



PSRC's Regional Priority Ranking Factors

Table 1 shows the factors that PSRC will consider in identifying regional priority rankings for the WSDOT Consolidated Grant. 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 exported to PDF and emailed to Jean Kim at jkim@psrc.org by the date and time noted above to be considered for PSRC's 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

Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
Factor #1: Project Type (Preservation vs. New or Expansion):	
<p>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.</p> <p><u>Evaluation Method:</u> 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.</p>	<p>If your project is an operating project: the response should be provided in “<u>Need for service</u>” under the heading “2. SUMMARY OF PROJECT INFORMATION.”</p> <p>If your project is a capital project: the response should be provided in “<u>Replace or expand</u>” under the heading “4. BUDGET.”</p> <p>Other projects, including mobility management: must include whether they are preservation of an existing program in a brief statement under “<u>Proposed scope/description of the work</u>” under the heading “3. SCOPE OF WORK.”</p>
Factor #2: Support for PSRC’s Coordinated Plan	
<p>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?</p>	<p>Address how your project will align with at least one “Emerging Needs and Gaps” and at least one “High Prioritized Strategy” in “<u>Coordination Efforts</u>” under the heading “3. SCOPE OF WORK.”</p>



Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
<p><u>Evaluation Method:</u> 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 components of the Coordinated Plan will receive a “No” for this factor.</p> <p>Link to the 2018 Coordinated Transit-Human Services Transportation Plan: https://www.psrc.org/coordinated-transit-human-services-transportation-plan.</p>	
Factor #3: Uniqueness of Service	
<p>Does the application provide information demonstrating that there are no other operating or mobility management programs serving the same populations within the same geographic area?</p> <p>If there are other operating or mobility management programs serving the same populations within same geographic area, does the application demonstrate the uniqueness of the project and how it meets needs that are not met by the other services in existence in the same geographic area?</p> <p><u>Evaluation Method:</u> 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.”</p>	<p>Address required performance measures, targets, and methodology in “<u>Efficiency</u>” under the heading “3. SCOPE OF WORK.”</p>



Regional Priority Ranking Factors

Guidance for which WSDOT application question addresses this factor

Factor #4: Performance Measures and Targets

Does the application commit to tracking required, project-specific performance measures **and** set grant-cycle-related targets for those performance measures?

Evaluation Method: 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.”

Performance Measures: 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.

Targets: Targets should represent the level of performance the applicant aims to achieve per performance measure by the end of the 2021-2023 grant cycle. Targets should be provided in numeric, quantitative form.

Methodology (Recommended): It is recommended that applicants also describe how they will collect the data for each performance

Address how your project is unique in terms of serving the areas, times of day, target populations or other factors in “Special needs transportation” under the heading “3. SCOPE OF WORK.”

For more information on the required performance measures, please see Table 2 on page 6 of this document.

Example: Operating Project

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.

Target: 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).

Methodology: An applicant could describe the process through which they will track the number of passenger trips provided by the project.

Example: Mobility Management Project

Required Performance Measures: If the applicant is applying for funding for a mobility management project, specifically for an Information Referral & Assistance project, they should commit to tracking the following required performance measures:

- 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



Regional Priority Ranking Factors	Guidance for which WSDOT application question addresses this factor
<p>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.</p> <p>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.</p>	<p>In the case of performance measures with “and/or” options (such as “Number of trips planned and/or referrals made”), the applicant should be specific as to which measure(s) they commit to tracking. For example, an applicant could commit to tracking only the “Number of trips planned” within the “Number of trips planned and/or referrals made” performance measure.</p> <p><u>Target:</u> The applicant should set numeric targets, to be achieved by the end of the 2021-2023 grant cycle, for each of the required performance measures.</p> <p><u>Methodology:</u> An applicant could describe the process through which they will collect data for each of the required performance measures.</p>
Factor #5: Financial Sustainability	
<p>Does the application demonstrate that it is providing more than federal minimum required match from local sources in its project budget?</p> <p><u>Evaluation Method:</u> 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.”</p>	<p>If your project is an operating, mobility management or planning project: provide information in “<u>Revenues</u>” under the heading “4. BUDGET.”</p> <p>If your project is a capital project: provide information in “<u>Match/revenue sources</u>” under the heading “4. BUDGET.”</p>



Table 2: Required & Suggested Performance Measures by Project Type

Program Types	Required Performance Measures	Suggested Performance Measures
Operating Projects		
All Operating Projects	<ul style="list-style-type: none"> Passenger trips 	<ul style="list-style-type: none"> Revenue vehicle hours Revenue vehicle miles
Capital Projects		
Vehicle Projects	<ul style="list-style-type: none"> Vehicle Useful Life Benchmark (ULB) in years <p>NOTE: 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: https://www.transit.dot.gov/TAM.</p>	<ul style="list-style-type: none"> None
Other Projects	Please see Federal Transit Administration guidance (https://www.transit.dot.gov/TAM) to develop relevant performance measures and targets	<ul style="list-style-type: none"> None
Mobility Management Projects		
Information Referral & Assistance Projects	<ul style="list-style-type: none"> 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 <p>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.</p>	<ul style="list-style-type: none"> Number of trips completed Number of unduplicated clients receiving trip planning services
Travel Training, Education, & Orientation Projects	<ul style="list-style-type: none"> Number of trainings provided to clients Number of unduplicated clients trained Number of unduplicated organizational staff trained 	<ul style="list-style-type: none"> Number of clients trained Number of trainings provided to organizational staff
Mobility Coalition Projects	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Percentage of work program goals achieved



Additional Considerations for Deliberation

In addition to the five factors noted above, the Special Needs Transportation Committee (SNTC) will have an opportunity to identify additional considerations to use during their deliberations. The 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.