DISCUSSION DRAFT
First Mile/Last Mile Connections Pilot Grant Program – Initial Guidance Recommendations

During its 2019 session, the Washington State Legislature created a $1,000,000 pilot grant program to develop a first mile/last mile connections grant program in the 2019-2021 biennium. The budget proviso language is as follows:

“$1,000,000 of the multimodal transportation account—state appropriation is provided solely for a first mile/last mile connections grant program. Eligible grant recipients include cities, businesses, nonprofits, and transportation network companies with first mile/last mile solution proposals. Transit agencies are not eligible. The commute trip reduction board shall develop grant parameters, evaluation criteria, and evaluate grant proposals. The commute trip reduction board shall provide the transportation committees of the legislature a report on the effectiveness of this grant program and best practices for continuing the program.”

WSDOT will administer the pilot program. The Washington State CTR Board (TDM Technical Committee) and other organizations will serve as advisors.

Project duration(s) will be from January 2020 to June 2021.

Recommended Purpose

1. The recommended purpose of this pilot grant program is to learn how different first mile/last mile (or miles) solutions affect access to fixed route public transit services.

Recommended Initial Program Guidance

Who can apply?

2. Eligible grant recipients include cities, businesses (such as private for profit transportation service providers, transportation network companies, employers, etc.), nonprofits, counties and tribes.

What types of proposals are allowed?

3. Proposals may include any or all of an array of transportation demand management and mobility services such as shuttle service, ride hail service, vanpool, vanshare, carpool, demand response transportation (incl. deviated fixed route), paratransit, bike share and other active transportation services, active transportation facilities (e.g. bicycle lockers, pavement striping), transit pass subsidies, incentives, public education, marketing, and parking management.

4. Proposals must focus on providing first mile / last mile(s) connections to and from existing public transit. Public transit includes public agency operated buses, ferries, rail, water taxis, tribal transit, paratransit, vanpool(s), and deviated fixed route transit.
5. Proposals may focus on non-commute trips (i.e. shopping, medical, social services, education, access to opportunity, major events), peak-commute trips, off-peak commute trips or any combination of trip types.

6. Proposed first/last mile(s) solutions must be open and accessible to the public in an equitable manner.

7. Proposals may not use state funds to build or expand single occupancy vehicle parking.

8. Proposals may not use state funds for emergency/guaranteed ride home services.

What requirements should grantees consider?

9. As these are public funds, compliance with relevant laws, rules, policies and requirements is required. Examples include procurement, public disclosure, accessibility, equal opportunity, record keeping, state incentives policy, etc.

10. All funds must be spent and products and services delivered by June 30, 2021.

11. Proposals must deliver first and last mile services; they may not use state funds solely for planning or design.

12. Proposals must include a description of the problem that the grant proposal will solve. Supporting data should be provided, if available.

13. Eligible expenditures include operations (e.g. transportation services, labor, public education materials, subsidies, incentives, etc.), small capital construction (e.g. bike racks, shuttle signage, wayfinding, low-cost street enhancements, etc.) and grant administration.

14. To deliver the proposed service, eligible grant recipients may use funds to get assistance from any of the following. Applicants should list organizations (by name or type) who will receive grant funds to provide assistance:
   - Colleges, schools and universities
   - For-profit companies (including transportation network companies, employers, shuttle operators)
   - Local jurisdictions (including transit agencies and counties)
   - Nonprofits (including Medicaid brokers, community transportation providers)
   - State agencies
   - Tribes

15. Proposals must include a description on how ADA compliance requirements and community accessibility needs will be met.
   - Accessibility includes options that go beyond ADA minimums, e.g. people traveling with children, assistance for people with special transportation needs, people who are unbanked, etc.

16. Proposals must include a letter/email of support from:
   - Transit agency(ies) providing service to which the first/last mile solution connects.
   - Directly affected local jurisdiction(s) and state agencies, including Regional Transit Planning Organizations and Metropolitan Planning Organizations.
17. Proposals must include at least one of the following quantitative performance goals:
   - Change in transit ridership
   - Number of vehicle trips reduced
   - Vehicle miles traveled reduced
   - Cost per vehicle trip reduced
   - Cost per vehicle mile traveled reduced

18. Additional quantitative and/or qualitative performance goals (e.g. number of first/last mile trips, safety, greenhouse gas reduction, social isolation reduction, etc.) may supplement the required performance goal(s).

19. No match required.

What are some of the factors that will influence project selection?

20. Projects will be selected through a competitive process.

21. Preference will be given to proposals that include strategies to serve disadvantaged populations/underserved communities (including people with low incomes, cognitive and/or physical disabilities, older adults, youth, veterans, limited English proficiency).

22. Grant funds will be awarded to at least two projects based on geography: one in a rural or small urban community, and one in an urban community.

23. Grant funds will be awarded in at least two different counties.

24. Proposals should complement, not duplicate, existing transit service.

What reporting will be required?

25. Grant recipients must submit a project performance measurement plan to WSDOT for review and approval by April 30, 2020. Project performance data will be made available to the public in accordance with state public disclosure laws and policies.

26. Grant recipients must submit a report on the project’s progress to WSDOT by August 31, 2020. A performance report will be due by June 30, 2021. The Transportation Demand Management Executive Board, Transportation Demand Management Technical Committee and WSDOT will use this information to deliver a report to the Washington State Legislature by August 2021.
   - Grant recipients are required to include a discussion of opportunities & barriers to continuing the funded project beyond the grant timeline in the performance report due June 30, 2021.
## Draft Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>September 2019</td>
<td>Preliminary outreach</td>
</tr>
<tr>
<td>October 15, 2019</td>
<td>Notice of funding availability</td>
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<tr>
<td>December 6, 2019</td>
<td>Application deadline</td>
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<tr>
<td>December 31, 2019</td>
<td>Complete evaluation and ranking of proposals</td>
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<tr>
<td>January 7, 2020</td>
<td>Award notice</td>
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<tr>
<td>August 31, 2020</td>
<td>Grantee progress report due to WSDOT</td>
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<tr>
<td>September 30, 2020</td>
<td>Progress report due to legislature</td>
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<tr>
<td>June 30, 2021</td>
<td>Grantee performance report due to WSDOT</td>
</tr>
<tr>
<td>August 31, 2021</td>
<td>Performance Report to Legislature due</td>
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