

REGIONAL CALL FOR HUMAN SERVICES TRANSPORTATION PROJECTS

The Skagit Council of Governments Transportation Policy Board (Board) will adopt a regional list of prioritized human services transportation projects for Skagit County at their meeting in January/February 2021. For this list of projects, each project will be evaluated based on approved regional criteria and weights.

The 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 Grant Program. The grant program makes funds available for the next state biennium (July 1, 2021–June 30, 2023). Some projects are eligible for four years of funding, if they meet certain WSDOT requirements. Information about the grant program is available through [WSDOT's notice of funding opportunity](#).

The region prioritizes human services transportation projects every two years and the last time this was completed was in December 2018. A final prioritized project list will be submitted to WSDOT after adoption by the Board in January/February 2021.

The Skagit Council of Governments, as the regional transportation planning organization (RTPO) for Skagit County, is administering the regional process for prioritizing 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 SCOG, and they include the following:

- *WSDOT Application Instructions*

Application instructions for the grant program are classified by project type. The four project types are:

1. [Capital](#): projects to purchase long-term assets, such as land, buildings, vehicles and bus shelters;
2. [Operating](#): projects directly related to system operation, including employee compensation, marketing, administration, fuel, oil, taxes and operational maintenance expenses;
3. [Mobility Management](#): information services that help providers and passengers coordinate and understand available options. Also includes short-range planning, management activities or activities for improving coordination among public transportation and other transportation service providers; and
4. [Planning](#): planning, coordination or other activities that address the needs of the applicant and the community(ies) they serve.

- *WSDOT Application*

Applications to the grant program must be made through the [Grants Management System](#). Instructions for how to register for the Grants Management System can be found on a file called "[GMS Training Registration Module July 23.pdf](#)" Applicants may submit as many projects as they wish.

- *SCOG Supplemental Application*

A [supplemental application](#) created by SCOG must be completed and submitted with regional application materials. The purpose of the supplemental application is for project sponsors to demonstrate how projects address regional criteria, and for evaluators to score projects across the criteria.

Examples of recent projects funded through the WSDOT Consolidated Grant Program are available on [WSDOT's website](#).

Any questions about the WSDOT Consolidated Grant Program, including materials produced by WSDOT – such as application instructions and the Grants Management System – should be directed to WSDOT. The Skagit County contact for this grant program is Marianna Hanefeld with the WSDOT Public Transportation Division. Marianna can be reached at (425) 777-0557 or marianna.hanefeld@wsdot.wa.gov.

REQUIRED APPLICATION MATERIALS

SCOG requires that each applicant submit an application and supplemental application for each project to be considered in the regional human services transportation project prioritization process. Application materials to WSDOT must be extracted from the Grants Management System and submitted to SCOG.

COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

All projects should be consistent with the needs identified in the [coordinated public transit-human services transportation plan](#) (Plan) for Skagit County.

Applicable Federal Transit Administration 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 November 19–30. No application materials will be accepted prior to November 19, nor after November 30. Any application materials received outside of this timeframe will not be considered in the project prioritization 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.

EVALUATION AND PRIORITIZATION OF PROJECTS

All projects submitted will be evaluated by the Skagit Special Needs Transportation Committee (Committee) between December 1 and 11. The Committee will have a meeting on December 8 where projects will be presented by project sponsors. Following the meeting, the Committee will submit project evaluations to SCOG staff by December 11. The Committee will then meet again on January 12 to review the combined results of their evaluation and to recommend a prioritized project list to the Transportation Policy Board. Applicants may not score any application submitted by their organization.

Projects will be evaluated based on approved criteria and weights. These criteria and weights were approved by the Transportation Policy Board at their November 18, 2020 meeting. The approved criteria and weights are in the following table.

Categories	#	Criteria	Evaluation Instructions	Weights
Project Type	1	Continues/preserves an existing transportation service or program; expands/improves an existing transportation service or program; or creates a new transportation service or program	Determine how well the project type proposed meets criterion and score application for that project type	10
Needs Addressed By Project	2	Fills need(s) identified in planning process for coordinated public transit-human services transportation plan	Refer to Section 3 – Needs Assessment and Gap Analysis in plan	14
	3	Serves special needs populations and/or areas of high transit dependence	Refer to Section 3 maps of persons with disabilities, seniors, youth, households without vehicles, low-income populations and transit dependency needs index	15
	4	Serves local needs, includes trips entirely within Skagit County and local tribal lands	Evaluate the application on how well it proposes to address local needs	13
	5	Serves regional needs, including connections to Skagit County from other counties	Evaluate the application on how well it proposes to address regional needs	11
Efficiency and Effectiveness of Project	6	Estimated number of individuals served or passenger trips by transportation service or program	Evaluate the application using estimated number of individuals served or passenger trips	7
	7	Financial sustainability of project, resulting cost savings from project, leveraging of other funding sources and volunteer support	Evaluate the application using this cost related criterion	9
	8	Coordinate and/or collaborate with other organizations, locally and/or regionally	Evaluate the application based on documented coordination and/or collaboration with other organizations	9
	9	Utilizes innovative programs, processes and tools that improve efficiency and/or effectiveness	Score the application based on the service or programs proposed innovation - could be technological or other innovation	6
Other Benefits of Project	10	Incorporates environmentally sustainable practices and/or emergency management elements	Determine if the project incorporates any environmentally sustainable practices and/or emergency management elements	6

Total 100

The final action of prioritizing projects will be taken by the Transportation Policy Board at their January/February 2021 meeting. The prioritized list of regional human services transportation projects will be submitted to WSDOT after Board action.

APPLICATIONS DIRECTLY TO WSDOT

Just because an applicant has submitted application materials for the regional prioritization process does not mean the application will automatically be included in the statewide process. This call for projects is for regional prioritization purposes only and applicants also need to submit their project applications to WSDOT directly. Initial application materials were due to WSDOT by October 30. More information about WSDOT application deadlines can be found in the application instructions. Please contact Marianna Hanefeld at WSDOT for more information about submitting to WSDOT.

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 the 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 staff responses. Questions that come to SCOG about the WSDOT process will be forwarded to WSDOT.

SCHEDULE

- October 30, 2020:..... Initial applications submitted to WSDOT (no later than)
- November 10, 2020: Committee recommends evaluation process, including evaluation criteria and weights, to Transportation Policy Board
- November 10-17, 2020: Public comment period on recommended evaluation process
- November 18, 2020: Transportation Policy Board takes action on evaluation process, including evaluation criteria and weights
- November 19-30, 2020: Applications submitted to SCOG
- December 1-11, 2020: Committee evaluates applications submitted to SCOG
- December 8, 2020: Project presentations to Committee
- December 11, 2020: Project evaluations due to SCOG from Committee
- January 12, 2021: Committee recommends regional prioritization for human services transportation projects to Transportation Policy Board



- January 15, 2021: Revised applications submitted to WSDOT (no later than)
- January 12–19, 2021: Tentative public comment period on recommended regional prioritization
- January 20 or February 17, 2021: Transportation Policy Board takes action on regional prioritization of human services transportation projects