Special Needs Transportation Committee Agenda

Date: July 15, 2020 from 9:30 a.m. to 11:30 a.m.
Online Meeting Only: Use BlueJeans Connection Information Provided Below

1. Welcome and Introductions (9:30 a.m.) – Jean Kim, PSRC

2. Action: Approval of Meeting Summary (9:40 a.m.)
   - May 20, 2020 SNTC Meeting*

3. Discussion: PSRC Regional Priority Ranking Process for WSDOT 2021-23 Consolidated Grant Competition (9:45 a.m.)*
   WSDOT’s Consolidated Grant call for projects is scheduled for July 23rd, 2020. PSRC is preparing for its regional priority ranking distribution process to support the 2021-2023 Consolidated Grant competition. PSRC staff will provide a presentation on materials supporting WSDOT’s call for projects including:
   - Timeline for PSRC region’s Consolidated Grant competition (10 minutes)
   - Updated “Regional Priority Ranking Factors” and descriptions for how applications will be reviewed (10 minutes)
   - Draft “Additional Factors” for deliberation (5 minutes)

4. Discussion: Regional Coordinated Plan Update and Outreach Strategies (10:05 a.m.)
   PSRC will continue to review the update process for the Regional Coordinated Transit-Human Services Transportation Plan (Coordinated Plan), elements of the plan update, and potential targeted outreach strategies. PSRC will seek feedback on the scope of the plan update and outreach strategies. At the meeting, PSRC staff will also share preliminary results of the survey that sent out to all members of the SNTC end of June.

5. Discussion: Highlights from the 2020-2023 Area Plans (10:30 a.m.)
   Area Plans identify local needs and long-term service gaps and promote age-friendly communities for older adults and persons with disabilities. At the July 2020 SNTC meeting, the committee will have an opportunity to hear presentations from designated Area Agencies on Aging in the region on their latest Area Plans and how they inform transportation needs and trends for older adults and persons with disabilities.

6. Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:20 a.m.)
7. Next SNTC Meeting: September 16, 2020 from 9:30 a.m. to 11:30 a.m. in PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104-1035

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

*Supporting materials attached

**BlueJeans Remote Connection Information:**

To join the meeting with audio and visuals:
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or:

Go to https://www.bluejeans.com/
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Enter Meeting ID: 479 730 057
Enter your full name

To join via phone:
1) Dial: 1.888.240.2560 or 1.408.740.7256
2) Enter Conference ID: 479 730 057

**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, العربية, 中文, Deutsch, German, Français, French, 한국어, Russian, Español, Spanish, Tagalog, Tiếng việt, Vietnamese, Call (206) 587-4819.
Special Needs Transportation Committee Meeting Summary

Date: May 20, 2020 – 9:30a.m. – 11:30a.m.
Location: Remote – Online Meeting Only (BlueJeans Connection)

Welcome and Introduction to Online Meeting Format
Gil Cerise, PSRC, welcomed everyone at 9:30 a.m. He explained that due to public health concerns and the state’s Stay Home, Stay Healthy order the SNTC May meeting is being held remotely. He asked the participants to use the chat feature to type in their name for attendance and reminded them that the committee can provide feedback during the meeting using the “chat” feature via BlueJeans. Marianna Hanefeld, WSDOT, then made several announcements which included information on her new role at WSDOT as the regional community liaison, and how WSDOT is moving forward with various grants. She noted the First Mile/Last Mile grant may be appropriate for some special needs transportation providers, and if anyone was interested in applying, the application due date was Friday, May 22.

Approval of Meeting Summaries
The November 20, 2019 SNTC and March 18, 2020 meeting summaries were approved as presented.

Regional Transportation Plan Update
Gil provided an overview of the Regional Transportation Plan update and Jean Kim, PSRC, provided an update of the regional Coordinated Transit-Human Services Transportation Plan (Coordinated Plan). Jean noted that PSRC is interested in committee feedback on possible outreach opportunities where input can be obtained from older adults, people with disabilities, youth, and people with low-income, among others. The committee provided feedback and information.

The presentation is available on the PSRC website here.

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

PSRC Regional Priority Ranking Process for WSDOT 2021-23 Consolidated Grant Competition
Jean provided an overview of WSDOT’s 2021-2023 Consolidated Grant which is scheduled to have its call for projects beginning the summer of 2020.

Kimberly Pearson, PSRC provided updates to performance measure factors associated with regional ranking review and discussed the changes. She went through the proposed changes in detail to explain how applicants can understand how these changes would affect their application rankings and the best way to achieve a “Yes” response for Regional Priority Ranking Factors.

Gil provided a review of the Special Needs Transportation Committee role in deliberation and recommendation and reminded the committee how the voting membership was organized and what membership vacancies that could be filled or changed. The committee provided updates and information on some of the vacancies.

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

For more information, contact Jean Kim at [jkm@psrc.org](mailto:jkm@psrc.org) or Kimberly Pearson at [kpearson@psrc.org](mailto:kpearson@psrc.org)

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**Roundtable: Opportunity for SNCTC 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:

- Jerri Kelly, Pierce County Human Services
- Cassidy Giampetro, Hopelink (King County Mobility Coalition)
- Bree Boyce, RARET
- Brock Howell, SNOTRAC and ESDA

**Adjourn**

The meeting adjourned at 11:30 a.m.

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*Members and Alternates Represented*

Mark Smutny, Sound Generations and SNCTC Vice Chair; Dorene Cornwell, STAR of Seattle (KCMC); Janet Gant, Snohomish County LTC & A; Jerri Kelly, PCHS; Ann Kennedy, Paratransit Services; Jacque Mann, PSESD: John Mikel, Pierce County Aging/Disability Resources; Jon Morrison Winters, Seattle ADS; Alex O'Reilly, City of Bellevue; Donna Smith, Sound Transit; Francie Peltier, PCCTC; Jeff Vinecourt, Kitsap Transit

*PSRC Staff and Other Guests Present*
*All attendees were present via remote participation*
Memorandum

TO: Special Needs Transportation Committee (SNTC)

FROM: Jean Kim

SUBJECT: PSRC Regional Priority Ranking Process for WSDOT 2021-23 Consolidated Grant Competition

In Brief
In preparation for the 2021-2023 Consolidated Grant competition call for projects in July 2020, PSRC is preparing for its role in identifying regional priority projects for State consideration. At the July 2020 SNTC meeting, PSRC will review:

- DRAFT Amended PSRC’s Regional Priority Ranking Factors; and
- DRAFT Additional Considerations for Deliberation in January 2021.

Discussion
WSDOT is planning to issue the call for projects for the 2021-2023 Consolidated Grant competition on July 23rd, 2020. All applicants within the PSRC region should provide their applications to both WSDOT and PSRC by WSDOT’s initial grant deadline of 5:00pm, October 30, 2020 to be eligible to receive a regional priority ranking. Figure 1 provides key dates associated with the regional priority ranking from PSRC:

**Figure 1. 2021-2023 WSDOT Consolidated Grant Timeline with PSRC Regional Priority Ranking Recommendation Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 23, 2020</td>
<td>WSDOT Notice of Funding Opportunity</td>
</tr>
<tr>
<td>August (Date TBD), 2020</td>
<td>PSRC Regional Priority Ranking Training Opportunity</td>
</tr>
<tr>
<td>October 30, 2020</td>
<td>Application Deadline – applicants must submit same applications to both WSDOT and PSRC by 5:00pm.</td>
</tr>
<tr>
<td>January 15, 2021</td>
<td>WSDOT Due Date for Revised State Applications – <em>if applicable</em></td>
</tr>
<tr>
<td>January 20, 2021</td>
<td>PSRC Special Needs Transportation Committee 2020 Consolidated Grant Regional Priority Ranking Recommendation</td>
</tr>
</tbody>
</table>
PSRC’s Regional Priority Ranking Factors

At the May 2020 SNTC meeting, the committee reviewed and provided feedback on draft regional priority ranking factors that will be used to sort projects into higher and lower priorities for the SNTC to use in deliberations on a recommendation. PSRC staff prepared final edits to the regional priority ranking factors document for 2021-2023 grant competition which are provided in Attachment 3A.

More substantive updates to the attachment are listed below:

- Factor #2 (Support for PSRC’s Coordinated Plan) was updated to consolidate two existing factors: “Emerging Needs and Gaps” and “Prioritized Strategies.” The applications showing that they adequately address at least one “Emerging Needs and Gaps” and at least one “High Prioritized Strategy” of the Coordinated Plan will receive a “yes” response.

- Factor #4 (Performance Measures and Targets) was updated to reflect the required and suggested performance measures and targets for operations, capital and mobility management projects. Updated Table 1 of the attachment 3A provides examples on how to address the factor within WSDOT’s application. In addition, Table 2 of the attachment provides more detailed list of both required and suggested performance measures by project type.

Additional Considerations for Deliberation

Attachment 3B includes a list of additional considerations which was provided to SNTC at the 2018 Consolidated Grant deliberation meeting. The list can be retained, updated, or replaced based upon SNTC feedback during the January 20, 2021 deliberation meeting. As a reminder, additional factors for consideration should not duplicate the regional priority ranking factors used to provide an initial sorting of applications.

Lead Staff

If you have questions prior to the meeting, please contact Jean Kim at jkim@psrc.org.
Attachment 3A: PSRC’s Regional Priority Ranking Factors

Table 1 shows Consolidated Grant applicants and other stakeholders the factors that PSRC will consider in identifying regional priority rankings. Project sponsors applying for the WSDOT Consolidated Grant must submit their application to both WSDOT and PSRC by 5:00pm on October 30, 2020. Applications must be emailed to Jean Kim at jkim@psrc.org by the date and time noted above for regional priority ranking evaluation.

For more information or questions, contact Jean Kim at jkim@psrc.org or Kim Pearson at kpearson@psrc.org.

Instructions

PSRC’s regional priority ranking factors are designed to help implement the Regional Coordinated Transit-Human Services Transportation Plan (Coordinated Plan).

- Applicants must identify how their projects address each of the five regional priority ranking factors found in Table 1 in their WSDOT-provided application to be eligible to receive a regional priority ranking.
- A second column in Table 1 provides guidance for which WSDOT application question/page number will be used to address the PSRC factors for regional priority rankings.
- Applicants within PSRC’s region are expected to address both WSDOT’s published evaluation criteria and PSRC’s regional priority ranking factors within the same application.

PSRC staff will review applications for how they address the regional priority factors in Table 1. Projects will receive a simple “Yes” or “No” answer for each factor:

- A “Yes” indicates that the project application addresses the factor.
- A “No” response indicates that a project application either does not address the factor or does not adequately address it.

A summary of projects arrayed by the number of “Yes” responses will be provided to the PSRC Special Needs Transportation Committee (SNTC) for their January 20, 2021, meeting where a recommendation for regional priority rankings will be completed.
Table 1 outlines the regional priority ranking factors along with a description of the of how PSRC staff will evaluate each factor found under the sub-heading: “Evaluation Method.” The topics listed below are not listed in any priority order. No weighting will be applied to any topic.

Table 1: PSRC Regional Priority Ranking Factors

<table>
<thead>
<tr>
<th>Regional Priority Ranking Factors</th>
<th>Guidance for which WSDOT application question addresses this factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Factor #1: Project Type (Preservation vs. New or Expansion):</strong></td>
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</table>
| Is the application for preservation of an existing program, or needed to support ongoing operations of an existing program? This includes fleet replacement or other capital needs to support an existing program. | Page 2 of WSDOT application: If your project is an operating or capital project, the response should be provided under the heading: “II. Type of Project.”  
Page 3 of WSDOT application: However, other projects, including mobility management, must include whether they are preservation of an existing program in a brief statement under “1a. Proposed scope/description of the work” under the heading: “III. Project Description.”  
Evaluation Method: Only preservation and capital projects that are supporting existing programs will receive a “Yes.” New or expansion projects will receive a “No” for this factor. |
| **Factor #2: Support for PSRC’s Coordinated 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? | Page 3 of WSDOT application: provide a clear description of how your project addresses at least one of the “Emerging Need and Gaps” in question #1c., “Why is this project needed, and how does this proposal address the need?” under the heading: “III. Project Description.”  
**AND**  
Page 4 of WSDOT application: Address how your project will align with at least one “High Prioritized Strategy” in question #2,  
Evaluation Method: Only applications showing that they adequately address at least one “Emerging Needs and Gaps” found on page 31 as well as at least one “High Prioritized Strategy” found on page 43 will receive a “Yes.” Applications failing to address each of these |
<table>
<thead>
<tr>
<th>Regional Priority Ranking Factors</th>
<th>Guidance for which WSDOT application question addresses this factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>components of the Coordinated Plan will receive a “No” for this factor.</td>
<td>“Describe coordination efforts with your regional planning organization” under the heading: “III. Project Description.”</td>
</tr>
</tbody>
</table>

**Factor #3: Uniqueness of Service**

Does the application provide information demonstrating there are no alternate public transportation options for the populations served by the program within same geographic area?

If there are alternate public transportation options within same geographic area, does the application demonstrate the uniqueness of the project and how it meets the needs that cannot be met by the other public transportation services in existence?

**Evaluation Method:** Applicants that adequately explain the uniqueness of their services and how their projects do not duplicate other existing services for target populations, including those provided by public transportation operators (fixed-route, demand response, etc.) will receive a “Yes.” Applicants that do not provide an explanation, or respond there is no similar services or programs without an explanation will receive a “No.”

There are two places in the WSDOT application where this information can be addressed:

**Page 4 of WSDOT application:** Address how your project is unique in terms of serving the areas, times of day, target populations or other factors in question #3, “If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?” under the heading: “III. Project Description.”

**AND/OR**

**Page 5 of WSDOT application:** Question #6 “Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)” provides an area for applicants that are providing service in an area with another public transportation operator to describe the uniqueness of their program and/or the target populations being served.
### Regional Priority Ranking Factors

<table>
<thead>
<tr>
<th>Factor #4: Performance Measures and Targets</th>
<th>Guidance for which WSDOT application question addresses this factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the application commit to tracking required, project-specific performance measures and set grant-cycle-related targets for those performance measures?</td>
<td><strong>Page 4 of WSDOT application:</strong> Address required performance measures, targets, and methodology in question #4, “How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?” under the heading: “III. Project Description.”</td>
</tr>
<tr>
<td><strong>Evaluation Method:</strong> If the applicant commits to tracking required performance measures and sets targets for those required performance measures, the applicant will receive a “Yes” for this factor. Applications failing to address both required performance measures and targets will receive a “No.” It is recommended that applicants also describe the methodology through which they will track the data for the required performance measures; however, failing to describe the methodology will not impact their evaluation result for this factor.</td>
<td>For more information on the performance measures required to be addressed in question #4, please see Table 2 on page 6.</td>
</tr>
<tr>
<td><strong>Performance Measures:</strong> Applicants should track required performance measures according to the type of project: operating, capital, and mobility management. Additionally, capital and mobility management performance measures are delineated by sub-project type. To determine the required performance measures, see Table 2 on page 6 of this document. Please select the performance measures that most closely align with your project. Applicants may optionally commit to tracking suggested performance measures in addition to the required performance measures. Tracking suggested performance measures will not impact the applicant’s evaluation result for Priority Ranking Factor #4.</td>
<td><strong>Example: Operating Project</strong> Required Performance Measures: If the applicant is applying for funding for an operating project, they should commit to tracking “Passenger Trips,” the only performance measure listed for Operating Projects.</td>
</tr>
<tr>
<td><strong>Target:</strong> The applicant should set a target for the number of passenger trips the applicant aims to provide by the end of their (either a 2- or 4-year grant cycle).</td>
<td><strong>Methodology:</strong> An applicant could describe the process through which they will track the number of passenger trips provided by the project.</td>
</tr>
<tr>
<td><strong>Example: Mobility Management Project</strong> Required Performance Measures: If the applicant is applying for funding for a mobility management project, specifically for an Information Referral &amp; Assistance project, they should commit to tracking the following required performance measures:</td>
<td><strong>Example: Mobility Management Project</strong> Required Performance Measures: If the applicant is applying for funding for a mobility management project, specifically for an Information Referral &amp; Assistance project, they should commit to tracking the following required performance measures:</td>
</tr>
<tr>
<td>• Number of clients receiving trip planning services</td>
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</tbody>
</table>

**Targets:** Targets should represent the level of performance the applicant aims to achieve per performance measure by the end of
Regional Priority Ranking Factors

<table>
<thead>
<tr>
<th>Guidance for which WSDOT application question addresses this factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Number of calls fielded and/or website clicks or impressions</td>
</tr>
<tr>
<td>• Number of trips planned and/or referrals made</td>
</tr>
</tbody>
</table>

Methodology (Recommended): It is recommended that applicants also describe how they will collect the data for each performance measure that the applicant commits to tracking. However, failing to describe the way in which data will be collected for each performance measure will not impact the applicant’s evaluation result for Priority Ranking Factor #4. As a reminder, WSDOT’s Consolidated Grant quarterly reports allow applicants to track progress towards performance measures. PSRC requests that applicants track progress towards required performance measures by inputting the data into their Consolidated Grant quarterly reports.

Factor #5: Financial Sustainability

Does the application demonstrate that it is providing more than federal minimum required match from local sources in its project budget?

Evaluation Method: Operating projects seeking federal/state funding amount less than 50% (demonstrating more than 50% of the net project cost can be fulfilled with local match) of their net project cost will receive a “Yes.” Capital and mobility management projects seeking federal/state funding amount less than 80% (demonstrating more than 20% of the net project cost can be fulfilled with local match) of their net project cost will receive a “Yes.”

Page 8 of WSDOT application: If the applicant is applying for an operating, mobility management or planning grants, they should provide their response in “3. Identify your sources of revenue” under the heading: “V. Financial Information for Operating, Mobility Management and Planning Grants – Revenues.”

Page 10 of WSDOT application: If the applicant is applying for a capital project, the applicant should use “4. What is the source of the matching funds for this equipment request?” under the heading: “VI. Equipment Request (for Capital Projects Only).”
<table>
<thead>
<tr>
<th>Program Types</th>
<th>Required Performance Measures</th>
<th>Suggested Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Projects</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Operating Projects</td>
<td>• Passenger trips</td>
<td>• Revenue vehicle hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Revenue vehicle miles</td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Projects</td>
<td>Vehicle Useful Life Benchmark (ULB) in years. (ULB is defined as the expected lifecycle of a capital asset for a particular Transit Provider’s operating environment, or the acceptable period of use in service for a particular Transit Provider’s operating environment). For more information, see: <a href="https://www.transit.dot.gov/TAM">https://www.transit.dot.gov/TAM</a>.</td>
<td>• None</td>
</tr>
<tr>
<td>Other Projects</td>
<td>Please see Federal Transit Administration guidance (<a href="https://www.transit.dot.gov/TAM">https://www.transit.dot.gov/TAM</a>) to develop relevant performance measures and targets</td>
<td>• None</td>
</tr>
<tr>
<td><strong>Mobility Management Projects</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Information Referral & Assistance Projects | • Number of clients receiving trip planning services  
• Number of calls fielded and/or website clicks or impressions  
• Number of trips planned and/or referrals made  
**NOTE:** In the case of performance measures with “and/or” options, the applicant should be specific as to which measure(s) they commit to tracking. | • Number of trips completed  
• Number of unduplicated clients receiving trip planning services |
| Travel Training, Education, & Orientation Projects | • Number of trainings provided to clients  
• Number of unduplicated clients trained  
• Number of unduplicated organizational staff trained | • Number of clients trained  
• Number of trainings provided to organizational staff |
| Mobility Coalition Projects | • Number of mobility coalition meetings  
• Number of mobility coalition meeting participants, excluding your own agency’s staff  
• Number of unique agencies represented at the meetings | • Percentage of work program goals achieved |
The Special Needs Transportation Committee (SNTC) identified the following factors that they may take into consideration during deliberations on regional priority recommendations for the WSDOT Consolidated Grant competition. The SNTC may identify other considerations not listed below during the Committee’s January 20, 2021, deliberation meeting. The topics listed below are not listed in any priority order.

a) **Geographical distribution of regional priority rankings**
   This factor addresses 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 PSRC region.

b) **Project types**
   This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).

c) **Agency equity**
   This factor addresses the number of projects recommended to receive funding by an agency.

d) **Compelling cases for agencies with limited resources**
   This factor addresses projects that provide valued services and programs but which are challenged to provide 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.

e) **Strategic application of federal/state funds**
   This factor includes stakeholders’ assessment of possible program eligibility for state/federal funding programs found within Consolidated Grant program.

f) **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.