

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 November/December 2018. For this list of projects, each project will be evaluated based on 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 Grant Program. The grant program makes funds available for the next state biennium (July 1, 2019 – June 30, 2021). A change to the grant program this year, makes some projects eligible for four years of funding, if they meet certain WSDOT requirements.

The region prioritizes human services transportation projects every two years and the last time this was completed was in January 2017. A final prioritized project list will be submitted to WSDOT after adoption by the TPB in November/December 2018.

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](#) include chapters with an overview of the WSDOT Consolidated Grant Program, applying for funding, project evaluations and awards, and preparing the grant applications. 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 Grant 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 Grant Program are available on [WSDOT's website](#). There is also a [map](#) that shows how grant funds were distributed to projects across the state in the 2017–2019 biennium.

Any questions about the WSDOT Consolidated Grant Program, including materials produced by WSDOT – such as the application instructions and form – should be directed to WSDOT. The Skagit County contact for this grant program is Stacy Clauson with the WSDOT Public Transportation Division. Stacy can be reached at (360) 788-7413 or clausos@wsdot.wa.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 should be consistent with the needs identified in the planning process for the coordinated public transit-human services transportation plan (Plan) for Skagit County. The Plan will be adopted later in 2018. Needs identified so far in the planning process are included in this [draft needs assessment](#) produced by the KFH Group, a consultant hired to assist with the planning process.

Individual projects will be included in the Plan as a prioritized list later this year. According to WSDOT, applicants should identify on the application form which identified regional need the project addresses within the Plan. The application form requires a reference from the Plan for each project along with a page number from the Plan. WSDOT guidance is to include "TBD" and no page number since the Plan will not be adopted until after project applications are submitted to WSDOT. Please refer all questions on this subject to Stacy Clauson with WSDOT.

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 September 20–26. No application materials will be accepted prior to September 20 nor after September 26. Any applications materials received outside of 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. 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 September 27 and October 5. The Committee will have one meeting on October 1 where projects will be presented by project sponsors. Following the meeting, the Committee will submit project evaluations to SCOG staff by October 5. The Committee will then meet again on October 9 to review the combined results of their evaluation and to recommend a prioritized project list to the Transportation Policy Board.

Projects will be evaluated based on approved criteria and weights. These criteria and weights were approved by the Transportation Policy Board at their September 19, 2018 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 KFH Group draft needs assessment for coordinated public transit-human services transportation plan	14
	3	Serves special needs populations and/or areas of high transit dependence	Refer to maps of persons with disabilities, seniors, youth, households without vehicles, low-income populations, minority populations and transit dependency needs index (SCOG will provide link to webmap)	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
	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
Efficiency and Effectiveness of Project	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 November/December 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 September 14, 2018. More information about WSDOT application deadlines can be found in the application instructions. Please contact Stacy Clauson at WSDOT for more information about submitting to WSDOT at (360) 788-7413 or clausos@wsdot.wa.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. 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

- September 4, 2018: Committee recommends proposed evaluation process including evaluation criteria and weights to Transportation Policy Board
- September 5–11, 2018: Public comment period on proposed evaluation process from Committee
- September 14, 2018: Applications submitted to WSDOT (no later than)
- September 20–26, 2018: Applications submitted to SCOG
- September 27–October 5, 2018: Committee evaluates applications submitted to SCOG
- October 1, 2018: Project presentations to Committee
- October 5, 2018: Project evaluations due to SCOG from Committee
- October 9, 2018: Committee recommends regional prioritization for human services transportation projects to Transportation Policy Board
- October 18–November 2, 2018: Tentative public comment period on recommended regional prioritization from Committee
- October 17, 2018: Transportation Policy Board discusses Committee recommendation
- November 21 or December 19, 2018: Transportation Policy Board prioritizes regional human services transportation projects