

Job Access and Reverse Commute Projects

FTA Circular for JARC eligibility. <http://www.psrc.org/funding/special/applications-sn>

New Freedom

FTA Circular for New Freedom eligibility <http://www.psrc.org/funding/special/applications-sn>

WSDOT Consolidated Grant Program <http://www.wsdot.wa.gov/Transit/Grants/default.htm>

APPLICATION

Q: What application do I use to apply for PSRC funds?

A: Applicants will use the 2011-2013 WSDOT Consolidated Grant Program application with a supplemental piece specific to PSRC. These materials are available online. Note: read the instructions carefully as you are required to answer some of the PSRC supplemental questions for your submittal to be complete. <http://www.psrc.org/funding/special/applications-sn>

Q: Where do I find where my project in the PSRC Coordinated Transit-Human Services Plan?

A: The application contains a question asking you to identify how your project will help meet the needs and strategies in the PSRC's Coordinated Plan. To answer the question, identify which of the Plan's goals and strategic objectives your project would help achieve since individual projects are not listed. Be sure to include the Plan's page number(s) for the goal(s) and objective(s) included in your answer. The Plan is available online. <http://www.psrc.org/transportation/special-needs>

Q: How do I submit my application to PSRC?

A: You may send it electronically, by post or delivery service, or bring in person. Faxed or late applications will not be accepted. Submission instructions are at: <http://www.psrc.org/funding/special/applications-sn>

Q: Will I still need to send my application to WSDOT or will PSRC send it in on my behalf.

A: PSRC will not submit applications to WSDOT for those applying for WSDOT funds. PSRC will send the rankings as part of the competitive process.

Q.: WSDOT requires a population density map. How do I do this?

A.: Here are the steps that WSDOT provided:

- 1) Go to Census Fact Finder site.
- 2) Type the name of the geographic area (town or county)
- 3) When the stats page comes up, click on the year 2000 tab
- 4) Click map to the right of population.

Q: I am applying to WSDOT for matching funds, do I need to submit a separate application to PSRC for ranking?

A: Yes, all funds from the Coordinated Grant Program and WSDOT's Consolidated Grant Program must be applied for. WSDOT project applications must be ranked in PSRC's regional process.

Q: I have a project that is continuing from before and has added new service. Can I submit one application?

A: No, these are considered two different projects and must be applied for separately.

Q: Does your agency's server limit the quantity of materials you're able to include in one email to PSRC containing your request(s)?

A: When your agency's server is limited in the size of the e-mail materials its able to send to PSRC due to a cap on the size, we recommend you prepare multiple e-mails for your application package. Label each e-mail carefully so we will clearly see the total number of projects your agency is submitting for the competition and the emails pertaining to each project. (E.g., Agency X is submitting 2 projects to PSRC and must submit in two e-mails due to limitations of its server. Suggested way to do this: Label the subject line for the first e-mail, "Agency X, project 1 of 2: Request to sustain existing XYZ shuttle service." Then label its second email to show its "2 of 2" project and its title.) Similarly in the case of one project

requiring two or more e-mails due to the number of attachments, label each of the project's e-mails so we will clearly see all those for the same project. (E.g., Agency X's first project has 3 attachments. It should label the subject line of its first email, "Agency X, project 1 of 2, e-mail 1 of 3. Request to sustain existing XYZ shuttle service." Then label its second e-mail to show its still for project 1 of 3 and email 2, etc.)

CRITERIA

See the separate document titled *Scoring Criteria 2010 Coordinated Grant Program*.

Q: Will the same selection criteria outlined in the PSRC's Program Management Plans be used to rank the applications for WSDOT?

A: WSDOT requires submitted projects to be regionally ranked by the respective Regional Transportation Planning Organization (RTPO), which PSRC is. The most effective way of doing this is to evaluate projects against the same criteria used to award regional funds; therefore, PSRC will use the same selection criteria for its ranking the applications from its region for WSDOT funding, and for PSRC's JARC and New Freedom funds. The PSRC grant application materials ask project sponsors to identify to which funding programs they are applying.

Q: Are there separate selection criteria that address ranking on a county level? How does ranking done at a county level affect a project's competitiveness for New Freedom or JARC projects? How does the ranking done at a county level affect PSRC's ranking for WSDOT?

A: As the selection criteria do not directly address ranking at the local level, project competitiveness for JARC, New Freedom, and WSDOT consolidated grant funds will be unaffected by any such ranking. Projects must be eligible to receive the funds for which it is requesting and be consistent with the current regional Coordinated Plan. In addition to the Coordinated Plan, it is important to note where the project is included in other plans, such as a transit 6-year development plan, human services plan, or local coordinating plan. Refer to the Criteria upon which the projects will be assessed.

REQUIRED MATCH

Q: What if I am applying to the WSDOT program for matching funds for my federal funds but won't know the outcome until after the PSRC submission deadline?

A: Securing funds from WSDOT are not under PSRC's purview; rather, PSRC must provide a ranked project list to WSDOT for those projects requesting state money. If you have unsecured match at the time of submitting your application to PSRC, you must be clear about this. However, you may request in the application to PSRC the federal amount you are seeking from it as well as identify the match you will be requesting from WSDOT. The final contract award amount will be based on providing the required match amount. The PSRC Supplemental Application Information form provides a question where you answer whether your project is in this situation.

FTA funds require a 20% match for capital projects and 50% for operating. For the purposes of match, mobility management projects are capital.

Q: How do I calculate the correct match for federal JARC and New Freedom funds?

A: The matching ratio depends on whether the JARC or New Freedom funding request is for capital or operating project. The maximum federal share for a capital request is 80 percent; for operating; for an operating project request, the maximum federal share is 50 percent.

Calculate a matching ratio on a capital project:

Step 1: Federal Funds/Federal Share = Total Project Cost for the Phase
 $\$100,000/0.80 = \$125,000$

Step 2: Phase Total-Federal Funds = **Matching Funds**
 $\$125,000-\$100,000 = \$25,000$

Calculate a matching ratio on an operating project:

Step 1: Federal Funds/Federal Share = Total Project Cost for the Phase
 $\$100,000/0.50 = \$200,000$

Step 2: Phase Total-Federal Funds = **Matching Funds**

$\$200,000 - \$100,000 = \$100,000$

SCORING TEAM

Q: Who will be scoring the applications?

A See *Scoring Criteria 2010 Coordinated Grant Program* for more detail.

Contact WSDOT for their scoring process. <http://www.wsdot.wa.gov/Transit/Grants/default.htm>

SCHEDULE

Q: When is my application due?

A: The submission date for both JARC and New Freedom and PSRC's regional ranking for WSDOT projects is **October 1, 2010**. See the 2010 Schedule posted with grant application materials.

Submission instructions are at: <http://www.psrc.org/funding/special>
<http://www.psrc.org/funding/special/applications-sn>

Q: If I am applying to WSDOT for funding and submitted this application to PSRC for ranking do I need to submit it to WSDOT?

A: Yes, PSRC will not forward any applications to WSDOT; only the rankings. Be sure you know the WSDOT deadline as well as PSRC's.

Still have questions? Contact
PSRC

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WSDOT

- **Don Chartock 360-705-7928 or ChartoD@wsdot.wa.gov**