

TRAINING AND EMPLOYMENT NOTICE	<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 /s/  
Administrator  
Office of Workforce Investment

MARIA KNIESLER FLYNN /s/  
Administrator  
Office of Policy Development and Research

**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**