

Section 5310 Subrecipient Expectations – Coordination

The following is an *abbreviated* list of expectations for Section 5310 Subrecipients. All compliance requirements, including coordination, are outlined in IndyGo’s Section 5310 Program Management Plan.

Best practices represent the highest standard in compliance. IndyGo encourages subrecipients to employ these practices to ensure a strong and effective program that maximizes the benefit to the public. Best practices do not modify or add to the regulatory requirements. Implementing best practices helps demonstrate compliance. **All best practice items are labeled as such.**

Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan)

- **Reference the Indianapolis Area Coordinated Plan** to understand regional priorities.
 - The plan is made available on the IndyGo website.
 - Take note of the “Implementation Plan” section, as well as the various goal-related subsections.
- **Participate in the development of the Coordinated Plan** when an update is in progress.

Transportation Advisory Committee (TAC) & Other Examples of Coordination

- **Participate in a minimum of four** TAC meetings per calendar year.
- **Best Practice – Maintain a record of TAC meeting minutes during the past year.**
- **Coordinate with other transportation service providers** whenever possible. This may include:
 - Service agreements
 - Resource sharing
 - Referral arrangements
 - Coordinated vehicle dispatch
 - Memorandums of understanding
 - Coordination action plans
 - Joint trainings
- **Best Practice – Maintain a summary record of coordination activities that take place.**
 - This record can be submitted as part of a Call for Projects application.
- **Best Practice – Maintain a record of quantitative data from all coordination activities whenever applicable.**
 - This may include number of trips provided, where trips are being provided, or other data.
 - This record can be submitted as part of a Call for Projects application.
- **Best Practice – Maintain a contact list of all transportation service providers in your area.**
 - This record can be employed when completing a Call for Projects application, either for notification purposes or to solicit support letters.