOT/FTA/Non Urbanized Formula (Rural)  
 DOT/Urbanized Formula

#### ***Department of Education***

ED/Assistance for Education of All Children with Disabilities (Individuals with Disabilities Education Act)

#### ***Department of Health and Human Services - Administration for Children and Families (ACF)***

HHS - ACF/Community Services Block Grant Program  
 HHS - ACF/Head Start  
 HHS - ACF/Social Services Block Grants

HHS - ACF/State Councils on Developmental Disabilities and Protection & Advocacy Systems  
HHS - ACF/Temporary Assistance for Needy Families  
HHS – ACF/Promoting Safe and Stable Families Program  
HHS – ACF/Development Disabilities Project of National Significance  
HHS – ACF/Refugee and Entrant Assistance Discretionary Grants  
HHS – ACF/Refugee and Entrant Assistance State Administered Programs  
HHS – ACF/Refugee and Entrant Assistance Targeted Assistance  
HHS – ACF/Refugee and Entrant Assistance Voluntary Agency Programs

***HHS-Administration on Aging***

HHS – Administration on Aging (AoA)/Grants for Supportive Services and Senior Centers  
HHS - AoA/Programs for American Indian, Alaskan Native, and Native Hawaiian Elders

***HHS - Centers for Medicare and Medicaid (CMS)***

HHS - CMS/Medicaid  
HHS – CMS/State Children’s Health Insurance Program

***HHS - Health Resources and Services Administration (HRSA)***

HHS - HRSA/ Community Health Centers  
HHS - HRSA/Healthy Communities Program  
HHS - HRSA/HIV Care Formula  
HHS - HRSA/Rural Health Care Network  
HHS – HRSA/Rural Health Care Outreach Program  
HHS – HRSA/Healthy Start Initiative  
HHS – HRSA/Maternal and Child Services Grants  
HHS – HRSA/Ryan White CARE Act Programs

***HHS - Substance Abuse Mental Health Services Administration (SAMHSA)***

HHS - SAMHSA/ Community Mental Health Services Block Grant

***Department of Housing and Urban Development (HUD), Office of Community Planning and Development (OCPD)***

HUD - OCPD/Community Development Block Grant  
HUD - OCPD/ Housing Opportunities for Persons with AIDS  
HUD - OCPD/Supportive Housing Program

***Any other Federal program that allows funds to be used for transportation services.***



**Federal Interagency Coordinating Council on Access and Mobility**  
**Coordinated Human Service Transportation Planning**

**FINAL POLICY STATEMENT**  
**October 1, 2006**

**Policy Statement**

Consistent with the requirements of the Executive Order and the statutory creation of a locally-developed, coordinated public transit human service transportation planning process established in the Safe, Affordable, Flexible, Efficient, Transportation Equity Act-A Legacy for Users (SAFETEA-LU), members of the Federal Interagency Coordinating Council on Access and Mobility (CCAM) adopt the following policy statement:

“Member agencies of the Federal Coordinating Council on Access and Mobility resolve that federally-assisted grantees that have significant involvement in providing resources and engage in transportation delivery should participate in a local coordinated human services transportation planning process and develop plans to achieve the objectives to reduce duplication, increase service efficiency and expand access for the transportation-disadvantaged populations as stated in Executive Order 13330.”

NOTE: Significant involvement is defined as providing, contracting for and/or subsidizing individual transportation trips for individuals with disabilities, older adults, or people with lower incomes.

**Background**

Presidential Executive Order 13330 on the Coordination of Human Service Programs issued by the President on February 24, 2004, creates an interdepartmental Federal Council on Access and Mobility to undertake collective and individual departmental actions to reduce duplication among federally-funded human service transportation services, increase the efficient delivery of such services and expand transportation access for older individuals, persons with disabilities, persons with low-income, children and other disadvantaged populations within their own communities.

As a first principle to achieve these goals, federally-assisted grantees involved in providing and funding human service transportation need to plan collaboratively to more comprehensively address the needs of the populations served by various Federal programs. In their report to the President on the Human Service Transportation Coordination, members of the Council recommended that “in order to effectively promote the development and delivery of coordinated transportation services, the Administration seek mechanisms (statutory, regulatory, or administrative) to require participation in a community transportation planning process for human service transportation programs.

In August 2005, the President signed legislation consistent with this recommendation to reauthorize Federal public transportation and Federal highway programs that contained provisions to establish a coordinated human services transportation planning process. This legislation, the Safe, Affordable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU), created a requirement that a locally-developed, coordinated public transit/human service planning process and an initial plan be developed by 2007 as a condition of receiving funding for certain programs directed at meeting the needs of older individuals, persons with disabilities and low-income persons. The plan must be developed through a process that includes representatives of public, private and non-profit transportation providers and public, private and non-profit human service providers and participation by the public. Complete plans, including coordination with the full range of existing human service transportation providers, are required by Fiscal Year 2008

### **Implementation**

Members of the Federal Council on Access and Mobility will undertake actions within six months of Council adoption to accomplish Federal program grantee participation in locally-developed, coordinated public transit/human service coordinated planning processes.