

Appendix A: Self-Assessment Checklist for Transit Operators

Key findings from the study, *Transit at the Table III: A Guide to Effective Participation in Statewide Decisionmaking for Transit Agencies in Non-Urbanized Areas*, were used in preparing the following questions for transit operators in non-urbanized areas to use in assessing their role and participation in statewide planning. The indicators are generic and not exhaustive; therefore, these questions should be regarded as only the starting point for subsequent discussions targeted to specific opportunities within the local context.

While answering these questions may illuminate issues and opportunities for transit operators in non-urbanized areas, perhaps the greatest value of this work is in subsequent discussion among planning partners. The checklist may be applied effectively in facilitated group settings as a useful catalyst to discussion. “Yes” responses generally suggest more positive outcomes or experiences.

	Yes	No
1. Relationship with State DOT		
• Do you have an existing relationship with any State DOT (SDOT) official?	—	—
• Does your SDOT or State transit association organize a statewide public transportation conference?	—	—
○ If yes, do you attend?	—	—
• Do you participate in any of the training provided by the SDOT or State transit association?	—	—
2. Relationship with Regional Planning Organization (RPO) or Equivalent (e.g., Regional Planning Commission (RPC), Council of Governments (COG), and/or Metropolitan Planning Organization (MPO))	—	—
• Do you know the name and location of your RPO?	—	—
• Do you have an existing relationship with any RPO staff or board members?	—	—
• Is there is a Memorandum of Understanding (MOU) between your agency and the RPO?	—	—
○ If yes: Is that MOU up-to-date and reflective of policy, responsibility, and/or funding changes?	—	—
○ If yes: Does the MOU identify explicit roles for transit operators in the statewide planning process?	—	—
• Are you a voting member of the RPO Board (or have Board representation)?	—	—
• Are you represented on, and active in, RPO policy and/or technical committees?	—	—
3. Relationship with Others	—	—
• Do you have an existing relationship with the State transit association?	—	—
• Do you have an existing relationship with any local businesses, schools, universities, Tribes, or Federal land management agencies (e.g., National Parks)?	—	—

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	Yes	No
<ul style="list-style-type: none"> • Do you have an existing relationship with any local or regional human services agencies? 	—	—
4. Involvement in Planning and Special Studies	—	—
<ul style="list-style-type: none"> • Does your region have a long range transportation plan (LRTP)? <ul style="list-style-type: none"> ○ If yes, are you involved in its development? ○ Is there a transit component of the plan? • Does your region have a rural planning work program or equivalent? <ul style="list-style-type: none"> ○ If yes, are you involved in its development? • Does your region have a coordinated human services plan? <ul style="list-style-type: none"> ○ If yes: Are you involved in its development? ○ If yes: Does your region have a committee that meets regularly? • Are you involved in developing the State LRTP? • Do you monitor progress and products of the statewide planning process? • Does the State transportation plan . . . <ul style="list-style-type: none"> ○ Integrate public transportation elements with highway, pedestrian, bicycle, air, and other modes? ○ Address rural public transit? ○ Include transit-supportive development policies and strategies? ○ Include transportation system management, maintenance, and operations? ○ Include plans/policies that highlight the benefits of transit? ○ Consider economic development, job access, air quality, social services, human services transportation, health and safety, and/or historic preservation? ○ Consider rural transit access intercity bus or passenger rail? ○ Include performance measures that are relevant to rural transit? • Are you involved in educating the public or promoting regional comprehensive plans and politics? • Are you involved in corridor studies to ensure that all modes are considered? 	—	—
5. Involvement in Funding and Implementation	—	—
<ul style="list-style-type: none"> • Do you understand the role of regional and State transportation improvement programs (TIPs) in the statewide planning process? • Do you know about the following Federal funding programs that your agency may be able to access through the State? <ul style="list-style-type: none"> ○ Congestion Mitigation and Air Quality (CMAQ; FTA/FHWA) ○ Transportation Enhancement (FHWA) ○ Section 5316 Job Access and Reverse Commute (FTA) ○ Section 5317 New Freedom (FTA) ○ Transportation Investments Generating Economic Recovery II Grants (U.S. DOT/HUD) ○ Community Challenge Planning Grants (U.S. DOT/HUD) ○ Workforce Investment Act (Department of Labor) ○ Sustainable Communities Regional Planning Grants (HUD) ○ Climate Showcase Communities (EPA) • Are you involved in identifying, prioritizing, and scheduling projects for the regional or statewide TIP? • Do you feel that the TIP prioritization process is objective and fact-based? • Do you feel that you receive a fair share of the region’s project funding? • Is the State’s status reporting of TIP project funding timely, understandable, and reliable? • Are you involved in cooperatively forecasting revenues for the regional and/or State LRTP and TIP? • Are your fares, grants, contracts, or other revenues considered and incorporated in these estimates? • Are you able to assume future revenue enhancement plans and proposals? 	—	—