

**Southern Maryland Regional Transportation
Coordination Program
Procedures & Rules**

Adopted July 2004 – Revised January 4, 2012

1. Establishment of a Transportation Coordination Program for Southern Maryland

The Regional Transportation Coordination Program for Southern Maryland (RTCP), as sponsored by the Maryland Transit Administration (MTA), builds upon the many efforts begun through the Tri-County Council for Southern Maryland (TCCSMD). The Program was established through a cooperative effort between the TCCSMD, the three Locally Operated Transit Systems (LOTS), the Human Services Agencies, and County and State Agencies involved with human services transportation.

2. Tri-County Council for Southern Maryland

TCCSMD functions as the regional administrative agency overseeing transportation coordination and is the central point of contact for all coordination activities. The Program receives staff support from the Tri-County Council for Southern Maryland (TCCSMD).

3. Mission Statement -The Purpose of Coordination

Promotes coordination among public and human services transportation providers to improve mobility for Southern Maryland residents.

4. Vision Statement

To achieve and maintain high quality and readily available regional transportation choices for public transit and human services consumers that enable riders to use multiple services as one seamless system that is user friendly, convenient, accessible, reliable and safe.

5. Functions of the Coordination Program

- Coordinate services and resources
- Administrative Actions
 - Review transportation grant applications
 - Provide input for County Transportation Development Plans (TDPs) ^{~1}
 - Identify additional funding sources for transportation services
 - Outreach and education

6. Organizational Structure

The overall structure is hierarchical with a bottom up approach to coordination activities. The organizational structure is shown as Appendix I

The Regional Transportation Coordination Committee (RTCC) identifies the issues to overcome and opportunities for regional coordinated transportation. One of its primary functions is to support regional human services transportation issues and the RTCC will focus on region-wide transportation coordination efforts.

The Technical Advisory Committee (TAC) plays a major role in establishing the direction of the program and works in conjunction with the RTCC.

7. RTCC Committee

Regional Transportation Coordination Committee (RTCC)

The RTCC identifies the issues to overcome and opportunities for regional transportation coordination of services, resources and operations. The RTCC responsibilities include:

- ∴ Serving as a coordination clearinghouse for both transportation providers as well as transit riders
- ∴ Support the Southern Maryland Coordinated Public Transit – Human Services Transportation Plan (Plan)
- ∴ Provides a forum for the Region's transportation service providers to discuss issues and exchange ideas about specialized and community transportation

8. Other Committees Involved With the Coordination Program

Technical Advisory Committee (TAC)

The TAC, which is a subset of the RTCC, is made up of RTCC members. The TAC meets on an as-needed basis to review and make recommendations for transportation coordination and grant applications.

9. RTCC Membership

The RTCC will have senior to mid-level representatives of various agencies directly involved with providing transportation. The appointing agency shall establish its own procedures for

selecting persons to serve on the Committee, subject to those rules governing the Program. Agencies that should be included are listed under Appendix II. The TAC will be a subset of the RTCC.

10. Membership Rules

Membership Rules for the RTCC will be as follows:

- a.** All members of the Regional Transportation Coordination Committee (RTCC) shall serve on a voluntary basis.
- b.** The Tri-County Council's Regional Transportation Coordinator will facilitate all RTCC meetings.
- c.** The Regional Transportation Coordinator will conduct the meetings and take motions on business matters of the RTCC. The Regional Transportation Coordinator will also represent the RTCC and human services transportation groups in other functions; *i.e.* Commissioner Council meetings.
- d.** At least six active members should be present for a quorum.
- e.** No votes shall be cast by Proxy.
- f.** Each voting member shall have equal voting rights.
- g.** Meeting notes will be recorded and kept by the Regional Transportation Coordinator.

Membership Rules for the TAC will be as follows:

- a.** All members of the TAC will be selected from the RTCC
- b.** New members are encouraged
- c.** All meetings are open to human services, public and private transportation providers and state and local government agencies involved with transportation as well as the general public interested in discussing transportation issues.
- d.** At least three active members should be present for a quorum.

11. Committee Meetings

RTCC -Shall meet quarterly on a Wednesday in the first month of each quarter.

TAC -Shall meet as needed.

12. Amendments to Southern Maryland Regional Transportation Coordination Program

(RTCP) Procedures & Rules

An ad-hoc committee of active RTCC members will meet when needed to make amendments to the Procedures & Rules. These amendments may be ratified by a two-thirds (2/3) vote of RTCC members present.

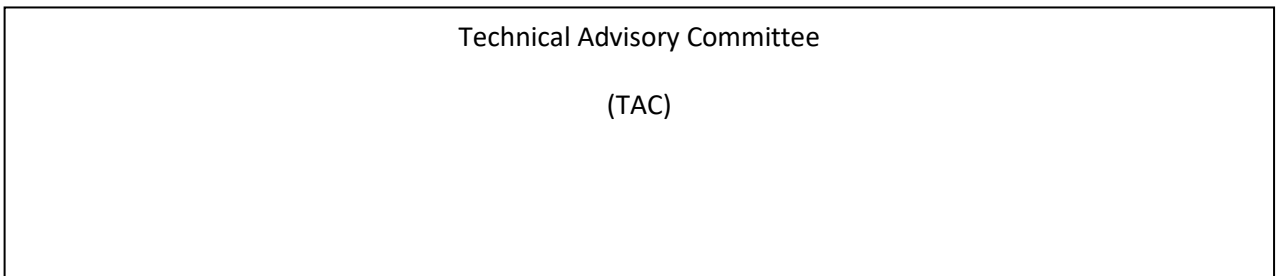
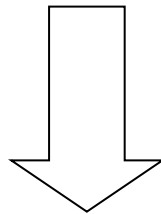
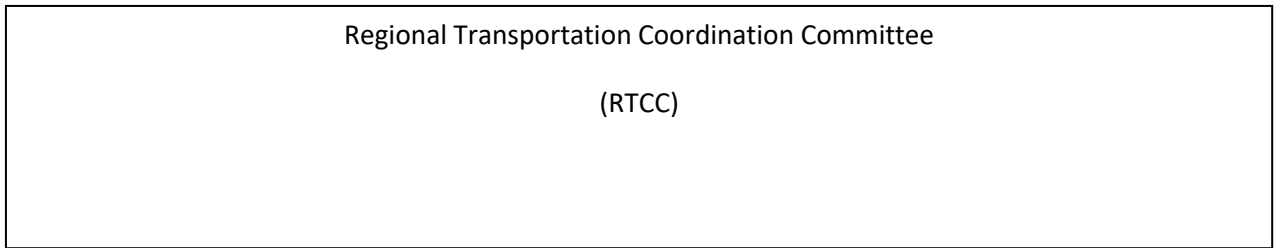
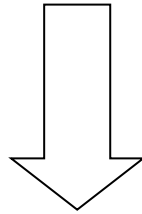
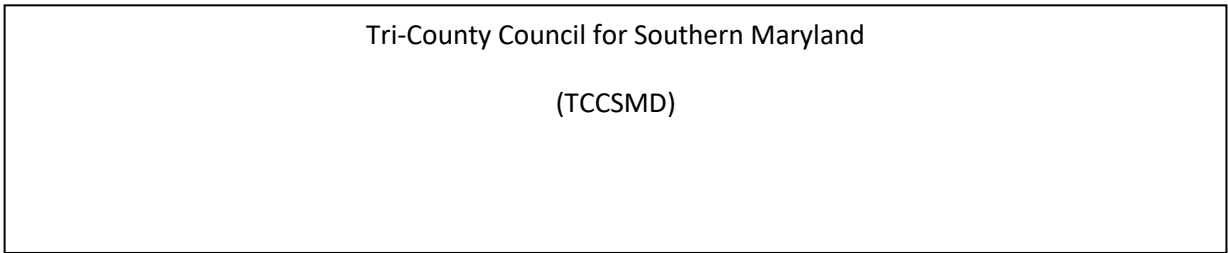
13. Review of Appropriate Transportation-Related Grants

The Technical Advisory Committee shall evaluate the responses of all Agencies applying for each project based on Appendix III of these procedures.

14. Review of Other Funding Opportunities

A similar procedure will be followed whenever the Technical Advisory Committee (TAC) evaluates another project or funding opportunity.

Appendix I



Appendix II

Proposed members of the Regional Transportation Coordination Committee (RTCC)

- Locally Operated Transportation Systems (LOTS)
- Human Service Agencies
- Maryland Transit Administration (MTA)
- Maryland Department of Transportation (MOOT)
- County -Hospitals and medical service providers
- County -Department of Social Services
- County -Department of Health
- County -Department of Aging
- County -Department of Housing
- County -Economic Development Commission
- Maryland-Department of Health and Mental Hygiene (DHMH)
- Maryland -Department of Labor, Licensing and Regulation (DLLR).
- Division of Rehabilitation Services (DORS)
- Chambers of Commerce
- Workforce development agencies
- Veterans Associations
- Board of Education
- Advocates for homeless
- Advocates for persons with disabilities
- Women's Groups
- College of Southern Maryland
- St. Mary's College
- Advocates for Consumers

Appendix III

Procedures For Review of Section 5310 Grant Applications

Regional Coordination

The Maryland Coordinating Committee for Human Services Transportation recommends regional coordination bodies review funding requests from human services transportation providers. This function would be part of a sign-off by the Coordinating Committee for State funding to provide human services transportation.

The State also recommends this process be utilized to review Section 5310 Grant applications. Therefore, the MTA has included this review as a requirement for Section 5310 applications, with the Regional Transportation Coordination Committee (RTCC) serving as the regional body for applications from agencies in Southern Maryland.

The Regional Transportation Coordination Committee (RTCC) under the guidance of the Tri-County Council for Southern Maryland (TCCSMD) supports the State's recommendations by endorsing appropriate grant applications in Southern Maryland for applicants with demonstrated coordination initiatives.

The following procedures will apply:

I. General/Overview

1. The RTCC will administer the review of 5310 applications within the Southern Maryland Region.
2. The TCCSMD will provide staff support to the RTCC throughout the process.
3. The Southern Maryland Region includes Calvert, Charles and St. Mary's Counties.
4. The review and endorsement of 5310 grant applications will be by the Technical Advisory Committee (TAC).

II. Review Requirements

1. The MTA requires that the TAC review of Section 5310 grant applications be a part of a State sign-off by the Maryland Coordinating Committee for Human Services Transportation.
2. The 5310 application must have a signed certification from the local Planning office. This is a separate requirement of the application.
3. The TAC will review applications for coordination.
4. The "Regional Coordination Body Certificate" will be issued for those applications endorsed by the TAC.
5. The Regional Transit Coordinator will present recommendations to the Maryland Coordinating Committee for Human Services Transportation.

III. TAC Evaluation of 5310 Applications

The following process flow will be implemented for the 5310 application review. The intent is to provide consistency across the State while at the same time allowing flexibility to account for the variations between regions.