AoA/FTA Memorandum of Understanding
<u>Calendar Year 2003 Action Plan</u>
2/11/03

Objective 1: Increase awareness of the transportation needs of older adults and develop strategies that can be used to address these needs. (Outreach and Public Information)

Activity	Action Steps	Responsibility	Dates	Resources Required
1.1 Develop talking points, fact sheets and other media outlining the special transportation needs of older adults.	Achieve consensus between FTA and AoA on a needs statement regarding older adults and transportation.	AoA and FTA	February 14, 2003	Staff time
	Develop talking points.	AoA with FTA input	March 1, 2003	Staff time
	Develop power point presentation.	AoA with FTA input	March 10, 2003	Staff time
	Develop fact sheet and related documents on the special transportation needs of older adults.	AoA with FTA input	May 1, 2003	Printing Materials Staff time
	Identify methods for coordinated distribution of this information.	AoA with FTA input	September 1, 2003	Staff time Resources for dissemination
		Lead: AoA La Chundra Thomas Lisa Kwon Kari Benson Bryna Helfer		**Staff: .25 FTE**

Objective 2: Establish baseline data regarding transportation services addressing the needs of older persons, including existing transportation system characteristics, customer satisfaction and innovative service and transportation coordination models. (Data Collection and Promising Practices).

Activity	Action Steps	Responsibility	Dates	Resources Required
2.1 Catalogue existing data sources that outline the transportation services addressing the needs of older persons, including existing transportation system characteristics, customer satisfaction and innovative service and transportation coordination models.	Catalogue existing federal government and external data sources.	AoA with FTA input	March 1, 2003	Staff time
	Synthesize the data information into a document that can be used as an internal AoA/FTA resource.	AoA with FTA input	March 31, 2003	Staff time
	Identify new data points to add into existing surveys.	AoA with FTA input	July 15, 2003	Staff time
	Identify and Document "Promising Practices" on transportation services for older adults.	AoA with FTA input	November 1, 2003	Staff Time Human Service Consortium
		Lead: AoA Lisa Kwon La Chundra Thomas Kari Benson Sue Masselink Don Trilling John Eberhardt		**Staff: .5 FTE**

Activity	Action Steps	Responsibility	Dates	Resources Required
2.2 Implement Intelligent Transportation Systems (ITS) Demonstration Projects.	Identify specific problems and issues affecting the ability of transportation providers to coordinate their services where technology can contribute to the solution.	FTA with AoA input	July 1, 2003	(FTA/JPO) Staff time
	Demonstrate and evaluate the effectiveness of using transit ITS technologies to better coordinate transportation services for the elderly, increase efficiency and improve services through funded and future projects.	FTA with AoA input	December 1, 2003	Funding for Demonstrations (FTA/JPO) Staff time
	Publish promising practices document.	FTA with AoA input	December 1, 2003	(FTA/JPO) Staff time
		Lead: FTA Yehuda Gross William Wiggins Lois Albarelli		**Staff: .25 FTE**

Objective 3: Provide ongoing technical assistance and training to state and local agencies and organizations in an effort to promote and implement promising practices, including Intelligent Transportation Systems, related to the coordination of transportation services.

Activity	Action Steps	Responsibility	Dates	Resources Required
3.1 Develop annotated bibliography on existing resources and toolkits.	Identify existing toolboxes related to providing services to older adults.	AoA and FTA	April 1, 2003	HHS/CTAP-Existing funds Staff time
	Develop annotated bibliography of all existing resources on aging and transportation.	AoA and FTA	June 1, 2003	HHS/CTAP-Existing funds Project Action Staff time
	Post on websites and disseminate broadly to aging and transit networks.	AoA and FTA	August 1, 2003	HHS/CTAP-Existing funds Staff time
		Co-Leads: AoA/FTA Lois Albarelli Bryna Helfer		**Staff: .10 FTE**

Activity	Action Steps	Responsibility	Dates	Resources Required
3.2 Review and enhance technical assistance provided to transportation and aging services providers to promote coordination.	Review expertise and skills available through identified resource people for technical assistance in this area.	FTA/AoA	June 1, 2003	Staff time Human Services Consortium
	Identify aging services experts in the Aging Network that can make the connection between service expertise and transportation expertise.	AoA	August 1, 2003	Staff time Human Services Consortium
	Provide technical assistance on ITS and transportation coordination through an expert/peer-to-peer network related to community transportation plans.	FTA with AoA input	Initial Expert Network: April 1, 2003

Revised Expert Network: December 1, 2003 | $50,000 TA, ITS Peer-to-Peer Program |
| | Assemble and disseminate technical assistance materials to the transportation and aging services providers networks on transportation coordination, including the development of local mobility plans. | AoA/FTA | November 15, 2003 | Staff time Dissemination vehicles Printing |
| | | **Co-leads: AoA/FTA** Lois Albarelli Doug Birnie William Wiggins John Eberhard | | **.10 FTE** |

Objective 4: Work collaboratively with stakeholders at the national, state, and local levels to identify barriers and solutions to accessing transportation services. (Stakeholder Input)

Activity	Action Steps	Responsibility	Dates	Resources Required
4.1 Provide joint leadership and funding to the Human Services Transportation Consortium to implement initiatives related to older adult transportation.	Ensure that the aging community has adequate representation on the Consortium.	FTA and AoA	March 1, 2003	Staff time
	Identify activities related to the integration of transportation services that can be implemented by the Consortium.	FTA and AoA	June 1, 2003	Resources needed dependent on activities Staff time
	Facilitate implementation of consortium activities related to older adult transportation.	FTA and AoA	September 1, 2003	Staff time
		Co-leads: FTA/AoA Bryna Helfer Kari Benson		**Staff: .20 FTE**

Objective 5: Encourage coordinated planning and funding to foster coordination of transportation services and the development of innovative service delivery models for older adults. (Local and State Plan Development)

Activity	Action Steps	Responsibility	Dates	Resources Required
5. 1 Promote the development of metropolitan and state transportation service plan elements to address the transportation needs of older adults.	Include a provision in the FTA reauthorization proposal, which requires a community transportation service plan. This element will identify and address the needs of older adults through a coordinated transportation/human service planning process. There will be participation from FTA and AoA funding agencies and representatives from the community to be served.	FTA	February 4, 2003	Staff time
	Identify existing community transportation plans and analyze development process/status. Determine aging network involvement. Survey could be conducted with regional workshops and stakeholder organizations such as APTA, CTAA, or AMPO could conduct the survey.	FTA/AoA	Survey: March 4, 2003

Analysis: September 2003 | Staff time N4A AMPO |
| | Develop guidance for older American transportation plan development. | FTA and AoA | Initial Guidance: May 1, 2003

Final Guidance: September 15, 2003 | $200,000 (FTA) Staff time |
| | | **Lead: FTA** Charlie Goodman Kari Benson John Eberhard Don Trilling | | **FTE: .10** |

Activity	Action Steps	Responsibility	Milestones/Dates	$$ Resources Required
5.2 Discuss expanded opportunities for achieving increased coordination of transportation services funded by AoA and FTA programs with state agencies.	Regional Workshop Planning: • Schedule workshops • Identify participants • Develop invitation letters • Develop agendas • Develop technical content of workshop materials and sessions • Develop presentation materials	FTA with AOA input	Region 1 workshop: March 20, 2003 (pilot)	Existing funds Staff time
	Workshop Coordination and Participation: • Workshop logistics • Coordination of speakers and facilitators • Coordination and development of technical materials to be presented and distributed at the workshops	FTA with AoA input and participation	Regions 2 –10: Spring 2003 – Fall 2003	Existing funds Staff time
	Workshop Documentation • Executive summary • Technical report	FTA with AoA input	June 1, 2004	Existing funds Staff time
	Explore ITS Technologies as tools to improve the coordination and delivery of transportation services for older adults.	FTA	Spring 2003 – Fall 2003	Staff time
		Lead: FTA William Wiggins Lois Albarelli		**Staff: .10 FTE**

Activity	Action Steps	Responsibility	Milestones/Dates	$$ Resources Required
5.3. Develop language for existing grant guidance from both AoA and FTA that encourage collaboration and coordination for program development, implementation and funding.	Work with stakeholders to identify opportunities for joint collaboration and funding at the local and State levels.	AoA and FTA	April 1, 2003	Staff time
	Develop common language to be used by both AoA and FTA in their respective guidance.	AoA and FTA	May 1, 2003	Staff time
	Integrate language into 2003 grant guidance.	AoA and FTA	August 1, 2003	Staff time
	Track coordination and collaboration in grant making process at both AoA and FTA.	AoA and FTA	Ongoing	Staff time
		Co-Leads: AoA/FTA Doug Birnie Kari Benson		**Staff: .05 FTE**