SCOG
SKAGIT COUNCIL OF GOVERNMENTS
315 South Third Street, Suite 100 • Mount Vernon • WA • 98273 www.scog.net

SKAGIT COUNCIL OF GOVERNMENTS
NON-MOTORIZED ADVISORY COMMITTEE MEETING

Tuesday, March 2, 2021
10:00 to 11:30 AM
GoToMeeting Remote Meeting (https://global.gotomeeting.com/join/852560053)
Meeting Phone: 1-877-309-2073
Access Code: 852-560-053

AGENDA

1. Introductions
2. 2021 Project Selection – *Mark Hamilton*
3. 2021 Walking Trail Guide Update – *Katie Bunge*
4. Roundtable Discussion
5. Next Meeting: To Be Determined

Please contact Liz McNett Crowl at (360) 428-5765 if there are any other items that need to be brought up for discussion.

Title VI Notice: SCOG fully complies with Federal civil rights laws and does not discriminate on the basis of race, color, national origin, or sex. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at https://scog.net/about/nondiscrimination/.

Notificación del Título VI: El SCOG cumple plenamente con las leyes de derechos civiles federales sin discriminar por motivos de raza, color, nacionalidad o género. Si desea más información o tener acceso al formulario de denuncia del Título VI, visite la página web del SCOG: https://scog.net/about/nondiscrimination/.

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REGIONAL CALL FOR PROJECTS

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM
TRANSPORTATION ALTERNATIVES
HIGHWAY INFRASTRUCTURE PROGRAM

The Skagit Council of Governments Transportation Policy Board will select projects for funding in the Skagit region at their meeting in July/August 2021. The funding decision will select projects for Surface Transportation Block Grant Program (STBG), Transportation Alternatives Set-aside (TA) and Highway Improvement Program (HIP) federal funds. For this project selection, each project will be evaluated based on approved criteria and weights.

The Skagit Council of Governments, as the metropolitan planning organization (MPO) for Skagit County, has been given the authority by Washington state to select projects for funding using these sources of federal funds. The Washington State Department of Transportation (WSDOT) has a summary of these three funding sources on their website, along with the funding formula used statewide to allocate funds and the role of MPOs in the process. Following are links to each WSDOT webpage for these funding sources:

- Surface Transportation Block Grant Program
- Transportation Alternatives Set-aside
- Highway Infrastructure Program

The most recent SCOG project selection was completed in 2019. At that time, projects were selected for $5.9 million in funding through STBG and HIP, with additional projects totaling $3.3 million selected for the contingency list.

FUNDING AVAILABILITY

Funding levels to the Skagit region change year to year as federal allocations change, projects obligate or de-obligate funds, and projects are deprogrammed. Future funding available is estimated with every project selection process at SCOG, with project-selection decisions based on these estimates. Select decision are contingent upon federal authorizations and appropriations.

Estimates of funds available are derived using past obligations and allocations for the Skagit region. Future anticipated allocations through the Surface Transportation Block Grant Program (2026 & 2027), Transportation Alternatives Set-aside (2024–2027) and a one-time allocation from the Highway Infrastructure Program (2024) are estimated to be available through the Call for Projects.

A minimum of $X,XXX,XXX should be selected for projects in Urban Areas and a minimum of $X,XXX,XXX should be selected in Rural Areas. The remaining $X,XXX,XXX may be selected in any area. The minimum thresholds for Urban Areas and Rural Areas are estimated based on anticipated funding that must be used in these areas, per federal requirements. Estimated funding available through the Call for Projects is included in the following table.

Urban Areas	Rural Areas	Any Area	Total
$X,XXX,XXX	$X,XXX,XXX	$X,XXX,XXX	$X,XXX,XXX

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Historically, the Transportation Policy Board has allocated STBG funds to supplement other revenue streams that support the transportation planning process at SCOG. Every year, SCOG programs any STBGP revenues in the Unified Planning Work Program. The work program includes considerations to address the federal and state requirements in the transportation planning process. The current STBG selection for SCOG administration expires in 2025.

Non-Roadway Funding Set-aside

At the discretion of the Transportation Policy Board, a minimum of 10% of STBG funding is anticipated to be set-aside for non-roadway projects. Examples of eligible non-roadway projects include: transit capital projects; recreational trails; ferry boats and terminals; and safe routes to school programs. A complete list of eligible STBG projects, including non-roadway projects, is located at 23 USC 133(b).

This set-aside is not specific to any one mode of transportation and is intended to ensure a minimum level of funding to projects that may not otherwise be competitive with roadway projects due to the criteria and weights used in the evaluation process.

There is no federal nor state requirement that funds be set-aide in this way for non-roadway projects. The 10% set-aside is a regional decision that has continued in past project selection processes at SCOG.

Federal Functional Classification

Most roadway projects can only be funded using STBG and HIP funds if the roadway has a federal functional classification. Projects on Rural Minor Collectors can only receive up to 15% of the Rural Areas funding ($XXX,XXX) per the special rule at 23 USC 133(g).

Application Forms

Application forms include project details for each project that will be considered for funding. Each project being submitted requires a separate application form. There is no limit to how many forms applicants submit to SCOG.

- Project Application Form
- Contingency List Project Application Form
- Project Endorsement Form (required for every project)

Timeframe to Submit

Applications will be accepted by SCOG from April 23–May 14. Any incomplete applications will be flagged by SCOG staff and applicants will be notified as soon as possible of any required materials not submitted. May 28 is the final deadline to submit any application materials to complete application packets.

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.

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PROJECT EVALUATION CRITERIA & WEIGHTS

Projects submitted will be evaluated from May 17–May 26. Project evaluations will be based on approved criteria and weights. These criteria and weights were approved by the Transportation Policy Board at their April 21 meeting.

The categories for the evaluation criteria, and their associated points, are listed below:

- Economic Vitality – **15 points**
- Safety – **25 points**
- Mobility – **15 points**
- Regional Nature – **10 points**
- Project Funding & Readiness – **10 points**
- Preservation & Maintenance – **15 points**
- Technical Advisory Committee Priority – **10 points**

TOTAL: **100 POINTS**

BONUS: **+10 POINTS**

- Bonus applies to project sponsors that utilized SCOG Obligation Authority Procedures in 2020, strategies #1 or #2, by moving projects forward and obligating federal funds by August 1, 2020

Individual criteria, and points available per criterion, are included in the Project Application Form. Technical Advisory Committee members are not permitted to evaluate any project from the government they represent. The final action of selecting projects for funding will be taken by the Transportation Policy Board at their July/August meeting.

CONTINGENCY LIST

A contingency list of projects will be prepared for projects that can easily move forward if the region is expected to fall short of its annual obligation target. Inclusion of any project on the contingency list does not guarantee the project will be funded. Projects on the contingency list must be able to obligate funding quickly, often in less than 6 weeks. Sponsors of contingency list projects may also submit the proposed project as part of the general Call for Projects.

Contingency list submissions will be prioritized according to the following criteria:

- What is the regional issue the project will address?
- What is the desired outcome from the project?
- Does the project address an issue identified in the Skagit 2045 Regional Transportation Plan?
- What is the project's expected level of regional impact?
- Can the project reasonably obligate funding in 6 weeks if necessary?

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Projects proposed for the contingency list will be distributed to the Technical Advisory Committee for evaluation. A prioritized contingency list, with rank ordered projects, will be recommended to the Transportation Policy Board for consideration. Technical Advisory Committee members are not permitted to evaluate any project from their own organization.

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.

SCHEDULE

March 2, 2021:	Non-Motorized Advisory Committee recommendations (if any) to Technical Advisory Committee on evaluation process
March 4, 2021:	Technical Advisory Committee recommends evaluation process, including evaluation criteria and weights, to Transportation Policy Board
March 17, 2021:	Transportation Policy Board discusses Technical Advisory Committee recommendation on proposed evaluation process
March 19–April 2, 2021:	Public comment period on proposed evaluation process
April 21, 2021:	Transportation Policy Board approves evaluation process, after consideration of any public comments received
April 23–May 14, 2021:	Applications submitted to SCOG
May 17–26, 2021:	Evaluation of applications
May 25, 2021:	Project presentations to Technical Advisory Committee from project sponsors
May 26, 2021:	Project evaluations due to SCOG from Technical Advisory Committee
June 1, 2021:	Non-Motorized Advisory Committee recommendations (if any) to Technical Advisory Committee on project selection
June 3, 2021:	Technical Advisory Committee recommends project selection to Transportation Policy Board
June 16, 2021:	Transportation Policy Board discusses Technical Advisory Committee recommendation on proposed project selection

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June 18–July 2, 2021: ..... Tentative public comment period on recommended project selection from Technical Advisory Committee

July 21 or August 18, 2021: ..... Transportation Policy Board makes project-selection decision, after consideration of any public comments received

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PROJECT APPLICATION FORM

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM
TRANSPORTATION ALTERNATIVES
HIGHWAY INFRASTRUCTURE PROGRAM

Project Title:

GENERAL PROJECT INFORMATION

Date of Submittal:

Organization:

Applicant Name, Title:

Applicant Phone Number:

Applicant Email Address:

PROJECT INFORMATION

Accurately describe project. If selected for funding, SCOG will ensure project descriptions programmed in the Regional Transportation Improvement Program are consistent with this application, and any additional project materials submitted as part of this project selection process. All eligibility criteria must be met at the time of application. Projects that do not meet eligibility criteria under any of the federal programs considered for this project selection will be removed from consideration.

Project Location:

Is the project sponsor requesting Urban Area or Rural Area funding? ☐Urban Area ☐Rural Area
(use this map to determine applicable geography)

Federal Functional Classification:

Beginning Termini:

Ending Termini:

Project Length (in miles):

Has the project been submitted to SCOG in the web based STIP software? ☐Yes
STIP ID:

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Project Description

Include the project scope, purpose, and brief comparison of existing and proposed conditions (5,000 characters maximum).

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PLANNING & PUBLIC INVOLVEMENT

Is this project included in the project sponsor's long-range plan? ☐Yes ☐No

Project ID: Provide hyperlink to document: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

Is this project identified in the project sponsor's six-year comprehensive transportation program, capital improvement program, or equivalent? ☐Yes ☐No

Project ID: Provide hyperlink to document: Page number:

If no hyperlink is available, provide program in email attachment with application materials.

Date of public meeting(s) in which the documents identified above were approved by the project sponsor's governing body:

What project in the Skagit 2045 Regional Transportation Plan (pages 65-71) is this project implementing, if any? ID #:

PROPOSED SCHEDULE

	PE/PL/ Other	RW	CN
Earliest possible obligation date (mm/yyyy)			
Estimated completion date (mm/yyyy)			

ATTACHMENTS

Applicant has included:

☐Vicinity Map
☐Signed Project Endorsement Form
☐Professional Engineer's Estimate (if applicable)
☐Typical Section (if applicable)
☐Written Concurrence (if project is within or connects to right of way of another organization)
☐Written acknowledgment from Skagit Transit (if project is located on fixed-route transit line)

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COST SUMMARY

A.	Previous obligations (all fund sources, all phases)	$	Federal funding is requested for the following phases (check all that apply): ☐ Preliminary Engineering/Design ☐ Right-of-way ☐ Construction ☐ Other (planning, etc.)
	Fund Source:	$	
	Fund Source:	$	
	Fund Source:	$	
B.	Requested federal funds	$	
C.	Other secured federal funds. Source:	$	
D.	Other secured state funds. Source:	$	
E.	Secured local funds (minimum 13.5%). Source:	$	
F.	Secured private funds. Source:	$	
G.	Other planned phases	$	
H.	Total estimated project cost (all phases).	$	

Cost summary notes (optional, 1,000 characters):

Describe the commitment of secured matching funds and the status of obtaining any unsecured funds. (Note: Matching funds must be available at the time of fund obligation. 1,000 characters)

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ECONOMIC VITALITY — 15 MAXIMUM

CONSISTENCY WITH ECONOMIC DEVELOPMENT PLAN — 2

Is project consistent with an adopted economic development/revitalization plan or other plan with an economic development component? If so, cite the plan and page number applicable to this project.

Hyperlink to plan: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

FREIGHT NETWORK — 5

Is the project located on, or intersect with, the Freight and Goods Transportation System?
(use WSDOT Community Planning Portal, Freight and Goods Transportation System layer)

- ☐T-1 5
- ☐T-2 4
- ☐T-3 3
- ☐T-4 2
- ☐T-5 1

- ☐R-1 5
- ☐R-2 4
- ☐R-3 3
- ☐R-4 2
- ☐R-5 1

- ☐W-1 5
- ☐W-2 4
- ☐W-3 3
- ☐W-4 2
- ☐W-5 1

PRIVATE PARTNER FUNDS — 4

Have private partners pledged funding to this project? If so, how much? $

(1 point per 2% of total amount of federal funds requested.)

Note: this does not include traffic impact fees and/or any funds identified as local match.

To receive points in this category, project sponsor must include signed pledge sheet from private partner(s) with pledged funding level.

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ENVIRONMENTAL JUSTICE 4

Is project within 100 feet of low-income census tract? (SCOG will perform analysis) ☐ 2

Is project within 100 feet of minority census block? (SCOG will perform analysis) ☐ 2

☐ Does this project meet an identified need of an Environmental Justice minority or low-income protected population? This must be demonstrated by a formal letter of support by a service provider of Environmental Justice protected population(s). (Include letter for support with application) 4

EXISTING AND FUTURE DEVELOPMENT (SCOG WILL PERFORM THIS ANALYSIS) 8

Project is located in area of significant existing employment or future employment growth. For the 2018 measure, submitted projects will be divided into thirds based on highest rate of existing employment per acre in the transportation analysis zones the project is within. For the 2045 measure, submitted projects will be divided into thirds based on the number of new jobs per acre in the transportation analysis zones the project is within. Project will receive points for the highest point-value geography it is within. Scores will not be combined, the project will receive the highest score from 2018 Employment Density or the 2045 Employment Growth Density.

2018 Employment Density

☐ Low Density 0
☐ Medium Density 4
☐ High Density 8

2045 Employment Growth Density

☐ Low Density 0
☐ Medium Density 4
☐ High Density 8

SAFETY 25 MAXIMUM

SAFETY PLANS 5

☐ Is the project included in an adopted local road safety plan? 5

If so, cite the plan and page number applicable to this project.

Hyperlink to plan: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

☐ Is the project included in an adopted transit safety plan? 5

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If so, cite the plan and page number applicable to this project.

Hyperlink to plan: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

☐ Is the project included in another adopted safety plan? 5

If so, cite the plan and page number applicable to this project.

Hyperlink to plan: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

Note: to receive credit for the features listed below, they must be included in the project description submitted in Secure Access Washington, the web-based STIP software.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) PROVEN SAFETY COUNTERMEASURES 20

List each FHWA proven safety countermeasure the project includes (up to five total excluding safety plans, which are included in a previous safety subsection):

☐ 4

☐ 4

☐ 4

☐ 4

☐ 4

NON-ROADWAY SAFETY COUNTERMEASURES 20

For non-roadway projects, list each bicycle safety and pedestrian safety countermeasure the project includes (up to five total excluding safety plans, which are included in a previous safety subsection):

☐ 4

☐ 4

☐ 4

☐ 4

☐ 4

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MOBILITY — 15 MAXIMUM

NETWORK DEVELOPMENT

☐ Does this project improve a route that is proximate and parallel to regional network corridor? This must be demonstrated by a formal traffic study. (Include traffic study with project submittal.) 2

☐ Does this project improve transit access and/or amenities on a current or planned Skagit Transit fixed route? (Include letter from transit agency to verify.) 3

☐ Does this project include provisions for data collection (transit ridership, vehicular counts, bicycle counts, etc.)? 2

Note: to receive credit for the features listed below, they must be included in the project description submitted in Secure Access Washington, the web-based STIP software.

☐ Does this project include bicycle wayfinding? 2

☐ Does this project include a paved, separated trail? 4

☐ Does this project add or improve sidewalks/walkways for at least 50% of the total project length? . 2

☐ Does this project include bicycle lanes for at least 50% of the total project length (must include clear designation such as signage and/or pavement markings)? 2

☐ Does this project include a signal or roundabout at an existing unsignalized intersection? 6

REGIONAL NATURE — 10 MAXIMUM

REGIONALLY SIGNIFICANT PROJECTS — 10

☐ Is this project included in the Skagit 2045 Regional Transportation Plan? 10

NON-REGIONALLY SIGNIFICANT PROJECTS — 10

☐ Is this project located on the regional transportation system? 10

PROJECT READINESS & FUNDING — 10 MAXIMUM

PROJECT READINESS — 5

☐ Environmental permits approved or categorically excluded (include applicable documentation) 2

☐ PS&E package complete or unnecessary (include applicable documentation) 3

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☐ Right of way acquisition complete or unnecessary (include applicable documentation)..... 3

PROJECT FUNDING (SCOG WILL SCORE THIS SUBSECTION) 5

Other secured or previously obligated funding
(other than required match and private investment, 1 point per source)..... 0–3

More than 13.5% local match (1 point per additional 5%)..... 0–2

PRESERVATION & MAINTENANCE 15 MAXIMUM

IMPROVEMENT TYPE 5

For roadway projects, what is the project's improvement type in Secure Access Washington, the web-based STIP software? (100 characters maximum, SCOG will score) 0–5

For non-roadway projects, describe maintenance and preservation components of the project.
(100 characters maximum, SCOG will score) 0–5

PRESERVATION 5

☐ Does this project improve or sustain the condition of an existing transportation facility, restoring it to a state of good repair?..... 5

MAINTENANCE 5

☐ Does this project include routine or preventative maintenance of a transportation facility?..... 5

☐ Does this project extend the useful life of an existing transportation facility?..... 5

☐ Does this project implement an element of the organization's adopted asset management plan, or other adopted maintenance-related plan, program or strategy?..... 5

If so, cite the plan and page number applicable to this project.

Hyperlink to plan: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

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TECHNICAL ADVISORY COMMITTEE PRIORITY — 10 MAXIMUM

The TAC will rank the submitted projects relative to each other based on the anticipated regional benefit of each project. The top ranked project will receive 10 points; the second ranked project will receive 9 points, etc. Projects not ranked in the top 10 will receive zero points.

PROJECT DELIVERY BONUS — +10 POINTS

This criterion is added in 2021 consistent with SCOG Regional Transportation Improvement Program obligation authority procedures introduced in 2020.

PROJECT DELIVERY BONUS (SCOG WILL SCORE THIS SECTION) 10

In 2020, did the project sponsor move a project forward using Gap Strategy #1 or #2 from the SCOG Obligation Authority Process, and obligate the project's federal funding by August 1? 10

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CONTINGENCY LIST PROJECT APPLICATION FORM

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The SCOG Transportation Policy Board has given direction to prepare a contingency list of projects that can easily move forward if the region is expected to fall short of its annual obligation target. Because of their ability to quickly obligate funding with relatively short notice, project sponsors are encouraged to submit proposals for projects that can obligate in fewer than six (6) weeks. **Selection of the project to be included in the contingency list does not guarantee that it will be funded.** Project sponsors may also submit the proposed project as part of the Call for Projects that will select projects for funding.

Project Title:

GENERAL PROJECT INFORMATION

Date of Submittal:

Organization:

Applicant Name, Title:

Applicant Phone Number:

Applicant Email Address:

PROJECT INFORMATION

Accurately describe project. If selected for funding, SCOG will ensure project descriptions programmed in the Regional Transportation Improvement Program are consistent with this application, and any additional project materials submitted as part of this project selection process. All eligibility criteria must be met at the time of application. Projects that do not meet eligibility criteria under any of the federal programs considered for this project selection will be removed from consideration.

Project Location:

Is the project sponsor requesting Urban Area or Rural Area funding? ☐Urban Area ☐Rural Area (use this map to determine applicable geography)

Federal Functional Classification:

Beginning Termini:

Ending Termini:

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Project Length (in miles):

Has the project been submitted to SCOG in the web based STIP software? ☐Yes
STIP ID:

Project Description

Include the project scope, purpose, and brief comparison of existing and proposed conditions (5,000 characters maximum).

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PLANNING & PUBLIC INVOLVEMENT

Is this project included in the project sponsor's long-range plan? ☐Yes ☐No

Project ID: Provide hyperlink to document: Page number:

If no hyperlink is available, provide plan in email attachment with application materials.

Is this project identified in the project sponsor's six-year comprehensive transportation program, capital improvement program, or equivalent? ☐Yes ☐No

Project ID: Provide hyperlink to document: Page number:

If no hyperlink is available, provide program in email attachment with application materials.

Date of public meeting(s) in which the documents identified above were approved by the project sponsor's governing body:

What project in the Skagit 2045 Regional Transportation Plan (pages 65-71) is this project implementing, if any? ID #:

PROPOSED SCHEDULE

	PE/PL/ Other	RW	CN
Earliest possible obligation date (mm/yyyy)			
Estimated completion date (mm/yyyy)			

ATTACHMENTS

Applicant has included:

☐Vicinity Map
☐Signed Project Endorsement Form
☐Professional Engineer's Estimate (if applicable)
☐Typical Section (if applicable)
☐Written Concurrence (if project is within or connects to right of way of another organization)
☐Written acknowledgment from Skagit Transit (if project is located on fixed-route transit line)

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COST SUMMARY

A. Previous obligations (all fund sources, all phases)	$	Federal funding is requested for the following phases (check all that apply): ☐ Preliminary Engineering/Design ☐ Right-of-way ☐ Construction ☐ Other (planning, etc.)
Fund Source:	$	
Fund Source:	$	
Fund Source:	$	
B. Requested federal funds	$	
C. Other secured federal funds. Source:	$	
D. Other secured state funds. Source:	$	
E. Secured local funds (minimum 13.5%). Source:	$	
F. Secured private funds. Source:	$	
G. Other planned phases	$	
H. Total estimated project cost (all phases).	$	

Cost summary notes (optional, 1,000 characters):

Describe the commitment of secured matching funds and the status of obtaining any unsecured funds. (Note: Matching funds must be available at the time of fund obligation. 1,000 characters)

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PROJECT PRIORITIZATION CRITERIA

1. What is the regional issue the project will address?

2. What is the desired outcome from the project?

3. Does the project address an issue identified the Skagit 2045 Regional Transportation Plan?

   ☐ Yes ☐ No

   If yes, which issue?

4. What is the project's expected level of regional impact?

5. Can the project reasonably obligate funding in six (6) weeks if necessary?

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