

CALL FOR PROJECTS – REGIONAL HUMAN SERVICES TRANSPORTATION PROJECTS

Updated October 15, 2014 with additions in red

The Skagit-Island Regional Transportation Planning Organization (SIRTPO) Policy Board will adopt a regional list of prioritized human services transportation projects for Skagit and Island counties at their meeting in December 2014. For this list of projects, each project will be ranked based on adopted evaluation criteria and weights that are being finalized by the SIRTPO Policy Board.

This Call for Projects is to rank project applications, at a regional level, for projects anticipated to be submitted to the Washington State Department of Transportation (WSDOT) for their consolidated grant program. The grant program makes funds available for the next state biennium (July 1, 2015 – June 30, 2017).

The Skagit-Island region prioritizes human services transportation projects every two years and the last time this was done was in 2012. A final prioritized project list will be submitted to WSDOT after adoption by the SIRTPO Policy Board in December.

The Skagit Council of Governments (SCOG), as the lead agency of the SIRTPO, is administering the process for prioritizing regional human services transportation projects.

APPLICATION MATERIALS

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

- Application Guide

Please review the [application guide](#) before completing the project form. It provides an overview of the WSDOT consolidated grant program, eligibility requirements, project definitions, match requirements, applying for funding, tips on preparing the grant application, evaluating applications at the statewide level, and award requirements. The application guide is a valuable resource that should be referred to often when completing the Project Form & Summary and Authorization Form.

- Project Form

The application form, or [Project Form](#), includes all the project details for each project that will be considered for funding through the WSDOT consolidated grant program.

Please note that each project being submitted needs a separate Project Form. An applicant may submit as many projects as they wish.

- Summary and Authorization Form

One [Summary and Authorization Form](#) needs to be completed by each applicant, no matter how many projects the applicant chooses to submit. This form requests general information about the organization applying, classifies the applicant into a category, provides some detail about current transportation services offered and an assurance that the applicant is authorized to apply for funding through the WSDOT consolidated grant program.

Examples of recent projects funded through the WSDOT consolidated grant 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 2013-2015 biennium.

Any questions about the WSDOT consolidated grant program, including materials produced by WSDOT such as forms and the application guide, should be directed to WSDOT. The Skagit-Island WSDOT contact for this program is Evan Olsen with the Public Transportation Division. Evan can be reached at (360) 705-6929 or olsene@wsdot.gov. Evan has also offered to review any application materials prior to submittal. Applicants are encouraged to contact Evan directly if they would like him to review their application materials prior to submittal.

REQUIRED APPLICATION MATERIALS

SCOG requires that each applicant submit a project form for each project they would like considered in the regional human services transportation project ranking process. Additionally, one summary and authorization form must be submitted by each organization as well.

The attachments required by WSDOT for project applications, identified in the Attachments Checklist section of the Project Form need not be submitted to SCOG as part of the regional ranking process. However, applicants are strongly advised to submit maps (such as the service area map and population density map), identified in the attachment as these maps will likely assist in evaluating the applications.

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 draft HSTP is now available through [SCOG's website](#).** A final draft of the HSTP will be adopted in December 2014.

Individual projects will not be included in the HSTP, **except for the final prioritized list of regional human services transportation projects which will be included in an appendix to the final HSTP.** Applicants should identify on the Project Form which strategy/activity the project addresses within the HSTP. The Project Form requires a reference from the HSTP for each project along with a page number from the HSTP. **Any references to the HSTP in project application materials will have to be to the draft HSTP as the final will not be adopted by the application deadline.**

TIMEFRAME TO SUBMIT

Applications will only be accepted from October 16th, 2014 – October 24th, 2014. After 5:00 p.m. on October 24th, no application materials will be accepted. Any applications materials received after this timeframe will not be considered in the regional human services transportation project ranking process.

HOW TO SUBMIT

Application materials must be submitted to Mark Hamilton at SCOG by email only at 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.

EVALUATING PROJECTS

All projects submitted will be evaluated by the Skagit-Island Special Needs Transportation Committee the week of October 27th, 2014 – October 31st, 2014. The Committee will then meet on November 5th, 2014 to review the results of their evaluation. Individual project evaluations will be compiled by SCOG staff with results presented to the Committee at their meeting.

Projects will be evaluated based on approved criteria and weights. **These criteria (also referred to as “implementation strategies” for consistency with HSTP requirements) and weights were approved by the SIRTPO Policy Board at their October 15th, 2014 meeting. The approved criteria/implementation strategies and weights are available on [SCOG’s website](#).**

The timeframe to submit applications has been created with the October 15th meeting in mind so that applicants may see the final approved criteria and weights before submitting their applications.

POST-EVALUATION

The Committee will make a recommendation to the SIRTPO Policy Board regarding a proposed prioritized list of regional human services transportation projects at their November 5th, 2014 meeting (tentative date). The recommendation will be brought to each sub-RTPO policy board meeting in Skagit and Island counties and will finally be brought to the full

SIRTPO Policy Board in December. Final action will be taken by the SIRTPO Policy Board at their December meeting. The final prioritized project list of regional human services transportation projects will be submitted to WSDOT after final SIRTPO Policy Board action in December.

APPLYING DIRECTLY TO WSDOT

Just because an applicant has submitted application materials to be a part of the regional ranking process does not mean they will automatically be included the statewide process. This Call for Projects is for regional ranking purposes only and applicants also need to submit their projects to WSDOT directly. Application materials are due to WSDOT by November 19th, 2014. More information about WSDOT application deadlines can be found in the application guide. Please contact Evan Olsen at WSDOT for more information about submitting to WSDOT at (360) 705-6929 or olsene@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 ranking process and the statewide process are not substantively different. Of course, the attachments required by WSDOT in the Project Form would need to be submitted to WSDOT though do not need to be submitted to SCOG as part of the regional ranking process (though it is strongly advised to submit the service area and population density maps to SCOG).

QUESTIONS

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