

## PSRC Regional Priority Ranking Process

The Washington State Department of Transportation (WSDOT) awards state and federal funds to specialized transportation projects/programs through its Consolidated Grant competition. As part of this process, regional planning organizations (Regional Transportation Planning Organizations or Metropolitan Planning Organizations) participate in the scoring process by providing regional priority rankings for projects/programs applying for Consolidated Grant funds from within their respective regions. As a Metropolitan Planning Organization (MPO), the Puget Sound Regional Council (PSRC) provides regional priority rankings, expressed in WSDOT's designated letter grade format, for the projects/programs seeking funds in King, Pierce, and Snohomish counties.<sup>1</sup>

WSDOT allocates a fixed number of ABC rankings to each region for distribution to projects in the competition. Points associated with each regional priority ranking with an A through C ranking are added to a score that the state produces for each project seeking funding.

For the 2023-2025 biennium, the PSRC region will be able to distribute 15 regional rankings worth points in the competition (5 A's, 5 B's, and 5 C's) and an unlimited number of D rankings (which are worth 0 points) that can also be submitted and allow a project to be considered for funding through this grant process. Sponsors can apply for either two years (July 1, 2023-June 30, 2025) or four years (July 1, 2023-June 30, 2027). Projects that WSDOT awards for four years will receive the same regional priority ranking from PSRC for both biennia and do not have to re-apply after the first biennium unless the state determines otherwise.



<sup>1</sup> Kitsap County is a member of both PSRC and the Peninsula RTPO. Kitsap County participates in the WSDOT Consolidated Grant regional ranking process through the Peninsula RTPO.



## Instructions

**Application Deadline:** Project sponsors applying for the Consolidated Grant **must submit their applications to both WSDOT, via its Grants Management System (GMS), and PSRC, via email, by 3:00pm PDT on October 27, 2022.**

Applications must be converted to PDFs and emailed to Jean Kim at [jkim@psrc.org](mailto:jkim@psrc.org) by the date and time noted above to be considered for PSRC's regional priority ranking review.

- Applicants within the PSRC region are expected to address **both WSDOT's evaluation criteria and PSRC's Regional Priority Ranking Factors** within the same application.
- Applicants must identify how their projects address **each of the four Regional Priority Ranking Factors found in Table 1 in their WSDOT Consolidated Grant application** to be eligible to receive a regional priority ranking.
- The second column in Table 1 provides guidance for which WSDOT application question/page number will be used to address the PSRC factors for regional priority rankings.
- PSRC will be providing a **regional priority ranking training on August 3, 2022 (10:00-11:00am) via Zoom** (please register here in advance: [https://psrc-org.zoom.us/webinar/register/WN\\_7OQvdiZATEKPoT1tY9RpqQ](https://psrc-org.zoom.us/webinar/register/WN_7OQvdiZATEKPoT1tY9RpqQ)). The video recording of this training session will be posted to the PSRC website after August 3.
- For more information on PSRC's regional priority ranking process, contact Jean Kim ([jkim@psrc.org](mailto:jkim@psrc.org)) or visit PSRC's specialized transportation funding website: <https://www.psrc.org/our-work/funding/project-selection/special-needs-funding>
- For any questions on the WSDOT Consolidated Grant process, contact the WSDOT Community Liaison that serves your area:
  - King and Pierce Counties: Matthew Cramer ([cramema@wsdot.wa.gov](mailto:cramema@wsdot.wa.gov))
  - Snohomish County: Marianna Hanefeld ([Marianna.hanefeld@wsdot.wa.gov](mailto:Marianna.hanefeld@wsdot.wa.gov))
  - WSDOT Consolidated Grant Website: <https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/grant-programs-and-awards/consolidated>

## PSRC's Regional Priority Ranking Factors

PSRC's Regional Priority Ranking Factors are designed to help implement the [Regional Coordinated Mobility Plan](#), the region's Coordinated Transit-Human Services Transportation Plan. The objective of the regional priority ranking factors is to allow staff to identify how well projects address regional priorities for specialized transportation. This evaluation helps guide the Special Needs Transportation Committee (SNTC) in developing its recommendations for regional priority rankings for projects/programs seeking funding.

PSRC staff will review applications for how well they address the regional priority factors listed in Table 1. Projects will receive simple "Yes" or "No" answers for each factor, rather than numeric scores or grades:

- A "Yes" response indicates that the project application addresses the factor; and
- A "No" response indicates that a project application does not adequately address the factor.

Applicants seeking regional priority rankings from PSRC are also required to provide a short presentation. At this session, SNTC voting members (or alternates of the voting members) and PSRC staff will attend for Q&A. The quality of the presentation will not be evaluated. Currently, the presentation session is scheduled for November 16 (9:00am-4:00pm). The exact dates and times will depend upon the volume of applications received by the October 27, 2022 deadline. Sponsors will be notified about the length and the order of the presentations before the meeting. PSRC staff will also use the information heard from sponsor presentations to determine the final Yes/No responses for each factor.

A summary of review results will be provided to the SNTC as a resource for their **December 6, 2022, deliberation meeting**, at which the committee will discuss and make recommendations for the regional priority rankings. In addition, sponsors have the opportunity to provide information that is not addressed in the application for additional consideration in the recommendation process, by using "Additional Factors for Consideration in Deliberation" developed by the committee at the meeting.

Table 1 outlines the regional priority ranking factors along with a description of how PSRC staff will evaluate each factor found under the sub-heading, "Evaluation Method." The topics listed below are not listed in any priority order. No weighting will be applied to any factor.

**Table 1: PSRC Regional Priority Ranking Factors**

Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
<b>Factor #1: Project Type (Preservation vs. New or Expansion)</b>	
<p>Is the application for funding needed to support the ongoing operations of an existing program? This includes fleet replacement and maintenance, or other capital needs to support an existing program at existing service levels.</p> <p><b>Evaluation Method:</b> Only preservation and capital projects that are supporting existing programs at existing service levels will receive a “Yes.” New or expansion projects will receive a “No” for this factor.</p>	<p><b>If your project is an operating project:</b> the response should be provided in the “<b><u>Need for Service</u></b>” section under the heading “Summary of Project Information.”</p> <p><b>If your project is a capital, mobility management, or planning project:</b> must include whether they are the preservation of an existing program in a brief statement under the “<b><u>Proposed Scope/Description of the Work</u></b>” section under the heading “Scope of Work.”</p>
<b>Factor #2: Support for PSRC’s Coordinated Mobility Plan</b>	
<p>Does the application support PSRC’s Coordinated Mobility Plan by addressing at least one “High” Prioritized Strategy as identified in the plan?</p> <p><b>Evaluation Method:</b> Only applications showing that they adequately address at least one “High” Prioritized Strategy found on PDF page 42-44 will receive a “Yes.” Applications failing to address this component of the Coordinated Mobility Plan, or only addressing “Other” Prioritized Strategies, will receive a “No” for this factor.</p>	<p>Address how your project will align with at least one “High Prioritized Strategy” in the “<b><u>Need</u></b>” section under the heading “Scope of Work.”</p>



Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
Link to the Coordinated Mobility Plan: <a href="https://www.psrc.org/our-work/regional-planning/regional-transportation-plan/coordinated-mobility-plan">https://www.psrc.org/our-work/regional-planning/regional-transportation-plan/coordinated-mobility-plan</a>	
<b>Factor #3: Uniqueness of Service</b>	
<p>Does the application provide information demonstrating that there are no other operating or mobility management programs serving the <u>same target populations within the same geographic area</u>?</p> <p>If there are other operating or mobility management programs serving the same populations within the same geographic area, does the application demonstrate the uniqueness of the project and how it meets the needs that are not met by the other services in existence in the same geographic area serving the same target populations?</p> <p><b><u>Evaluation Method:</u></b> Applicants that adequately explain the uniqueness of their services and how their projects do not duplicate other existing services for target populations, including those provided by public transportation operators (fixed-route, demand response, travel training, etc.) will receive a “Yes.” Applicants that do not provide an explanation or respond there are no similar services or programs without an explanation, will receive a “No” for this factor.</p>	<p>Address how your project is unique in terms of serving the areas, times of day, target populations, or other factors in the “<b><u>Special Needs Transportation</u></b>” section under the heading “Scope of Work.”</p> <p><b>If your project connects to or coordinates with other transportation modes in your service areas</b>, address how your project supports and interacts with other existing transportation services in your project area in the “<b><u>Other Modes of Transportation</u></b>” section under the heading “Scope of Work.”</p>



Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
<b>Factor #4: Financial Sustainability</b>	
<p>Does the application demonstrate that it is providing more than the federal minimum required match from local sources in its project budget?</p> <p><b><u>Evaluation Method:</u></b> Operating projects seeking a federal/state funding amount less than 50% of their net project cost (demonstrating more than 50% of the net project cost can be fulfilled with local match) will receive a “Yes.” Capital and mobility management projects seeking federal/state funding amount less than 80% of their net project cost (demonstrating more than 20% of the net project cost can be fulfilled with local match) will receive a “Yes.”</p>	<p><b>If your project is an operating, mobility management, or planning project:</b> provide information in the “<b><u>Revenue and/or Match</u></b>” section under the heading “Budget.”</p> <p><b>If your project is a capital project:</b> provide information in the “<b><u>Match/Revenue Sources</u></b>” section under the heading “Capital Budget.”</p>

## Additional Factors for Considerations in Deliberation

In addition to the four Regional Priority Ranking Factors noted in Table 1, the Special Needs Transportation Committee (SNTC) will have an opportunity to identify additional factors to use during their deliberations. The SNTC identifies the additional factors that they may take into consideration during deliberations on regional priority recommendations. However, the factors should be different than the Regional Priority Ranking Factors, which are used for the initial review. Table 2 provides a list of additional factors determined by SNTC and used at the last regional priority ranking deliberation meeting for the 2021-2023 biennium. This list can be retained, updated, or replaced based on SNTC feedback during the December 6 deliberation meeting. The topics listed below are not listed in any priority order.

**Table 2. Additional Factors for Considerations in Deliberation Used for the 2021-2023 Biennium**

<b>Geographical distribution of regional priority rankings</b>	This factor addresses the distribution of regional priority rankings over the three counties participating in the Consolidated Grant competition in the PSRC region.
<b>Project types</b>	This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).
<b>Agency equity</b>	This factor addresses the number of projects recommended to receive funding by an agency.
<b>Compelling cases for agencies with limited resources</b>	This factor addresses projects that provide valued services and programs, but which are challenged to provide the minimum local match. Small agencies and/or community-based organizations might have less local support compared to larger agencies that have local partners providing sufficient local matching funds or local governments/transit agencies that have their own tax bases.
<b>Strategic application of federal/state funds</b>	This factor includes stakeholders' assessment of possible program eligibility for state/federal funding programs found within the Consolidated Grant program.
<b>Coordination</b>	This factor addresses projects that work together to make the most efficient use of limited resources. There are many levels of coordination, ranging from the basic sharing of training resources to the full integration of services. The Committee can discuss the full range of coordination for this topic.