

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 2025. 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, 2025–June 30, 2027). 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 January 2023. A final prioritized project list will be submitted to WSDOT after adoption by the Board in January 2025.

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 five project types are:

1. Operating: projects directly related to system operation, such as operating assistance for rural public transportation services, operating assistance for paratransit/special needs transportation services, and feeder-bus service for the intercity network.

New projects are eligible for two-year grants. Sustaining projects are eligible for four-year grants.

2. Mobility Management: Projects related to information services that help providers and passengers coordinate and understand available transportation options. Mobility management also includes short-range planning, management activities, or activities for improving coordination among public transportation and other transportation service providers.

New projects are eligible for two-year grants. Sustaining projects are eligible for four-year grants.

3. Vehicles and Equipment: Projects to purchase assets such as buses, equipment, technology, or bus shelters.

Vehicle and equipment projects are eligible for two-year grants.

4. **Small Construction:** Construction project requests up to \$2.5 million per application, such as bus stop upgrades, a new facility roof, or a small park and ride.

New applicants are eligible for two-year small construction grants.

Note: Large construction projects and ferry vessel purchases are not eligible.

5. **Planning:** Projects related to planning, coordination, or other activities that address the needs of applicants and the communities they serve.

Planning projects are eligible for two-year grants.

- *WSDOT Application*

WSDOT will post grant information and application instructions on the [Consolidated Grant Program webpage](#). Applicants must use GMS to apply for Consolidated Grant Program funding. Before accessing the grant application, applicants must complete registration and basic training for GMS. More information about GMS is [available online](#). For more assistance on registration and training, email PTDGMSsupport@wsdot.wa.gov or call 360-705-7711.

The Consolidated Grant Program application deadline is **3 p.m. Tuesday, Sept. 17, 2024**. WSDOT will not accept applications received after this date and time. WSDOT encourages applicants to submit applications prior to the deadline to accommodate unforeseen challenges. Applicants may submit more than one application. One application is required for each project.

- *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 Katie Stanford with the WSDOT Public Transportation Division. Katie can be reached at (425) 705-7912 or katie.stanford@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 September 20-October 11. No application materials will be accepted prior to September 20, nor after October 11. 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 Grant Johnson at SCOG, by email only, at grantj@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 October 11 and November 22. The Committee will have a meeting on November 4 where projects will be presented by project sponsors. Following the meeting, the Committee will submit project evaluations to SCOG staff by November 22. The Committee will then meet again on December 9 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 October 19, 2022 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	2	Fills need(s) identified in planning process for coordinated public transit-human services transportation plan	Refer to needs assessment for coordinated public transit-human services transportation plan	15
	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	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	15
	5	Serves regional needs, including connections to Skagit County from other counties	Evaluate the application on how well it proposes to address regional needs	10

Efficiency and Effectiveness	6	Financial sustainability of project, resulting cost savings from project, leveraging of other funding sources (such as donations or volunteer support)	Evaluate the application using this cost related criterion	10
	7	Coordinate and/or collaborate with other organizations, locally and/or regionally	Evaluate the application based on documented coordination and/or collaboration with other organizations	15
	8	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	5
Other Benefits of Project	9	Incorporates environmentally sustainable practices and/or improvements to local emergency management programs and partnerships	Determine if the project incorporates any environmentally sustainable practices and/or improvements to local emergency management programs and partnerships	5

Total 100

The final action of prioritizing projects will be taken by the Transportation Policy Board at their January 15, 2025 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 September 17. More information about WSDOT application deadlines can be found in the application instructions. Please contact [Katie Stanford](#) 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 Grant Johnson at grantj@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 9, 2024: Committee recommends evaluation process, including evaluation criteria and weights, to Transportation Policy Board
- September 10-17, 2024: Public comment period on recommended evaluation process
- September 17, 2024 (3 p.m. PST):..... Initial applications submitted to WSDOT (no later than)
- September 18, 2024: Transportation Policy Board takes action on evaluation process, including evaluation criteria and weights
- September 20-October 11, 2024:..... Applications submitted to SCOG
- October 12-November 22, 2024:..... Committee evaluates applications submitted to SCOG
- November 4, 2024: Project presentations to Committee
- November 19, 2024 (3 p.m. PST):..... Revised applications submitted to WSDOT (no later than)
- November 22, 2024: Project evaluations due to SCOG from Committee
- December 9, 2024: Committee recommends regional prioritization for human services transportation projects to Transportation Policy Board
- December 18, 2024: Transportation Policy Board discussion on regional prioritization of human services transportation projects and release for public comment
- December 20, 2024-January 10, 2025: Tentative public comment period on recommended regional prioritization
- January 15, 2025: Transportation Policy Board takes action on regional prioritization of human services transportation projects
- January 28, 2025: Approved regional prioritization of human services transportation projects submitted to WSDOT (no later than)