



Puget Sound Regional Council

Special Needs Transportation Committee Agenda

Date: May 18, 2022 from 9:30 a.m. to 11:30 a.m.

Online Meeting Only: Use Zoom Connection Information Provided Below

1. Welcome and Introductions (9:30 a.m.) – Susan Carter, Hopelink

Please welcome Susan Carter and Jon Morrison Winters to the new SNTC leadership for the term May 2022-May 2024.

2. Action: Approval of Meeting Summary (9:40 a.m.)

- March 16, 2022 SNTC Meeting*

3. Discussion: 2022 WSDOT Consolidated Grant Process (9:45 a.m.)

WSDOT's Consolidated Grant call for projects is scheduled for July 21, 2022. WSDOT staff will provide an overview of the upcoming Consolidated Grant process. The committee will have an opportunity to ask questions after the presentation.

4. Discussion: Preparation for the 2022 WSDOT Consolidated Grant Regional Priority Ranking Process for PSRC Region (10:15 a.m.)*

PSRC is preparing for its regional priority ranking process to support the upcoming Consolidated Grant. At the meeting, PSRC staff will continue review of:

- PSRC roles and schedule for developing regional priority rankings;
- Potential updates to the factors associated with priority ranking review including an equity criterion and its review method;
- The Special Needs Transportation Committee's role in deliberation and recommendation (including voting membership).

5. Discussion: 2022 Transit Integration Report (11:10 a.m.)

PSRC is seeking stories for the 2022 Transit Integration Report. The 2021 Transit Integration Report can be viewed on the PSRC website at:

<https://www.psrc.org/our-work/transit-integration>. For questions, contact Erin Hogan at ehogan@psrc.org.

6. Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:15 a.m.)

7. Next Meeting: June 15, 2022 from 9:30 a.m. to 11:30 a.m.

- PSRC online meeting calendar: <https://www.psrc.org/calendar>

8. Adjourn (11:30 a.m.)

*Supporting materials attached

Zoom Participation Options:

To join audio/video conference:

<https://psrc-org.zoom.us/j/92425097433?pwd=bJ4djI0aFFOdIIdUldIbkNzM0RpZz09>

To join via cellphone (1-touch dial):

One tap mobile

8884754499,,92425097433#,,,,,0#,,716161# US Toll-free

8335480276,,92425097433#,,,,,0#,,716161# US Toll-free

To join via phone:

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 924 2509 7433

Passcode: 716161

Other Formats:

- Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, □□□ | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>.



Puget Sound Regional Council

Special Needs Transportation Committee Meeting Summary

Date: March 16, 2022 – 9:30a.m. – 11:30a.m.

Location: Remote – Online Meeting Only (Zoom Meeting)

Welcome and Introductions

In the absence of a committee chairperson, Jean Kim, PSRC, facilitated the meeting and welcomed everyone at 9:30 a.m. She then took a roll call of the membership in attendance.

Marianna Hanefeld, WSDOT, announced that there was a new grant opportunity this spring from WSDOT called the Zero-emissions Access Program (ZAP) that is open to nonprofit organizations or local governments. More information is available [here](#).

Approval of Meeting Summary

The January 19, 2022 meeting summary was approved as presented.

Discussion: Preparation for the 2022 WSDOT Consolidated Grant Regional Priority Ranking Process

Jean and Kim Pearson, PSRC, provided an overview of the Consolidated Grant Regional Priority Ranking Process and reviewed the Draft WSDOT 2022 Consolidated Grant Timeline which call for projects is scheduled for July 2022. Jean said PSRC is preparing for its regional priority ranking process to support the upcoming Consolidated Grant and then she and Kim reviewed the regional priority ranking factors and the evaluation questions and methods of each factor. Jean then reviewed next steps which included continued discussion and revision of the call for project materials at the May SNTC meeting. The committee discussed and provided feedback.

The presentation is available on the PSRC website [here](#).

For more information, contact Jean Kim at jkim@psrc.org

Discussion: Special Needs Transportation Committee Operating Procedures and Membership Structure

Gil Cerise, PSRC, introduced this topic and expressed the need to update the existing committee operating procedures and membership structure in anticipation of the Regional Transportation Plan adoption in May. He reminded the committee that the draft RTP contains updates to the Coordinated Mobility Plan that examines coordination

aspects that could be reflected in an updated SNTC operating procedures and membership structure. Jean provided an overview of the record of the [2021 SNTC member attendance](#) for background information.

For more information, contact Jean Kim at jkim@psrc.org or Gil Cerise at gcerise@psrc.org

Discussion: Call for Nominations for SNTC Chair and Vice-Chair

Jean reviewed the duties of the chair and vice-chair, which would be for a 2-year term per [SNTC Operating Procedures](#) and said PSRC was seeking volunteers or nominations for these positions among the voting membership. She noted nominations could be sent to PSRC via email. Gil noted the leadership term could be less than 2-years if there is a major update to the SNTC operating procedures before then.

For more information, contact Jean Kim at jkim@psrc.org

Roundtable: Opportunity for SNTC members to share information on their programs and coalition news

During the local coalition reports, the committee received updates and announcements from the following attendees:

- Bree Boyce, Hopelink (RARET)
- Bebhinn Gilbert, Hopelink (KCMC)
- Brock Howell, SNOTRAC
- Daeveene May, Pierce County Coordinated Transportation Coalition

Adjourn

The meeting adjourned at 11:17 a.m.

***Members and Alternates Represented**

See attached attendance roster.

***Alternates, Guests and PSRC Staff Present**

Amy Biggs, Snoqualmie Valley Transportation; Bree Boyce, Hopelink; Michel Cross, WSDOT; Bebhinn Gilbert, Hopelink; Marianna Hanefeld, WSDOT; Margaret Keckler, Community Transit; Daeveene May, Pierce County; Juli Rose, Homage; Staci Sahoo, Hopelink; Daryl Sierra, Hopelink; Mona Steele, Homage – TAP; Kelly Sullivan, Mt. Si Senior Center

PSRC

Monica Adkins, Gil Cerise, Jean Kim, Kim Pearson

**All attendees were present via remote participation*

SNTC Attendance Roster

(Members and Alternates represented)

Date: March 16, 2022 9:30am - 11:30am

Online/Remote Meeting Only

Representation		Name	Representation		Name
King County - Transit			Snohomish County - Transit		
King County Metro (1)	x	Don Okazaki, King County Metro	Community Transit/Everett Transit (1)		Wade Mahala, Community Transit
		Jeremy Trenhaile, King County Metro (Alt.)		x	Brian Senyitko, Everett Transit (Alt.)
King County - Local Coalition			Snohomish County - Local Coalition		
KCMC (1)	x	Belina Van, Volunteer Services of CCSWW-King County	Representative from SNOTRAC (1)		VACANT
		Penny Lara, KC Metro (Alt.)		x	Brock Howell, SNOTRAC (Alt.)
King County - Area Agency on Aging/ADRC			Snohomish County - Area Agency on Aging/ADRC		
Seattle-King County Aging and Disability Services (1)	x	Jon Morrison Winters, Seattle ADS	Snohomish County Long-Term Care and Aging (1)	x	Stefanie Novacek, Snohomish Co LTC & Aging
		Suzy Miller, Seattle ADS (Alt.)			Michal Glauner (Alt.)
King County - Disability Advocacy Group			Snohomish County - Disability Advocacy Group		
King County Persons with Disabilities/Advocacy Groups for Persons with Disabilities (1)		Aaron Morrow, KCMC	Snohomish County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x	Leigh Spruce, Arc of Snohomish County
		Dorene Cornwell, KCMC (Alt.)			Corrina Fale, Arc of Snohomish County (Alt.)
King County - Other Special Needs Group			Snohomish County - Other Special Needs Group		
Available county seat to be chosen by KCMC* (1)	x	Phirun Lach, Sound Generations	Available county seat to be chosen by SNOTRAC* (1)		Julie Vess, Lincoln Hill Retirement Community
		Amy Biggs, Snoqualmie Valley Transportation (Alt.)			Christina Robertson, Catholic Community Svcs Snohomish (Alt.)
Pierce County - Transit			Kitsap County - Transit		
Pierce Transit (1)		Ausha Potts, Pierce Transit	Kitsap Transit ^ (1)		Jeff Davidson, Kitsap Transit
		Cherry Thomas, Pierce Transit (Alt.)			Jeff Vinecourt, Kitsap Transit (Alt.)
Pierce County - Local Coalition			Kitsap County - Local Coalition		
Representative from PC Human Services (f/k/a PCCC) (1)		VACANT	KIRN - Kitsap County Coalition ^ (1)		Kelly Schwab, KIRN
		Jodie Moody, Catholic Community Services (Alt.)			VACANT (Alt.)
Pierce County - Area Agency on Aging/ADRC			Kitsap County - Area Agency on Aging/ADRC		
Pierce County Aging and Disability Resources (1)	x	Brian Guthrie, Pierce Co. Aging & Disability Resources	Kitsap County Dept. of Aging and Long-Term Care ^ (1)		VACANT
		VACANT (Alt.)			VACANT (Alt.)
Pierce County - Disability Advocacy Group			Kitsap County - Disability Advocacy Group		
Pierce County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x	Francie Peltier, PCCTC	Kitsap County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities ^ (1)		VACANT
		Tara Zink, Pierce County, Human Svcs. Developmental Disabilities Dept (Alt.)			VACANT (Alt.)
Pierce County - Other Special Needs Group			Kitsap County - Other Special Needs Group		
Available county seat to be chosen by PCCTC* (1)		Steve Hutchins, Around the Sound	Available county seat to be chosen by Kitsap Group* ^ (1)		VACANT
		Penni Belcher, UWPC/South Sound 211 (Alt.)			VACANT (Alt.)
State and Regional Representation					
Medicaid Transportation – Pierce and Kitsap Counties					
Paratransit Services (1)		Ann Kennedy, Paratransit Services			
		Christie Scheffer, Paratransit Services (Alt.)			
Medicaid Transportation – King and Snohomish Counties					
Hopelink (1)	x	Susan Carter, Hopelink			
		Darryl Sierra, Hopelink (Alt.)			
Washington State Ferries (WSDOT)					
Ferries - WSDOT (1)		Sarah Nagpal, WSF			
		Jared Fernley, WSF (Alt.)			
Regional Transit					
Sound Transit (1)		Donna Smith, Sound Transit			
		VACANT (Alt.)			
Regional Education					
Educational Service Districts (1)	x	Jacque Mann, PSESD			
		Davina Miller, PSESD (Alt.)			
Tribal Representation **					
Tribes (1)		VACANT			
		VACANT (Alt.)			

as of 3/10/2022

as of 3/10/2022

*This is suggested to be a representative from a transportation provider or other special needs populations listed in coordinated plan including seniors, low income, youth, veterans, and limited english proficiency groups.

** Representative is chosen by local Tribal Transportation Planning Organizations (TTPO)

^Role does not include WSDOT Consolidated Grant Voting



Puget Sound Regional Council

MEMORANDUM

Item 4
May 18, 2022

TO: Special Needs Transportation Committee (SNTC)

FROM: Jean Kim, PSRC

SUBJECT: Preparation for the 2022 WSDOT Consolidated Grant Regional Priority Ranking Process for PSRC Region

IN BRIEF

PSRC staff will continue the discussion on PSRC's regional priority ranking process for the upcoming Consolidated Grant program. Specifically, staff will seek feedback on the factors that are incorporated into the priority ranking process in light of the anticipated adoption of the RTP and Coordinated Mobility Plan on May 26, 2022.

DISCUSSION

WSDOT will issue the call for projects for 2023-25 (or 2023-27, if applying for 4-year) Consolidated Grant funding on July 21st, 2022. The draft timeline for the upcoming Consolidated Grant with PSRC regional priority ranking recommendation dates is shown in Table 1.

Table 1. DRAFT 2022 PSRC Regional Priority Ranking Recommendation Dates

July 21, 2022	WSDOT Notice of Funding Opportunity
August 3, 2022	PSRC Regional Priority Ranking Training
October 27, 2022	Application Deadline for 2022 Consolidated Grant – applicants in King, Pierce, and Snohomish counties must submit their applications to both WSDOT and PSRC for consideration.
November 16, 2022	PSRC Sponsor Presentation (NEW step in the process)
January 18, 2023	PSRC Special Needs Transportation Committee 2022 Consolidated Grant Regional Priority Ranking Recommendation
January 24, 2023	WSDOT Due Date for Revised State Applications – <i>if applicable</i>
January 25, 2023	PSRC Transportation Operators Committee Regional Priority Ranking Recommendation
February 9, 2023	PSRC Transportation Policy Board Regional Priority Ranking Recommendation
February 23, 2023	PSRC Executive Board Decision on Regional Priority Rankings
May-June 2023	WSDOT Funded Project List Announced and Award Letters Sent
July 1, 2023	Project Begins

NOTE: For discussion purposes only, all dates are subject to change.

Bolded dates are those provided by WSDOT in communication as of May 11, 2022.

Regional Priority Ranking Factors and Additional Factors for Consideration

Between each Consolidated Grant cycle, PSRC reviews its regional priority ranking factors and makes adjustments based on stakeholder feedback. At the March meeting, staff reviewed the existing factors that were used in 2020 listed below in Table 2.

Table 2. PSRC Priority Ranking Factors and Evaluation Questions (Updated in 2020)

Priority Ranking Factors	Evaluation Questions
1. Project Type (Preservation vs. New/Expansion)	Is the application for preservation of an existing program, or needed to support ongoing operations of an existing program?
2. Support for PSRC's Coordinated Mobility Plan	Does the application support PSRC's Coordinated Plan by addressing at least one of the "Emerging Needs and Gaps" and at least one "High Prioritized Strategy" as identified in the Coordinated Plan?
3. Uniqueness of Service	Does the application provide information demonstrating that there are no other operating or mobility management programs serving the same populations within the same geographic area?
4. Performance Measures and Targets	Does the application commit to tracking required, project-specific performance measures and set grant-cycle-related targets for those performance measures?
5. Financial Sustainability	Does the application demonstrate that it is providing more than the federal minimum required match from local sources in its project budget?

In addition to the above factors used to provide an initial sorting of applications, SNTC uses additional factors for consideration in developing the committee's recommendations. As an example, the factors for deliberation used in January 2020 are shown in Table 3 below.

Table 3. Additional Factors for Consideration in Deliberation (Updated in 2020)

Additional Factors	Description
1. Geographical Distribution of Regional Rankings	This factor addresses the distribution of regional priority rankings (expressed as A's, B's, and C's) over the three counties participating in the Consolidated Grant competition in the region.
2. Project Types	This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).
3. Agency Equity	This factor addresses the number of projects recommended to receive funding by an agency.
4. Compelling Cases for Agencies with Limited Resources	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.
5. Strategic Application of Federal/State funds	This factor includes stakeholders' assessment of possible program eligibility for state/federal funding programs found within the Consolidated Grant program.

Additional Factors	Description
6. Coordination	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.

The voting members of the SNTC use these additional factors to refine the initial array of grant applications provided based on Table 2 factors at their deliberation meeting. Additional factors considered for deliberation can be determined at any time but must be agreed upon at the SNTC deliberation meeting. Any additional factors for consideration in deliberation that require data and analysis in advance of the meeting must be determined prior to the meeting to give staff time to prepare. As a reminder, the Table 3 additional factors should not duplicate the regional priority ranking factors shown in Table 2.

At the meeting, staff will seek feedback from the committee on the regional priority ranking process, factors, and the draft schedule. Potential discussion questions include:

- **Table 2. Regional Priority Ranking Factors:** Are there any regional priority ranking factors you want PSRC staff to consider adding to the 2022 process? Are there any existing factors listed in Table 2 that should be removed?
- **Existing Factor #1. Project Type – Preservation vs. New/Expansion:** This factor supports existing specialized transportation projects that provide safety-net service over new/innovative or expansion projects. Do you have any recommendations for change?
- **Existing Factor #2. Support for PSRC’s Coordinated Mobility Plan:** PSRC staff heard feedback from the committee that addressing PSRC’s factors in the WSDOT application is challenging. In the past, sponsors were asked to address both at least one Emerging Mobility Need and at least one High Prioritized Strategy to get a “yes” response for this factor. PSRC is suggesting addressing only one or more High Prioritized Strategies for this factor. Do you agree with this proposed change?
- **Existing Factor #3. Uniqueness of Service:** This factor helps the region to identify the projects that provide specialized transportation services in areas without other mobility options and avoid any duplication in services. Do you have any recommendations for change?
- **Existing Factor #4. Performance Measures and Targets:** PSRC is seeking methods to better assess how sponsors track the performance of their projects and set targets to achieve desired outcomes. Do you think the supplement performance measures table provided by PSRC in the past was helpful? Do you have any recommendations for change?
- **Existing Factor #5. Financial Sustainability:** This factor helps identify projects that have the ability to provide more than the federal minimum required match from local sources in their project budget and therefore, are more financially stable than those that are unable to provide the minimum federal local match. Do you have any recommendations for change?
- **Equity Criteria (Potential New Factor Based Upon RTP):** One of the PSRC’s Regional Transportation Plan (RTP)’s goals is to advance equity in transportation planning and investments. Incorporating an equity criterion will help improve transportation options for residents in historically marginalized and underserved communities. Potential outcomes of the transportation investments supported by RTP are addressed in draft Appendix F (Regional Equity Analysis) of the plan: https://www.psrc.org/sites/default/files/appendix_f_regional_equity_analysis_011222.pdf.

PSRC staff will share draft materials at the meeting to address this factor. Please come to the meeting prepared to provide feedback.

- **Table 3. Additional Factors for Consideration in Deliberation:** Are there any other additional factors you want the committee to consider adding to the 2022 priority ranking process? Are there any existing additional factors listed in Table 3 that should be removed? Are there any additional factors for consideration in deliberation that will require data and analysis prior to the deliberation meeting?

For more information prior to the May 18th SNTC meeting, please contact Jean Kim at (206) 971-3052 (jkim@psrc.org).