Regional FTA Caucus Agenda

Date: Wednesday, November 13, 2019 from 10:30 a.m.-12:00 p.m.
Location: PSRC Conference Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104

1. Welcome and Introductions (10:30)

2. Action: Approval of Meeting Summary – August 14, 2019* (10:35)
   Approve summary for the Regional FTA Caucus meeting held August 14, 2019.

3. Discussion: Upcoming Caucus Officer Elections (10:40)
   PSRC staff will discuss procedures and open the nominations for upcoming elections of the Caucus Chair and Vice-Chair positions.

4. Discussion: PSRC’s FTA Project Tracking Update* (10:50)
   PSRC staff will provide an update on the on-going project tracking of FTA-funded projects. The Caucus will also review proposed updates to clarify the current Project Tracking Policies for PSRC’s Federal Funds.

   PSRC staff will update the Caucus on the work of the 2020 Project Selection Task Force and provide information on the draft schedule for the project selection process.

6. Information Item: 2020 Meeting Calendar and Topics* (11:50)

7. Other Business (11:55)

8. Next Meeting: January 8, 2019: 10:30 a.m. – 12:00 p.m.

9. Adjourn

*Supporting materials attached

For more information, contact Sarah Gutschow at (206) 587-4822 or sgutschow@psrc.org or Kelly McGourty at (206) 971-3601 or kmcgourty@psrc.org .

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, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese
Call 206-587-4819
Regional FTA Caucus Meeting Summary

Date: August 14, 2019  
Location: PSRC Conference Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104

Welcome and Introductions  
Sara Walton, Vice-Chair, welcomed everyone at 10:30 a.m. Self-introductions were provided around the room and on the phone.

Approval of Meeting Summary  
The summary for the May 8, 2019 Caucus meeting was approved.

Action: King County Metro Obligation Date Extension Request  
Sarah Gutschow, PSRC, provided an overview of the King County Metro request for an obligation date extension on their “Route 48 South Electrification” project from June 1, 2018 to December 31, 2019. The Caucus unanimously recommended the request for approval by the Transportation Operators Committee.

For more information, contact Sarah Gutschow at (206) 587-4822

Discussion: PSRC’s FTA Project Tracking Policies  
Kelly McGourty, PSRC, and Sarah lead a discussion about potential updates to PSRC’s Project Tracking Policies, last updated in 2015. The Caucus first reviewed the process for granting FTA funding obligation deadline extension requests.

The Caucus then discussed obligation deadline policies for regional funds. Per current policies, FTA 5307 regional funds are considered on time if sponsors submit them to TrAMS by one year after their estimated obligation date. Funds that have been submitted to TrAMS but not yet obligated are counted as having met their deadline, in consideration of the occasionally long processing times for grant applications. However, there had recently been a few grant applications with very long lags between submittal and obligation, some of which were eventually withdrawn.
Sarah then provided some general information on lag times between submittal and obligation for recent TrAMs grant applications. The Caucus discussed some of the potential reasons for delayed grant obligations and how to update the project tracking policies under review. Kelly said that PSRC would ask FTA for further perspectives on these issues to help inform the next update of PSRC’s Project Tracking Policies for PSRC’s Federal Funds.

For more information, contact Sarah Gutschow at (206) 587-4822

Discussion: 2020 FTA Project Selection Process

Ryan Thompto, PSRC, lead a discussion on the items related to FTA funding in the 2020 Project Selection Process Key Policy Framework Elements memorandum. He informed the Caucus that the Project Selection Task Force would be convening starting in September to prepare for the upcoming 2020 project selection process. The Caucus provided feedback to share with the Task Force on the key elements related to FTA funding.

For more information, contact Sarah Gutschow at (206) 587-4822

Discussion: Federal Surface Transportation Reauthorization Bill

Kimberly Pearson, PSRC, provided an update on the upcoming reauthorization of the federal surface transportation bill. As the Fixing America’s Surface Transportation (FAST) Act was set to expire in October 2020, a new act for a five-year reauthorization of the FAST Act had recently been introduced. Kimberly provided details on some potential changes in the act related to FTA funding and said PSRC would provide further updates on the reauthorization at future Caucus meetings.

For more information, contact Kimberly Pearson at (206) 464-5833

Other Business

Sara Walton announced she would be leaving her position at the City of Seattle and therefore would no longer be able to serve on the Caucus. Ben Smith would be replacing her as the City of Seattle representative. Sarah Gutschow noted that with Sara Walton’s departure there would be a vacancy in the Caucus Vice-Chair position. After the meeting Sarah would be sending an email asking for nominations to fill the Vice Chair position. The Caucus would then vote by email on the nominations received.

Lisa Wolterink, Sound Transit, reported on Sound Transit’s upcoming construction work for tying the new East Link line to the Central Link line and how the work would impact light rail riders.

For more information, contact Sarah Gutschow at (206) 587-4822

Adjourn

The meeting adjourned at 12:00 p.m.
Members and Alternates Present
Sara Walton, City of Seattle and Vice-Chair; Melinda Adams, Everett Transit; Krishan Aggarwal, WA State Ferries; *Steffani Lillie, Kitsap Transit; Dave Morrison, King County Metro; Tina Lee, Pierce Transit; Kathryn Rasmussen, Community Transit; Clint Ritter, Pierce County Ferries; Lisa Wolterink, Sound Transit

PSRC Staff and Other Guests Present
Monica Adkins, PSRC; Sarah Gutschow, PSRC; Eric Irelan, King County Metro; *Kirste Johnson, Sound Transit; *Peter Lewis-Miller, Pierce County Ferries; Kelly McGourty, PSRC; *Monica Overby, Sound Transit; Kimberly Pearson, PSRC; Ryan Thompto, PSRC; *Kenneth Wilson, Sound Transit

*via remote participation
Project Tracking Policies for PSRC’s Federal Funds
(Revised October 2015)

Background & Purpose
The Puget Sound Regional Council’s (PSRC) project tracking program was first implemented in 2000 to monitor delivery of projects awarded PSRC’s federal funds. In 2010, the program’s project tracking policies were revised to reinforce provisions that address projects with delayed funds. While PSRC’s project tracking program has helped improve the region’s record of transportation investment delivery, delivery of federal funds by local agencies statewide has lagged historically. In addition, with the passage of a new federal transportation act in 2012, Moving Ahead for Progress in the 21st Century (MAP-21), a greater emphasis has been placed on project delivery and performance management for federal funds.

In late 2012, the Washington State Department of Transportation (WSDOT)—in coordination with regions across the state—developed policies and procedures to ensure that federal delivery expectations under MAP-21 are met, and that the portion of the state’s Federal Highway Administration (FHWA) funds distributed to local agencies is effectively utilized year to year. In short, the new statewide delivery strategy sets annual targets for the obligation of FHWA funds for each region of the state, as well as consequences for not meeting those targets. Under this statewide strategy, PSRC must deliver its target for its FHWA funds by August 1st of each year or a portion of the funds may be lost through redistribution to other regions. “Delivery” is defined as complete and accurate obligation packages submitted to WSDOT by August 1st, to allow processing time for obligation by the end of the federal fiscal year, September 30th.

The purpose of PSRC’s project tracking policies is to ensure the timely and predictable use of all regionally managed federal funds. Doing so will assist the central Puget Sound region to:

- Reduce project delays that lead to increased costs;
- Ensure the traveling public benefits from investments at the earliest point possible;
- Create or sustain jobs needed to stimulate the regional economy;
- Meet federal funding delivery expectations;
- Preserve PSRC funds and ensure they are kept locally and not redistributed to other regions; and
- Position the region to receive unused FHWA obligation authority from other states by demonstrating the ability to deliver projects.

Overview of PSRC Funding and Processes
PSRC is responsible for managing funds from programs under both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The FHWA funding programs for which PSRC has responsibility for project selection and distribution through MAP-21 include:

- Federal Highway Administration Programs
  - Surface Transportation Program (STP)
  - Congestion Mitigation and Air Quality Improvement Program (CMAQ)
  - Transportation Alternatives Program (TAP)
A shared regional and countywide process is conducted to recommend and select projects for PSRC’s FHWA funds. The total available FHWA funding is split between the regional and countywide forums based on a regionally adopted funding split. Funding recommendations for PSRC’s FHWA funds are forwarded to the PSRC Transportation Policy Board by the Regional Project Evaluation Committee (RPEC) and the policy forums within each county, and are based on the requirements of MAP-21 and guidance provided by adopted regional and local plans and a policy framework adopted prior to PSRC’s project selection processes. A separate regional process is conducted for the selection of projects for PSRC’s TAP funds, recommended by a citizen advisory committee appointed by the PSRC Transportation Policy Board. The Transportation Policy Board recommends the distribution of funds of all PSRC FHWA funds with final approval by the Executive Board.

The FTA funding programs for which PSRC has primary responsibility for project selection and distribution through MAP-21 include:

- Federal Transit Administration (FTA) Programs
  - Urbanized Area Formula (Section 5307)
  - State of Good Repair - High Intensity Fixed Guideway (Section 5337)
  - State of Good Repair - High Intensity Motor Bus (Section 5337)
  - Bus and Bus Facilities (Section 5339)

Projects that receive PSRC’s FTA funds are selected through a process coordinated with FTA and the public transit agencies in the region. The process splits the available FTA funds between an earned share process and a regional competition. The earned share funding amounts are based on the service and operating characteristics of the agencies in the region’s three urbanized area (Bremerton, Marysville, and Seattle-Tacoma-Everett) and are distributed to each public transit agency based on their earnings. The remaining FTA funds come to the region based on regional attributes such as population density and are used for a regional competition for transit-related projects.

Funding recommendations for PSRC’s FTA funds are forwarded to the PSRC Transportation Policy Board by PSRC’s Transportation Operators Committee (TOC) and are based on the requirements of MAP-21 and guidance provided by adopted regional and local plans and a policy framework adopted prior to PSRC’s project selection processes. The Transportation Policy Board recommends the distribution of funds with final approval by the Executive Board.

PSRC Project Tracking Policies

A. FHWA Funds

1. Obligation Dates and Deadlines
   a. Projects Awarded PSRC Funds Prior to 2014

   Project sponsors are required to designate the year that each phase awarded PSRC’s FHWA funds will obligate. The deadline for all funding awards is December 31st of the program year selected. Projects with funds awarded to planning and/or preliminary engineering/design phases must obligate the funds within the designated

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1 PSRC also is responsible for distributing FTA Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310). The selection of projects to receive these funds is separate from those described here and is not subject to PSRC’s project tracking policies. More information on PSRC’s special needs funds may be found on PSRC’s website at http://www.psrc.org/transportation/special-needs.
year selected and are NOT eligible for a grace period. Projects awarded funds to right of way or construction phases are allowed a one-year grace period beyond the designated year to obligate the funds.

b. Projects Awarded PSRC Funds in 2014 and Beyond

Project sponsors are required to designate the year that each phase awarded PSRC’s FHWA funds will obligate. The deadline for all funding awards, regardless of project phase, is June 1st of the program year designated. For example, if 2015 is selected as the program year, the deadline for obligating the funds is June 1st, 2015. No grace period is allowed for any phase.

2. Obligation Deadline Extensions

a. Projects Awarded PSRC Funds Prior to 2014

No time extensions beyond the obligation deadline (or one-year grace period for right of way or construction phases) will be allowed unless the cause of delay, as determined by the appropriate project evaluation committee, is deemed to be clearly beyond the control of the sponsor (e.g., lawsuits). Examples of delays that are not to be considered beyond the control of a sponsor include: staff turnover, shifting priorities, insufficient funding, clerical errors, lack of certification acceptance status, road classifications, waiting for permits, underestimating NEPA requirements, etc.

When so determined, causes of delay must be mitigated within a short time period and by a date certain. No project will be granted more than one extension and that extension will be limited to a maximum of one year regardless of the circumstances. All extension requests will be evaluated on a case-by-case basis by the appropriate project evaluation committee. In cases where determinations and resulting recommendations for an extension differ between PSRC staff and a project evaluation committee, the request will be forwarded on to PSRC’s Transportation Policy Board for a final decision.

b. Projects Awarded PSRC Funds in 2014 and Beyond

Sponsors that do not anticipate meeting their June 1st obligation deadline and have PSRC funds awarded to a right of way or construction phase may apply for a six-month extension, to December 31st of the given year. Requests for extensions are due to PSRC by April 1st of the program year selected and are reviewed by PSRC staff in consultation with WSDOT and the RPEC and countywide chairs. Determinations are to be completed by PSRC staff and communicated to sponsors by mid to late April. PSRC’s Regional Project Evaluation Committee (RPEC) and Transportation Policy Board will also be notified in order to respond to any impact to PSRC’s delivery target for that fiscal year. See Attachment A to this document for the adopted policies regarding supplemental funding actions to meet annual delivery targets.

Regardless of the circumstances, extensions are not granted based on a consideration of the cause of delay, but are instead based exclusively on a demonstration by the project sponsor that all obligation requirements are reasonably expected to be met and funds will obligate no later than the end of the calendar year. All funds granted an extension that remain unobligated as of the December 31st deadline will be returned to the recommending forum for redistribution to projects on the adopted contingency list. No funding award to a given phase will be granted
more than one extension. Note: As outlined above, extensions are restricted to right of way and construction phases only.

Should a request for an extension be denied by PSRC staff, project sponsors may appeal directly to PSRC's Transportation Policy Board for a final decision.

3. Partial Obligations

Obligation deadlines apply to the entire amount of a PSRC award for a given phase. However, under some circumstances sponsors with funds programmed to a construction phase may only be authorized to obligate a portion of the award. In these cases, an opportunity may exist for the sponsor to utilize the remaining unobligated funds as the project progresses (e.g., to accommodate bids coming in higher than the engineer’s estimate or other unanticipated costs such as unexpected environmental mitigation). In such cases, any amount that remains from a partial obligation for a construction phase may be retained in the project for 90 days after bid opening, after which the unobligated portion will be returned for redistribution. Note: this provision applies only to awards to construction phases and does not apply to any other project phases (i.e. planning, preliminary engineering/design, or right of way).

4. Scope Changes

PSRC funds are awarded to projects with the expectation they will be completed as originally described and scheduled. Funded projects were evaluated, underwent a public review and comment period, and were included in a regional air quality analysis based upon their scope of work submitted at grant application.

Requests to change a project's description must be reviewed and approved in advance by PSRC staff to ensure that the modified description is consistent with the project’s original scope, purpose, intent, and/or utility. If such a request is deemed to deviate from the original scope of work, the request will be denied. Should a request for an extension be denied by PSRC staff, project sponsors may appeal directly to PSRC's Transportation Policy Board for resolution.

5. Exceptions

At times there may be issues facing a project that require an exception to the policies as described above. Requests for such an exception will be evaluated on a case-by-case basis, but any exception granted must result in circumstances consistent with the overarching goals of the project tracking program – i.e. project delays and increased costs are reduced, projects are delivered in a timely manner, and the exception is processed in a fair and equitable manner. Therefore, short-term time extensions and/or the movement of funds between phases will be considered under certain circumstances as defined below. Depending on the request, exceptions will be processed administratively or require approval by PSRC boards, as provided below.

a. Exceptions that will be Considered

1.) Administrative Exceptions:

The following circumstances will be allowed to occur without an exception needing to be approved, as long as the applicable project phases remain fully funded:
a) The transfer of PSRC funds between phases at the time of grant closeout; and/or
b) The transfer of PSRC funds between any phases below the threshold of $50,000.

2.) Exceptions requiring Board Approval

Short-term time extensions and/or the movement of funds between phases above $50,000 will be considered by the board if the following three parameters are met:

a) The phase(s) involved in the exception request remain fully funded;
b) The applicable phase can be implemented within six months of PSRC Board action; and
c) There is a compelling need for the exception.

1. Examples of a compelling need include a funding gap which the transfer will fill, or significance of opportunity lost if the exception is not granted (i.e. there is a risk of losing other (non-PSRC) funding if not granted or there would be a significant impact on the timing of completion and coordination with other projects).

2. The transfer of funds to reduce the local match commitment provided in the competitive project selection process is not considered a compelling need.

b. Exceptions that will not be Considered

The following requests will not be considered for an exception to the project tracking policies:

1. Scope changes
2. Transfer of PSRC funds from one project to another
3. Time extensions for unobligated funds beyond what is already available, as the current policies already allow an opportunity for six month extension
4. Additional time to pursue funding for cost overruns
5. De-federalizing (i.e. swapping PSRC funds for local and/or state funds)

c. Review and Approval Process

PSRC staff will review all exceptions requests requiring board approval in coordination with WSDOT and the Regional Project Evaluation Committee (RPEC) and countywide chairs, and prepare a recommendation to PSRC’s Boards. Sponsors applying for an exception will be made aware of when their request will be reviewed and will have an opportunity to answer any questions the group may have. In the event a consensus cannot be reached among this group, exception requests will be reviewed by RPEC for a final recommendation. All exception requests will be provided to PSRC’s Boards for final action.
6. Project Progress Reports

All project sponsors must submit status reports to PSRC that identify actual and/or expected progress for the project. These progress reports are to be completed by sponsors twice a year at the request of PSRC staff, and will be used to track the progress of individual projects as well as monitor the region’s overall progress and towards achieving its annual delivery expectations. Requests will coincide with the timing associated with PSRC’s annual delivery deadlines.

7. Administrative Procedures for the Return of PSRC Funds

PSRC funds may be returned through the project tracking policies identified above, through cost savings at time of grant completion, or on a voluntary basis by sponsors due to project cancellations, the obtaining of other grant funding such that PSRC funds are no longer required, or other circumstances. The following guidelines are identified for sponsors wishing to return PSRC funds:

i. Sponsors voluntarily returning funds should provide PSRC with a letter or a memorandum signed by a responsible official (mayor, council member, commissioner, department director, etc.) requesting the return. The letter should identify the project from which the funds are being returned, the funding source and amount being returned, and a summary of the reason for the return.

ii. For projects that are at risk of failing to meet the obligation deadline per PSRC’s project tracking policies, the sponsoring agency’s responsible official (mayor, council member, commissioner, department director, etc.) will be notified approximately three months in advance of the deadline that the removal of any remaining unobligated funds may be forthcoming. After the obligation deadline has passed, sponsors will be notified that the unobligated funds are no longer available and will be returned for redistribution. All projects that return funds may compete for funding during the next or subsequent project selection processes.

8. Distribution of New and Returned Funds

The Transportation Policy Board approves contingency lists of prioritized projects in case additional funds become available prior to the next project selection process. New funds, defined as additional funds to the region from higher than estimated allocations or other sources, and returned funds, defined in the section above, will be distributed to either the adopted contingency list in effect at the time, or applied to the next project selection process.

9. Expenditure Monitoring

There are no current PSRC policies for monitoring the expenditures of PSRC’s FHWA funds. However, FHWA requires WSDOT to conduct a quarterly review of local agency projects with federal funds for which no expenditures have been charged during the past 12 months, referred to as “inactive” projects. In the last several years, these requirements have been more rigorously enforced, and sponsors of inactive projects risk losing their federal funding. Sponsors are expected to submit bills for reimbursement on a monthly basis, and WSDOT is proactively reaching out to sponsors of projects with no billing activity within 9 months, to encourage billing progress and the avoidance of being
deemed inactive. Inactive projects are required to submit detailed documentation and justification to FHWA or risk the project being closed and federal funds repaid.

PSRC will assist with this monitoring through the twice-yearly Project Progress Report form, and ongoing communication and education to project sponsors. Sponsors should be aware of billing procedures and expectations for projects with obligated federal funds, as well as the circumstances that lead to projects being deemed inactive by FHWA. For more information, see Chapter 23 of the Washington State Local Agency Guideline (LAG) Manual at: http://www.wsdot.wa.gov/LocalPrograms/LAG/.

10. PSRC Reporting

It is expected that performance reports for PSRC’s FHWA funds will be provided to PSRC’s Transportation Policy and Executive Boards on a quarterly basis. These reports will summarize the region’s progress towards achieving its annual delivery target, and provide information on project awards that did not meet their obligation deadline and were returned for redistribution. In addition, for projects awarded funds in 2014 and beyond, the Board will be informed of obligation extension requests submitted by the April 1st deadline each year, any subsequent impacts to meeting the delivery target for that year, and the process for a supplemental funding action if required.

In addition to the communication to sponsoring agencies described above in Section 6b, PSRC will provide additional outreach on upcoming obligation deadlines and consequences for non-delivery.

- Notification of each project’s obligation deadline will be included in every sponsoring agency’s PSRC award letter.
- Additional notification will be provided at the beginning of each year to inform sponsors of their projects with a June 1st obligation deadline that year.
- Project Progress Reports will be monitored in the first quarter of each year to evaluate if projects appear to be at risk of missing their obligation deadline; PSRC will proactively reach out to those project sponsors to determine if they plan on requesting an extension by April 1st, if they plan to return the funds, or if they have a solid plan for meeting the obligation deadline.

5. FTA Funds

1. Obligation Dates and Deadlines

Sponsors of projects are required to designate the year that each project phase with PSRC’s FTA funds will obligate. Each phase of a project is allowed a one-year grace period beyond the estimated obligation date. If unobligated by the end of this grace period, funds are at risk of being removed from the project.

PSRC staff will provide regular reports to the TOC of those projects with PSRC FTA funds that are approaching this milestone. These reports will include information on the age of the funds, the phases programmed, and the length of time passed beyond the estimated obligation date (i.e., months “past due”).

When any PSRC FTA funds are nine months past the estimated obligation date (before the one-year grace period expires), PSRC staff will contact the project sponsor and initiate an evaluation process. Staff will meet with the sponsor and gather information on
the reasons for the delay. For the regional FTA competition in the Seattle-Tacoma-
Everett UZA, a recommendation will be prepared on whether or not an obligation date
extension is warranted. PSRC’s recommendation will be presented to the Regional FTA
Caucus for their review and recommendation to the TOC. The length of any obligation
date extension will be determined on a case-by-case basis and may be allowed for any
date within the four-year time span of the current Regional Transportation Improvement
Program (TIP). For projects awarded through the FTA earned share process, regular
monitoring of these funds will occur and reports provided to the Regional FTA Caucus
and the TOC to ensure the funds do not become at risk of lapsing.

2. Scope Changes

PSRC funds are awarded to projects with the expectation they will be completed as
originally described and scheduled. Funded projects were evaluated, underwent a
public review and comment period, and were included in a regional air quality analysis
based upon their scope of work submitted at grant application.

Requests to change a project’s description must be reviewed and approved in advance
by PSRC staff to ensure that the modified description is consistent with the project’s
original scope, purpose, intent, and/or utility. For funds awarded through the regional
FTA competition, if such a request is deemed to deviate from the original scope of work,
the request will be denied. Should a request be denied by PSRC staff, project sponsors
may appeal directly to PSRC’s Transportation Policy Board for resolution. For funds
awarded through the FTA earned share process, the sponsoring agency will make a
request to the Transportation Operators Committee who will review and make a
recommendation to the Transportation Policy Board for revision of the project’s
description in the Regional and State TIPs.

3. Distribution of New and Returned Funds

For the regional competition within the Seattle-Tacoma-Everett urbanized area, the
Transportation Policy Board approves contingency lists of prioritized projects in case
additional funds become available prior to the next project selection process. New
funds, defined as additional funds to the region from higher than estimated allocations or
other sources, and returned funds, defined in the section above, will be distributed to
either the adopted contingency list in effect at the time, or applied to the next project
selection process.

4. PSRC Reporting

It is expected that performance reports for PSRC’s FTA funds will be provided to
PSRC’s Transportation Policy and Executive Boards on a quarterly basis. These reports
will summarize the region’s progress at delivering transit projects, and provide
information on competitive project awards that did not meet their obligation deadline and
were returned for redistribution.
ATTACHMENT 1
PROCEDURES FOR SUPPLEMENTAL FUNDING ACTIONS
(Revised June 2019)

The following procedures will apply when there are not enough projects able to deliver in a given year, and additional measures need to be taken in order to meet the required annual delivery target for PSRC’s FHWA funds.

The overarching guiding principles are to work within the established procedures for project selection and project tracking, to the extent feasible. This means:

- Achieving delivery with a neutral impact on overall PSRC funds is preferred (i.e., no net change to funding totals in the Transportation Improvement Program [TIP]); and
- Adhering to existing policies and procedures to the extent possible, including geographic equity principles and respect for the original project selection process in terms of how awards were granted and prioritized contingency lists adopted.

Due to obligation deadline extensions, returned funds or other circumstances, if there is not enough remaining programming in a given year to achieve the delivery target, the recommended process is as follows, in priority order:

1. **Advance projects from later years of the TIP**
   - Sponsors of projects with PSRC’s FHWA funds in the later years of the TIP will be asked if they are willing and able to advance to the current year and obligate by the deadline. PSRC will review project milestones to confirm the feasibility of this advancement.

2. **Exchange federal funds for local or state funds between phases or stages of a single project, or between projects within the same agency**
   - If there are not enough projects able to advance to the current year to meet the delivery target, sponsors of projects with PSRC’s FHWA funds in both the current year and later years of the TIP will be asked if they are willing and able to perform an exchange between federal and local funds, with the goal of obligating more federal funds in the current year but keeping all projects whole with the exchange. PSRC will review project milestones and budgets to confirm the feasibility of this exchange, and also to ensure this is a viable option that will:
     - help with delivery
     - do no harm to either the donor or receiving project(s), and
     - remain consistent with the project scopes and schedules as originally awarded
   - Projects that exchange federal funds for local funds will still be subject to PSRC’s project tracking policies (i.e., progress reporting and monitoring) and will not be allowed to reapply for PSRC funding for that phase. In addition, monitoring will occur of any changes or cancellations to any de-federalized projects, for future review and discussion.
3. **Fund immediately ready to go projects from the current adopted contingency lists**
   - If Strategies 1 and 2 above do not result in enough existing projects able to meet the annual delivery target, PSRC will survey sponsors of every project on the adopted contingency lists for the ability to obligate by mid-July of the current year, to meet the state’s August 1st deadline. PSRC will review every project’s milestones to confirm the feasibility of obligating by the deadline.
   - As feasible, PSRC will apply geographic equity and equity by recommending forum:
     - if more projects are available to obligate than necessary to meet the delivery target, the standard 50/50 split among forums will be applied, and projects will be selected in rank order
     - if all available, immediately ready to go projects are needed to meet the delivery target, then geographic equity will simply be incorporated into the standard analysis over time

4. **Increase the federal share of awarded projects**
   - If there remains a gap to meeting the delivery target after Strategies 1 through 3 have been implemented, then all projects that are able to deliver in the current year will be eligible for an increase to the existing federal award amount. The amount will be determined based on the remaining delivery gap, by funding source.
     - A consistent percentage increase will be applied to all eligible projects, to reach a pre-determined amount based on the need. The amount will be no less than $100,000 for any project, and no more than the maximum federal share allowable for any project. If this does not yield enough to meet the delivery gap, projects from the previous years will be reviewed.
     - The recommendation includes a provision that projects participating in Strategy 2 that achieve the maximum federal share due to the exchange may select a project from the previous year to apply the increase, in the amount that would otherwise have been eligible.

5. **Award new funds to new projects, outside of the standard PSRC project selection process**
   - If the implementation of Strategies 1 through 4 above are still not enough to meet the current year’s delivery target, PSRC will solicit new projects for a supplemental funding action that are able to readily accept federal funds for immediate use. The likely types of projects will be those that are ongoing in nature, such as bus purchases, transportation demand management activities, maintenance and preservation, or projects that are more operational in nature. Another category may be very large capital construction projects that have other federal funds and can easily absorb additional federal funds.
     - Given the short turnaround times for this exercise, PSRC staff would identify a small number of likely candidates and reach out to potential sponsors for immediate delivery, with input from the chairs of the Regional Project Evaluation Committee and the four countywide forums.
2020 PROJECT SELECTION PROCESS
KEY POLICY FRAMEWORK ELEMENTS

The Project Selection Task Force will be convened between September and December 2019, formed from volunteers from each of PSRC’s four boards. The Task Force will review and make recommendations to the Transportation Policy Board on the topics identified below. Each topic has a brief description, and additional details and background on each will be provided within this document and during the meetings to assist with the Task Force discussions.

As a reminder, historically, the project selection process has been conducted in four concurrent processes:

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<tr>
<th>Federal Highway Administration Funds</th>
<th>Federal Transit Administration Funds</th>
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<td>Countywide Competitions</td>
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ADMINISTRATIVE DETAILS

Funding years to program

Description:
- Two years of funding will be distributed -- FFY 2023, 2024. Per direction from the Federal Highway and Transit Administrations (FHWA, FTA) PSRC will continue to build and maintain a full 4-year TIP (2021-2024).

Funding Estimates

Description:
- Funding estimates will be determined by the Project Selection Task Force, in coordination with WSDOT, FHWA and FTA. Note that these funds extend beyond the FAST Act.

Policy Focus

Description:
The current policy focus for the project selection process, per VISION 2040, is support for centers and the corridors that serve them. As a reminder, this is currently implemented in the following manner:
- FHWA Regional competition - centers are defined as regionally designated growth and manufacturing/industrial centers.
- FHWA Countywide competitions and FTA Earned Share distribution - centers are defined as regionally designated growth and manufacturing/industrial centers, centers as designated through countywide processes, town centers, and other locally identified centers. The definition of locally identified centers is expanded to include military facilities.
• FTA Regional Competition - centers are defined as regionally designated growth centers and manufacturing/industrial centers, centers as designated through countywide processes, town centers, and other locally identified centers.

Please note: VISION 2050 is anticipated to be adopted in spring 2020, after the 2020 project selection process has begun.

**Contingency Lists**

**Description:**
- Prioritized lists of contingency projects are adopted for all competitions, should additional funds become available in the off-cycle years.

**Number of regional applications**

**Description:**
- The structure for the FHWA regional competition has been to set a limit of 36 total applications, as follows:
  - 12 from King County; 6 each from Kitsap, Pierce, and Snohomish Counties; 2 each from the three regional agencies (Puget Sound Clean Air Agency, WSDOT and Sound Transit)

The number of applications submitted for the FHWA countywide competitions is determined by each countywide forum. The number of total applications for the FTA regional competition has been unlimited in prior cycles.

**Split of Funds Between Regional / Countywide / Earned Share Processes**

**Description:**
Historically, once the set-asides are taken off the top of the combined pot of funds (see section below on Set-Asides), the split between the FHWA regional and countywide competitions is set at 50%. For the last several cycles, this has resulted in a total of 33% to the regional competition and 67% to the countywide competitions.

The split between the FTA regional competition and earned share distribution has historically been based on the funding formula and the percentage of funds coming to the region based on regional attributes vs. transit operating characteristics. In general, this split has been approximately 14%/86%.

**Funding Limits**

**Description:**
The 2018 project selection process for the first time set a limit on funding requests as part of the FHWA regional competition, at 50% of the annual amount available by source. No limits have been set on the maximum amount requested in FTA regional competitions, and the four countywide processes have varied in setting limits on either funding or application limits.

**Pre-Determined Amounts by Source in FHWA Competition(s)**

**Description:**
Since 2016, the amounts by funding source have been pre-determined for the FHWA regional and countywide competitions. This provides greater certainty to applicants within each process as to the amount of funds available by source, particularly given the inclusion of cost-effectiveness in the CMAQ criteria. The percentage amounts for the regional competition are 60% CMAQ, 40% STP.
SET-ASIDES

Preservation Set-Aside

Description:
The preservation set-aside has been in place since 2012, at varying levels over the last several cycles. The 2018 preservation set-aside was approved at the following levels: for FHWA, the set-aside was 20% of STP funds, with the 5% delta from the original set-aside amount distributed among the four counties for their regular competitions. For FTA, the set-aside was 45% of the regional portion of the FTA funds. The set-aside is a fixed amount taken from the regional portion of the Seattle-Tacoma- Everett Urbanized Area (STE UZA) funds and distributed to transit agencies in the STE UZA using the earned share distribution formula.

Bicycle / Pedestrian Set-Aside

Description:
The bicycle/pedestrian set-aside has been in place since 1993, and has been retained over the years at 10% of the total estimated FHWA funds, distributed in the countywide processes.

Rural Town Centers & Corridors Program

Description:
The RTCC Program has been in place since 2003, and the set-aside – taken from the regional portion of funding – has increased over time from the original amount of $2 million to $5 million in 2018. This competition is conducted in the year following the regular project selection process.

Kitsap Distribution Methodology

Description:
The procedure to distribute the Kitsap Countywide population share from the total STP funds available, before any other set-asides, has been in place since 1995. The rationale behind this methodology has been that Kitsap County agencies are not eligible to receive CMAQ funds, due to the boundaries of the region’s air quality maintenance areas, so the application of their population share is only to STP funds rather than the total pot of funds. This distribution methodology helps to balance that differential.

Minimum Floor Adjustment

Description:
Since 2003, transit agencies in the STE UZA that earn less than 1% of the total of the earned share portion of funds have received a minimum floor adjustment to bring the earned share amounts for these agencies up to the 1% amount. The adjustment is taken from the regional portion of the funds within the STE UZA and applied to these agencies for their earned share distribution. The rationale for this adjustment is to facilitate future planning for these agencies by allowing them to rely on a certain amount of FTA funding each year as a safety net for a basic level of investment. In 2016, this amount was capped at the amount identified from the final 2015 FTA allocations. In 2018, the additional provision of considering the full range of transit operations and ownership of assets when conducting the calculation was included.
PSRC Work Program

Description:
FHWA and FTA funds have been used to assist in funding PSRC’s work program since 1993 and 2004, respectively. Since 2016, the amounts approved have been $1 million of STP funds and $1.25 million of FTA funds per year.

PROJECT EVALUATION CRITERIA

The project evaluation criteria for PSRC funding competitions include the following components:

• Support for centers (including housing and employment)
• Safety, mobility and accessibility (for persons and freight)
• Populations served (including health and equity)
• Emissions reduction
• Project readiness

Since 2016, cost effectiveness has been included for projects requesting CMAQ funds in the FHWA competitions. This feature aligned with federal guidance on the CMAQ program, to select projects achieving the most cost effective emission reductions. In 2018, the Project Selection Task Force directed staff to enhance safety and equity in the criteria to be more explicit. In addition, given that programming is now two to three years into the future, the project readiness criterion was moved to be more of a risk/feasibility analysis and reduced to 5 points.
PSRC’s 2018 Regional FTA Competition
Project Evaluation Criteria

Guidance for PSRC’s 2018 Regional FTA Competition was adopted as part of the 2018 Policy Framework for PSRC’s Federal Funds. The policy focus as adopted in the framework is to support the development of centers and the transportation corridors that serve them. The intent of this policy focus is to support implementation of VISION 2040, the regional transportation plan and the regional economic strategy. For the FTA regional project competition, centers are defined as regional growth centers and manufacturing/industrial centers as identified in VISION 2040, centers as designated through countywide processes, town centers, and other locally identified centers.

Regional project evaluation criteria have been designed to implement the adopted policy focus of supporting centers and the corridors that serve them. Proposed projects will be reviewed for a variety of characteristics and impacts, including but not limited to: support for centers and compact urban development; support for the industry clusters identified in the adopted regional economic strategy, Amazing Place; improved system performance and efficiency; safety; benefits to a variety of user groups; opportunities for active transportation and improved health; project readiness; and air quality/climate change benefits. In addition, sponsors have the opportunity to provide information that is not addressed in the evaluation criteria for additional consideration in the recommendation process. Per Board direction, this includes information on innovative project elements or procedures, and the process by which agencies determine the benefits of projects.

VISION 2040 was developed with attention to social equity, environmental justice, and public health. These are important elements that are also key to PSRC’s Growing Transit Communities Program and are considered in the evaluation of projects. The criteria address the user groups that will benefit from proposed projects, including those groups identified in the President’s Order for Environmental Justice, seniors, people with disabilities, those located in highly impacted communities and/or areas experiencing high levels of unemployment or chronic underemployment. Projects are also evaluated for their provision of facilities that improve bicycle and pedestrian access to public transit and other elements that promote alternative modes of transportation. Projects are reviewed for elements such as streetscape improvements, the completion of missing links, the removal of barriers, transit service, bus shelters and other facilities. These and other types of transportation facilities and improvements provide options for choosing active modes of transportation, and consequently can provide public health benefits.

The air quality/climate change criterion evaluates projects for their potential to eliminate single occupant vehicle trips and reduce vehicle miles traveled (VMT), as well as for the promotion of alternative fuels and the reduction of idling. These elements not only have the capability to reduce traditional air pollutants, which are harmful to human and environmental health, but also to reduce emissions of the greenhouse gases which lead to climate change, both of which are called for in VISION 2040 and the regional transportation plan. The Washington State Department of Ecology has identified diesel exhaust as the air pollutant most harmful to public health.

1 https://www.psrc.org/our-work/regional-economic-strategy
2 The President’s Order for Environmental Justice states “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.”
3 Highly impacted communities are geographic locations characterized by degraded air quality, whose residents face economic or historic barriers to participation in clean air decisions and solutions. For more information, see: http://www.pscleanair.org/372/Community-Equity-Access.
health in Washington State, and according to the Puget Sound Clean Air Agency, the reduction of particulate matter – particularly diesel particulates – is the most important air quality challenge in the Puget Sound.

Projects will be compared to one another in order to determine the magnitude of the improvements and to arrive at a final score. Project scores of high, medium, and low are assigned for each criterion based on the magnitude of the benefits and impacts. Projects that most directly support each criterion will be rated “High.” The highest possible total score a project can receive is 100 points.

INSTRUCTIONS

Projects will be evaluated against the criteria based on the information and responses provided in the regional FTA application. The questions in the application were developed using the key bullet points in the criteria below. For the purpose of this Call for Projects, the term “project(s)” refers to project(s) or program(s).

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<td>Benefit to Regional Growth, Manufacturing/Industrial and/or Locally Identified Center</td>
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<td>System Continuity/ Long Term Benefit-Sustainability</td>
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<td>C. Project Readiness/Financial Plan</td>
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<td>D. Other Considerations</td>
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| TOTAL | 100 |

After all projects have been scored by PSRC staff, the Regional FTA Caucus will use the scores as a tool to help determine which projects to recommend for funding to the Transportation Operators Committee (TOC). The TOC will review and make recommendations for funding to the Transportation Policy Board (TPB), which will make the final recommendation to the Executive Board.
A. Corridors Serving Centers = 75 Points

Benefit to Regional Growth, Manufacturing/Industrial and/or Locally Identified Center = 40 Points

- Describe how this project will benefit or support the existing and planned housing and employment development of a center(s). Does it support multiple centers?
- Describe how the project will support the development/redevelopment plans and activities (objectives and aims) of a center(s).
- Describe how the project provides a range of travel modes to users traveling to centers, or if it provides a missing mode.
- Describe how the project improves access to major destinations within the center, including enhanced opportunities for active transportation that can provide public health benefits through the following relevant areas: walkability, public transit access, public transit speed and reliability, bicycle mobility and facilities, streetscape improvements, etc.
- Describe how the project will benefit a variety of users, including commuters, residents, and commercial users).
- Describe how the project will benefit those groups identified in the President’s Order for Environmental Justice, seniors, people with disabilities, those located in highly impacted communities, and/or areas experiencing high levels of unemployment or chronic underemployment.
- Describe how the project will support the establishment of new jobs/businesses or the retention of existing jobs/businesses including those in the industry clusters identified in the adopted regional economic strategy.
- Does the project promote Commute Trip Reduction (CTR) opportunities?

Guidance
Applicants should demonstrate the magnitude of the benefits provided by the project and describe how it might support increased or sustained activity within the center. The project should have the potential to serve a variety of residents, employees, or other user groups. Health and equity are important considerations, and the applicant should describe whether it serves the transportation needs of various user groups such as those described above, which could be accomplished through provision of new or improved access, as one example. Additional resources are provided in the Call for Projects to assist sponsors in determining certain populations within their project area.

High: A high scoring project would demonstrate the following characteristics:
- Provides clear benefit to a center or centers by expanding the person and goods carrying capacity of routes leading towards the center(s);
- Demonstrates that it helps a center(s) meet its development goals (and can reference these goals);
- Improves access to the center(s) for multiple modes including nonmotorized and transit, providing opportunities for increased public health benefits;
- Serves multiple user groups, including those without full-time access to cars, those identified in the President’s Order for Environmental Justice, seniors, people with disabilities, those located in highly impacted communities, and/or areas experiencing high levels of unemployment or chronic underemployment;
- Adjacent to dense, mixed-use areas that are likely to generate significant use of the project;
- Supports the expansion or retention of employment in the center, including those within the industry clusters identified in the adopted regional economic strategy;
- Promotes CTR opportunities.

**Medium:** A medium scoring project would demonstrate the following characteristics:
- Primarily benefits the development along the corridor rather than a center;
- Benefits to a center’s development goals are not described in a comprehensive plan;
- Improves access to a center, but only for a few modes;
- Serves a moderate number and variety of users;
- Adjacent land uses are low-density, and therefore likely to generate limited use.

**Low:** A low scoring project would demonstrate the following characteristics:
- Has very limited benefits to a center, with the benefits not described in a comprehensive plan;
- Limited access improvements for only one mode;
- Serves a limited number and variety of users;
- Adjacent land uses are very low-density.

**System Continuity/ Long Term Benefit-Sustainability = 35 Points**

- Describe how this project provides a “logical segment” that serves a center or allows users to access the system.
- Describe how the project fills in a missing link or removes barriers to a center (e.g. congestion, inadequate transit service/facilities.) Describe how this project will relieve pressure or remove a bottleneck on the regional transportation system and how this will positively impact overall system performance.
- Describe how the project addresses safety and security.
- Describe how the project improves intermodal connections (e.g., between autos, ferries, commuter rail, high capacity transit, bus, carpool, bicycle, etc.), or facilitates connections between separate operators of a single mode (e.g., two transit operators).
- If applicable, describe how the project provides an improvement in travel time and/or reliability for transit users traveling to and/or within centers.
- If applicable, describe how the project increases transit use to or within centers;
- Describe how this project supports a long-term strategy to maximize the efficiency of the corridor. Describe the problem and how this project will remedy it.

**Guidance**
Applicants should demonstrate the magnitude of the benefits provided by the project and describe how it might improve system continuity and access to centers.

**High:** A high scoring project would demonstrate the following characteristics:
- Improves a corridor in logical segments, preventing the creation of missing links or gaps, thereby improving access to a center or centers;
- Creates a new intermodal connection that provides significant system-wide performance benefits;
- Addresses critical gaps or barriers in the development of a corridor, creating greater efficiency or reliability in accessing a center;
- Removes a bottleneck that improves the overall system performance, and creates improved safety and access to a center;
- Provides a long-term solution for meeting projected travel demand for people and/or goods to a center, considering environmental issues, land use strategies, transportation efficiency, and health impacts.
**Medium:** A medium scoring project would demonstrate the following characteristics:
- Improves a corridor in logical segments, but provides limited improvement in accessing a center;
- Creates a new intermodal connection that provides moderate system-wide performance benefits;
- Addresses important, but not critical, gaps or barriers in the development of a corridor, and has limited improvements in efficiency or reliability in safely accessing a center;
- Provides limited relief to a bottleneck with limited improvement to overall system performance;
- Provides a short-term solution for meeting projected travel demand for people and/or goods, considering environmental issues, land use strategies, transportation efficiency, and health impacts.

**Low:** A low scoring project would demonstrate the following characteristics:
- Does not improve a corridor in logical segments and does not provide for improved access to a center;
- Does not create new intermodal connections;
- Addresses marginal gaps or barriers in the development of a corridor, and has very limited improvements in efficiency or reliability in accessing a center;
- Has no perceptible improvement to a bottleneck or to overall system performance;
- Does not address long-term projected travel demand, and
- Serves areas outside the Urban Growth Area.

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**Part 2: Technical Criteria**

**B. Air Quality and Climate Change = 20 Points**

- Describe how the project will reduce emissions through one or more of the following:
  - Eliminating vehicle trips
  - Inducing a mode shift away from single occupant vehicles (SOVs)
  - Reducing vehicle miles traveled (VMT)
  - Improving traffic flow (e.g., through signal coordination or by removing a bottleneck)
  - Converting to cleaner fuels, equipment, fuel systems and/or vehicles

Note: the application will provide specific questions for each applicable emissions reduction opportunity identified above.

**High:** A project will rate high if:
- It will substantially reduce emissions of greenhouse gases and other air pollutants, or will substantially reduce fine particulates from diesel exhaust; and
- The air quality benefits will occur by 2030.

**Medium:** A project will rate medium if:
- It will moderately reduce emissions of greenhouse gases and other air pollutants, or will moderately reduce fine particulates from diesel exhaust (for example, a project that reduces VMT by shortening a vehicle trip, rather than eliminating a vehicle trip); and
- The air quality benefits will occur by 2030.

**Low:** A project will rate low if:
- It results in a low amount of emissions reductions; and
- The air quality benefits will occur after 2030.
Guidance

The objective of this criterion is to evaluate projects with the highest potential to reduce emissions of both traditional air pollutants as well as greenhouse gas emissions. These pollutants pose significant health risks, such as respiratory ailments, heart disease and cancer, as well as environmental risks such as damage to agriculture and Puget Sound. The application will include specific questions relevant to different types of projects to assist with this estimation.

Projects resulting in a substantial decrease in emissions will score the highest under this criterion. High scoring projects may eliminate a substantial number of trips, reduce VMT or reduce fine particulates through diesel vehicle and equipment retrofits. Converting fleets to alternative fuels may also score high under this criterion, if substantial emissions benefits will be achieved.

All projects will be evaluated based on their potential to reduce emissions. The magnitude of the emissions reductions will be a determining factor. In addition, an important factor in the evaluation will be the timing of the air quality benefits – i.e., when will the full potential emissions reductions occur. The timing of the air quality benefits is important to help the region continue to meet current and future air quality standards, as well as to assist the state in reaching the state’s greenhouse gas emissions reduction limits.

PSRC has consulted with the region’s air quality consultation partners to review the air quality criterion and the methodology for applying scores. These partner agencies include the Environmental Protection Agency, Washington State Department of Ecology, Puget Sound Clean Air Agency, Washington State Department of Transportation Air Quality Program, Federal Highway Administration and Federal Transit Administration.

PSRC has developed an “Air Quality and Climate Change Evaluation Guidance” document that provides additional background and resources regarding the estimation of emissions reductions from a variety of types and scales of transportation projects, and information on the technical tool PSRC uses to estimate emissions reductions. This guidance document is provided in the Call for Projects on PSRC’s website.

C. Project Readiness/Financial Plan = 5 Points

- When will the sponsor complete all prerequisites needed to obligate the project’s requested regional funds?
- How reasonable is the financial plan for the requested phase(s)? Describe the funds already dedicated to the project, anticipated and reasonably expected to be secured, or unsecured at the time of the application.

Project sponsors will be asked to supply in the application a full financial budget and project schedule. Depending on the type and scale of the project, information should be provided on the following milestones: design, environmental documentation, permits issued, Right of Way approvals, final design, engineer’s estimate, etc.

High: A project will receive a high score if the applicant can demonstrate that work on the prerequisites for obligation of the requested phase has begun and/or remaining work is scheduled to be completed by the obligation deadline. All funds needed to complete the phase(s) have been secured or are reasonably expected by the obligation deadline for the phase(s) requested.
Medium: A project will receive a medium score if the applicant can demonstrate that work on the prerequisites for obligation of the requested phase has begun and/or remaining work is scheduled to be completed by the obligation deadline. No funds needed to complete the phase(s) have been secured, but the sponsor has a plan demonstrating that it is reasonable for all funds for the phase(s) requested to be secured by the obligation deadline.

Low: A project will receive a low score if the applicant fails to demonstrate that all prerequisites for obligation of the requested phase(s) will be completed by the estimated obligation deadline. No funds are secured, and the sponsor has not demonstrated it is reasonable for all funding to be secure by the obligation deadline for the phase(s) requested.

Guidance: The focus of this criterion is to evaluate the feasibility of each project to meet the obligation and financial plan requirements of the requested phase by the estimated selected date. All requested phases must be fully funded with the PSRC grant award and other identified funding.

D. Other Considerations (no points)

Please describe any additional aspects of your project not requested in the evaluation criteria that could be relevant to the final project recommendation and decision-making process. Per PSRC Board direction, this includes information on innovative project elements or procedures, and the process by which jurisdictions determine the benefits of projects.

- Describe any additional aspects of your project not requested in the evaluation criteria that could be relevant to the final project recommendation and decision-making process.
- Describe any innovative components included in your project: these could include design elements, cost saving measures, or other innovations.
- Describe the process that your agency uses to determine the benefits of projects; this could include formal cost-benefit analysis, practical design, or some other process by which the benefits of projects are determined.
2020 Regional FTA Caucus Planned Meeting Topics

Ongoing

- FTA project tracking
- FTA funding redistributions and project scope changes
- Transit Agency Triennial Reviews
- TIP application and FTA grant processing procedures
- Implementation of FTA rule-making

Quarter 1 (January – March)

- 2020 FTA Project Selection
- Election of Caucus Chairs for 2020-2021
- FTA FY2020 annual funding adjustments*

Quarter 2 (April – June)

- 2020 FTA Project Selection
- FTA Funding and Project Tracking Update
- FTA FY2020 annual funding adjustments*

Quarter 3 (July – September)

- Regional Transportation Plan Development – Public Transportation Topics

Quarter 4 (October – December)

- FTA Funding and Project Tracking Update

*Timing depends upon the release date of FTA’s FY2020 Apportionments.
# Regional FTA Caucus

## 2020 Meeting Schedule

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**Planned Meeting** *(April meeting to include Project Selection presentations; May meeting for Project Recommendations)*

**Holiday**

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Regional FTA Caucus

Agenda Item 6b

November 13, 2019