

## REGIONAL CALL FOR PROJECTS – HUMAN SERVICES TRANSPORTATION PROJECTS

The Skagit Council of Governments Transportation Policy Board (TPB) will adopt a regional list of prioritized human services transportation projects for Skagit County at their meeting in December 2016 or January 2017. For this list of projects, each project will be evaluated based on the approved criteria and weights.

This Call for Projects is to prioritize project applications, at a regional level, for projects submitted to the Washington State Department of Transportation (WSDOT) for their Consolidated Grants Program. The grants program makes funds available for the next state biennium (July 1, 2017 – June 30, 2019).

The region prioritizes human services transportation projects every two years and the last time this was done was in 2014. A final prioritized project list will be submitted to WSDOT after adoption by the TPB in December/January.

The Skagit Council of Governments, as the Regional Transportation Planning Organization (RTPO) for Skagit County, is administering the process for prioritizing regional human services transportation projects. The prioritization process is an RTPO duty under state law ([RCW 47.80.023\(10\)](#)).

### APPLICATION MATERIALS

Application materials for this Call for Projects are produced by WSDOT, and they include the following:

- *Application Instructions*

The [application instructions](#) provide an overview of the WSDOT Consolidated Grants Program, eligibility requirements, project definitions, match requirements, applying for funding, evaluating applications at the statewide level and award requirements. The application instructions are a valuable resource that should be referred to often when completing the application form.

- *Application Form*

The [application form](#) includes project details for each project that will be considered for funding through the WSDOT Consolidated Grants Program. Please note that each project being submitted needs a separate application form. An applicant may submit as many projects as they wish.

Examples of recent projects funded through the WSDOT Consolidated Grants Program are available via the [WSDOT website](#). There is also a [map](#) produced by WSDOT that shows how grant funds were distributed to projects across the state in the 2015 – 2017 biennium.

Any questions about the WSDOT Consolidated Grants Program, including materials produced by WSDOT such as the application instructions and form, should be directed to WSDOT. The Skagit County contact for this program is Ryan Warner with the WSDOT Public Transportation Division. Ryan can be reached at (360) 705-6918 or [warnerry@wsdot.gov](mailto:warnerry@wsdot.gov).

## **REQUIRED APPLICATION MATERIALS**

SCOG requires that each applicant submit an application form for each project they would like considered in the regional human services transportation project prioritization process. Application materials submitted to SCOG should be in the exact form submitted to WSDOT.

## **COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

All projects must be consistent with the Coordinated Public Transit-Human Services Transportation Plan (HSTP) for Skagit and Island counties. The HSTP is available through [SCOG's website](#). The HSTP was adopted in December 2014.

Individual projects will not be included in the HSTP. According to WSDOT, applicants should identify on the application form which identified regional need the project addresses within the HSTP. The application form requires a reference from the HSTP for each project along with a page number from the HSTP. Federal Transit Administration HSTP guidance states that "projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan" ([FTA Circular 9070.1G: Page V-1](#)).

## **TIMEFRAME TO SUBMIT**

Applications will only be accepted by SCOG from October 20 – 27, 2016. No application materials will be accepted after October 27. Any applications materials received after this timeframe will not be considered in the regional human services transportation project prioritization process.

## **HOW TO SUBMIT**

Application materials must be submitted to Mark Hamilton at SCOG, by email only, at [markh@scog.net](mailto:markh@scog.net). Paper application materials will not be accepted. All applicants will receive confirmation of materials received via email. Please ensure all required application materials are submitted by the deadline, as additional materials will not be accepted after the deadline passes.

## **EVALUATION OF PROJECTS**

All projects submitted will be evaluated by the Skagit Special Needs Transportation Committee (Committee) the week of October 28 – November 4, 2016. The Committee will then meet on November 8, 2016 to review the results of their project evaluations. Individual project evaluations will be collected by SCOG staff with compiled results presented to the Committee

at their November meeting. SCOG’s Transportation Policy Board created this ad hoc Committee to advise them during this prioritization process.

Projects will be evaluated based on approved criteria and weights. These criteria (referred to as “implementation strategies” in the HSTP) and weights were approved by the Transportation Policy Board at their October 19, 2016 meeting. The approved criteria and weights are available on [SCOG’s website](#).

**AFTER EVALUATION OF PROJECTS**

Following the evaluation of individual projects, the Committee will recommend a proposed prioritized regional list of human services transportation projects to the Transportation Policy Board regarding at their November 8, 2016 meeting. Final action will be taken by the TPB at their December 2016/January 2017 meeting. The final prioritized list of regional human services transportation projects will be submitted to WSDOT after TPB action.

**APPLICATIONS DIRECTLY TO WSDOT**

Just because an applicant has submitted application materials to be a part of the regional prioritization process does not mean they will automatically be included the statewide process. This Call for Projects is for regional prioritization purposes only and applicants also need to submit their projects to WSDOT directly. Application materials are due to WSDOT by October 14<sup>th</sup>, 2016. More information about WSDOT application deadlines can be found in the application instructions. Please contact Ryan Warner at WSDOT for more information about submitting to WSDOT at (360) 705-6918 or [warnerry@wsdot.gov](mailto:warnerry@wsdot.gov).

SCOG will not submit application materials directly to WSDOT. However, SCOG staff will coordinate with WSDOT to ensure that materials submitted to be part of the regional prioritization process and the statewide selection process are not substantively different.

**QUESTIONS**

Any questions about this Call for Projects should be submitted in writing to Mark Hamilton at [markh@scog.net](mailto:markh@scog.net). Written questions received, if any, will be posted to the SCOG website with staff responses. Questions that come to SCOG about the WSDOT process will be forwarded to WSDOT, as appropriate.

**SCHEDULE**

October 14, 2016: .....Applications submitted to WSDOT (no later than)

October 20 - 27, 2016: .....Applications submitted to SCOG

October 28 - November 4, 2016: .....Committee evaluates applications submitted to SCOG



- November 8, 2016:.....Committee recommends regional priorities for human services transportation projects to Transportation Policy Board
- November 16, 2016:.....TPB discusses Committee recommendation
- December 21, 2016 or January 18, 2017: ...TPB prioritizes regional human services transportation projects