Coordinating Council on Access and Mobility
Joint Work Group Meeting
July 18, 2017, 2:00 – 5:00pm ET

Department of Transportation Conference Center

Meeting Objectives

1. Review and provide feedback on the CCAM Phase 1 draft Recommendation Set

2. Prepare for CCAM Work Groups Phase 2

Meeting Outputs

- Revised draft Recommendation Set

Agenda

1. Welcome and Introductions

   a. The Coordinating Council on Access and Mobility was established by Executive Order and affirmed by Congress in the Fixing America's Surface Transportation (FAST) Act. The Council has worked for decades to increase the availability and efficiency of transportation for vulnerable populations.

   b. The purpose of the CCAM Work Groups is to provide official CCAM members with information and recommendations that will allow the Council, when formed, to efficiently fulfill the requirements of the FAST Act.

   c. The purpose of the Joint Work Group Session is to review and revise recommendations from Phase 1 of the CCAM Work Groups. The draft Recommendation Set has not yet been vetted by agency leadership.

2. Work Group Phase 1 Recap

   a. Cost Allocation Work Group

   i. <u>Purpose</u>: Propose changes to federal laws, regulations, and guidance to promote cost sharing and enhance the coordination of transportation resources.

   ii. <u>FAST Reference</u>: Address outstanding recommendations made by the Council, including a cost-sharing policy.

   iii. <u>Accomplishments</u>:
   - Developed Cost Sharing Initiatives
   - Defined Key Cost Sharing Terms
   - Defined Transportation Service Categories
   - Performed Cost Sharing Environmental Scan
   - Identified Barriers to Cost Sharing
   - Developed Cost Sharing Policy and Promotion Options

b. Policy Work Group

    i. <u>Purpose</u>: Propose changes to federal laws, regulations, and guidance to promote vehicle sharing and enhance the coordination of transportation resources.

    ii. <u>FAST Reference</u>: Propose changes to federal laws and regulations that will eliminate barriers to local transportation coordination.

    iii. <u>Accomplishments</u>:

- Developed Policy Initiatives
- Reviewed History of Vehicle Sharing
- Reviewed Relevant Programs and Policies
- Hosted Stakeholder Listening Session
- Identified Barriers to Vehicle Sharing
- Developed Vehicle Sharing Policy and Promotion Options

c. Interagency Collaboration Work Group

    i. <u>Purpose</u>: Lay the groundwork for enhanced coordination by removing impediments to collaboration and creating connections among agencies.

    ii. <u>FAST Reference</u>: Identify a strategy to strengthen interagency collaboration.

    iii. <u>Accomplishments</u>:

- Developed Interagency Collaboration Initiatives
- Developed CCAM Lexicon
- Defined CCAM Roles and Responsibilities
- Mapped CCAM Communication Channels
- Developed CCAM Communication Strategy
- Developed Interagency Collaboration Policy and Promotion Options

3. Work Group Recommendation Set Framework

    a. The purpose of the Recommendation Set is to enable CCAM Members to make decisions and fulfill FAST Act requirements by providing information and proposing options for action.

        i. <u>Purpose of Cost Allocation Recommendations</u>: Inform recommendations to Congress and department leadership by identifying cost sharing barriers and proposing options for cost sharing policies and/or promotion initiatives.

        ii. <u>Purpose of Policy Recommendations</u>: Inform recommendations to Congress and department leadership by identifying vehicle sharing challenges and proposing options for vehicle sharing policy and/or promotion initiatives.

        iii. <u>Purpose of Interagency Collaboration Recommendations</u>: Inform changes to the CCAM operating model and internal processes by proposing strategies and products that will enhance collaboration among CCAM agencies.

    b. The draft Recommendation Set identifies ***barriers*** to transportation coordination and proposes ***policy*** and ***non-policy*** options to address each barrier. Each option is either a ***global*** option or an ***agency*** option.

        i. <u>Barrier</u>: A factor identified by CCAM Work Groups that affects funding recipients' and federal agencies' ability to accomplish CCAM objectives.

    iii. <u>Non-Policy Option</u>: An option that advances CCAM objectives without altering existing policies.

    iv. <u>Global Option</u>: An option that proposes generalized policy changes and promotion activities that can be implemented by any agency that encounters the identified barrier.

    v. <u>Agency Option</u>: An option that proposes policy changes and promotion activities that could be implemented by a specific CCAM agency to address the identified barrier.

4. Review of Cost Sharing Recommendations

a. Potential Benefits of Cost Sharing

    i. <u>Increased Accessibility</u>: Expand the number of transportation services available to targeted populations by leveraging underutilized resources.

    ii. <u>Enhanced Efficiency</u>: Reduce government spending by encouraging the use of cost-effective methods of transportation and realizing efficiencies in transportation service delivery.

    iii. <u>Improved Accessibility</u>: Serve new consumer populations by breaking down barriers between programs.

b. Barrier 1: Eligibility Requirements

    i. Eligibility requirements may prevent funding recipients from intermingling program funds and resources to efficiently serve a broader constituency.

    ii. The Joint Work Group provided feedback on 5 options to address eligibility requirements.

c. Barrier 2: Matching Requirements

    i. Many CCAM agencies have not yet designated their funding as available for use as local match.

    ii. The Joint Work Group provided feedback on 7 options to address matching requirements.

d. Barrier 3: Program Flexibility

    i. CCAM funding recipients have great flexibility in transportation service delivery and payment. Without a compelling incentive, funding recipients may choose not to share costs.

    ii. The Joint Work Group provided feedback on 4 options.

e. Barrier 4: Lack of Data

    i. Some funding recipients do not gather transportation service data because they lack necessary resources or technologies and are therefore unable to equitably allocate costs.

    ii. The Joint Work Group provided feedback on 1 options.

     f.   **Barrier 5: Lack of Coordination**
- i. CCAM funding recipients are not incentivized to participate in state, local, and community coordination activities.
- ii. The Joint Work Group provided feedback on 2 options.

5. **Review of Vehicle Sharing Recommendations**
   a. **Benefits of Vehicle Sharing**
      - i. <u>Increased Accessibility</u>: Broaden the spectrum of transportation options available to targeted populations
      - ii. <u>Enhanced Efficiency</u>: Eliminate unnecessary spending caused by duplicated efforts
      - iii. <u>Improved Accessibility</u>: Expand access to new regions, time periods, and consumer groups
   b. **Barrier 1: Administrative Burden**
      - i. Vehicle sharing requires administrative work that can be burdensome for funding recipients, particularly smaller organizations.
      - ii. The Joint Work Group provided feedback on 2 options.
   c. **Barrier 2: Program Restrictions**
      - i. Some programs under the purview of the CCAM are regulated by strict policies that prevent or discourage funding recipients from sharing vehicles.
      - ii. The Joint Work Group provided feedback on 2 options.
   d. **Barrier 3: Lack of Information Technology Infrastructure**
      - i. Some funding recipients lack sufficient resources to purchase and implement the information technology (e.g., tracking software) solutions necessary to successfully share vehicles.
      - ii. The Joint Work Group provided feedback on 1 option.
   e. **Barrier 4: Lack of Awareness of Existing Policies**
      - i. Funding recipients, program managers, and grant auditors across the federal government are unfamiliar with the policies and regulations that enable funding recipients to share vehicles.
      - ii. The Joint Work Group provided feedback on 1 option.

6. **Overview of Interagency Collaboration Recommendations**
   a. **Benefits of Interagency Collaboration**
      - i. <u>Enhanced Coordination</u>: Streamline inputs from internal and external organizations
      - ii. <u>Increased Organizational Efficiency</u>: Standardize important processes and documentation that govern operations
      - iii. <u>Improved Communications</u>: Deliver clear messaging that communicates CCAM goals and promotes transportation coordination
   b. **Interagency Collaboration Work Group Products**

       i. Roles and Responsibilities
- High Level Functions: Tasks the CCAM is responsible for completing
- Tiers of Responsibility: Internal stakeholders grouped based on their level of task ownership

      ii. Communications Strategy
- Communications Objectives and Vehicles: Key messages and channels of delivery
- Timing: When communications are delivered
- Audience: Stakeholders targeted by communications

     iii. CCAM Lexicon
- Transportation coordination terminology

  c. CCAM Roles and Responsibilities

       i. CCAM Members
- Description: Cabinet-level staff or their designees
- Key Responsibilities: Represent CCAM interests to Congress and set strategic direction

      ii. Steering Committee
- Description: Small group of executive-level representatives from agencies with largest stake in transportation, historic CCAM involvement
- Key Responsibilities: Provide strategic direction and guide recommendations development

     iii. Agency SES
- Description: Executive-level leadership within CCAM agencies
- Key Responsibilities: Identify resources and provide input to help develop recommendations

     iv. Staff-Level Employees
- Description: Non-SES members of CCAM agencies
- Key Responsibilities: Provide day-to-day support of the CCAM

  d. CCAM Lexicon

       i. Targeted Populations Definition: Persons with disabilities, older adults, and lower-income individuals intended to benefit from improved accessibility, availability, and efficiency of transportation
- The Joint Work Group suggested to add "…and other transportation disadvantaged populations" to the definition, which will capture "medically underserved" and "economically disadvantaged" persons.

7. Additional Discussion

  a. The Recommendations should list the agencies that participated in Work Group Phase 1.

  b. HRSA will reach out to the Indian Health Service (IHS) to solicit their participation in future CCAM Work Groups.

8. Next Steps

  a. The CCAM Support Team will revise the recommendations based on the feedback received

during the joint work group session.

    b.   The FTA will communicate with Work Group members regarding Work Group Phase 2.