

Partners a monthly newsletter

Produced by the Texas Department of Transportation's Public Transportation Division

Community Transportation. Regional Coordination.

New PTN Address and Telephone Numbers

The Texas Department of Transportation's Public Transportation Division (PTN) offices have been relocated. PTN is now located on the 5th floor of Building 6 at Camp Hubbard Campus in Austin. PTN's mailing address and all employee email addresses are the same, but the physical address and all telephone numbers have changed. Click [here](#) for more information.

Quarterly Progress Reports

The next quarterly progress report on regional transportation coordination activities is due **December 15**. There is no template per se for the quarterly progress reports, however each report should include the following information:

- **Lead Agency name**
- **Reporting period**
- **Regional Coordination Steering Committee** (indicate membership changes and dates of last and next scheduled meeting)
- **Activity Report** (provide a brief progress report on activities in the FY 2009 workplan (Sept. 2008 - Aug. 2009))
- **Issues / needs for assistance** (identify issues and needs for assistance)

Click [here](#) for the 2009 quarterly progress report schedule. Lead agencies may send reports via e-mail to Steve Wright at swright@dot.state.tx.us or mail to 125 E. 11th Street, Austin, Texas 78701.

2008 Friend of Texas Transit Award

The Friend of Texas Transit Award (FOTTA) recognizes any officer or official of a Texas transit system, any transit policy maker, elected or appointed official, public or private citizen who has contributed to the advancement of public transportation's use or development in Texas.

Nominations may be submitted by any officer or official of a Texas public transportation system; any district engineer of the Texas Department of Transportation; any individual member of the Public Transportation Advisory Committee (PTAC); or an executive director or designated representative from one of the 24 lead agencies for regional coordination planning.

Nominations must be received by **January 16, 2009**. The winner will be announced at the Texas Transit Conference in Austin on February 25, 2009. Nomination forms are to be mailed to the Friend of Texas Transit Awards Committee, Public Transportation Division, Texas Department of Transportation, 125 E. 11th Street, Austin, Texas 78701-2483. Facsimile entries should be sent to (512) 374-5244; email entries should be sent to gmayle@dot.state.tx.us. For further information, please contact Ginnie Mayle at (512) 374-5247.

Regional Coordination Steering Committees and Public Transportation Coordinators

This is a reminder that lead agencies must meet regularly with their region's respective regional transportation coordination steering committee. The routine engagement of these steering committees is at the core of the regional planning effort and part of the contractual agreement with the Texas Department of Transportation. Each lead agency must assure that committee members have meaningful roles and ongoing opportunities to provide insight and guidance on implementing the current workplan (September 2008 - August 2009) as well as assess new opportunities and changing priorities.

In addition, it is critical that lead agencies routinely engage its respective Public Transportation Coordinator(s) as part of the ongoing regional transportation planning process.

New 2009 Billing Forms & Billing Process

The new billing forms (TxDOT Form 1793E-PTN and TxDOT Form 1793R-PTN) for FY 2009 must be submitted for reimbursement for regional planning activity expenditures conducted during the current project-year. These forms were sent to lead agency primary contacts and billing contacts in October. The Public Transportation Division (PTN) reminds lead agencies to submit billing forms within 45 days of the time work is performed. ([More](#))