

WSDOT Regional Mobility Grant Application Guide

2011-2013 Biennium

Washington State Department of Transportation, Public Transportation Division
7/30/2010

This document provides guidelines for the preparation, submission and evaluation of grant applications for the WSDOT Regional Mobility Grants program. It also provides information on the administration of Regional Mobility Grant projects, and serves as a statement of the program's policies, along with the WSDOT Guide to Managing Your Public Transportation Grant.

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Regional Mobility Grant Application Guide

Chapter 1: Regional Mobility Grant Overview

Program overview

The Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering the Regional Mobility Grant Program, which is part of the state's Transit Mobility Program (RCW 47.66.030).

The competitive grant program is available to local government agencies to improve connectivity and efficiency. The Department shall select transit mobility projects that (a) are cost-effective, (b) reduce delay for people and goods and (c) improve connectivity between counties and regional population centers. The transit mobility projects recommended to the Legislature for Regional Mobility Grant funds need to be consistent with local and regional transportation and land use plans. In recommending projects to the Legislature, WSDOT is also to consider:

The overall purpose of the 2011-2013 Regional Mobility Grant Program is to help local governments fund transit mobility projects such as:

- inter-jurisdictional service – projects that improve connectivity between counties and regional population centers
- park and ride lots – projects that enhance the efficiency of regional corridors that move people among jurisdictions and modes of transportation
- rush hour transit service – projects that increase capacity on congested corridors
- improved connectivity and efficiency – projects that improve modal connections, enhance corridor efficiency and reduce delay for people and goods

Are the proposed projects meeting or addressing the objectives of:

- Growth Management Act?
- High Capacity Transportation Act?
- Commute Trip Reduction law?
- transportation demand management programs?
- federal and state air quality requirements?
- Federal Americans with Disabilities Act and related state accessibility requirements?

Are the proposed projects:

- enhancing the efficiency of regional corridors in moving people among jurisdictions and modes of transportation?
- reducing delay for people and goods?
- addressing energy efficiency issues?
- supporting freight and goods movement as related to economic development and regional significance?
- reducing rural isolation?
- leveraging other funds?
- resolving safety and security issues?

Grant applications for the Regional Mobility program are generally available once per biennium.

Funding and project schedules

While our objective is to invest the grant funds and deliver public benefits as quickly as possible, many worthwhile projects and services cannot be completed within two years. As a result, we accept proposals that require a maximum four-year delivery schedule. All selected projects must be complete by June 30, 2015. We plan to recommend to the Legislature a set of projects whose spending from July 1, 2011 to June 30, 2013 totals approximately \$40 million.

The program will also request the reappropriated of some funds from the 2009-2011 LEAP List.

Limits on four-year projects:

- We will limit recommended projects that require funds after June 30, 2013 to **no more than \$20 million** of the available 2013-2015 funding.
- All projects that extend beyond June 30, 2013 must deliver significant project milestones (as defined on pages 11-12) before June 30, 2013.
- If selected four-year projects meet their project delivery obligations, these proposals will receive priority in the 2013 recommendation to the Legislature and will not need to reapply for grant funds in 2013.

All grant funding beyond June 30, 2013 is subject to Legislative appropriation:

- Legislative appropriation will be required for any grant funds spent after June 30, 2013, including projects selected in the 2011-2013 grant cycle that receive priority in the 2013 recommendation to the Legislature. Re-appropriation is not guaranteed.
- WSDOT will only provide agreements for funds to be spent from July 1, 2011 to June 30, 2013. If approved by the Legislature and Governor, we will provide a new agreement for funds to be spent from July 1, 2013 to June 30, 2015.

Which organizations are eligible to apply for the Regional Mobility Grant funds?

Cities, counties, ports, and public transportation benefit areas in Washington State are eligible to apply. All Regional Mobility Grant projects must support transit mobility.

What types of capital projects are eligible?

Equipment: Examples include but are not limited to:

- passenger service vehicles
- communications equipment
- computer hardware and data systems; dispatching software
- multimodal enhancements such as bicycle racks
- security equipment

All equipment purchased using Regional Mobility Grant funds must provide the passenger transportation services outlined in the grant application.

Construction: Examples include but are not limited to:

- park and ride lots
- passenger transfer centers
- bus-only or HOV lanes
- bus shelters and rail stations
- transit access improvements

Capital construction projects may include costs associated with preliminary engineering, project level environmental assessment and documentation, final design, real estate purchases and construction. Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses.

What types of operating projects are eligible?

Operating assistance includes activities and services either directly provided or purchased by the applicant. Regional Mobility Grant funds are to help establish viable new or expanded transportation services that provide a measurable public benefit.

General conditions for operating assistance include:

- Operating assistance must support new transit services and/or the incremental cost of expanding existing transit services. New or expanded transit service cannot appear on timetables before the grant proposal deadline.
- Grant-supported operations must begin no later than October 1, 2012.
- Other funding sources must ultimately replace Regional Mobility Grant money as new services become part of the baseline transportation network. Operating assistance for a particular service will be limited to four years. Grant-funded services that started during the 2009-2011 grant cycle are eligible for grant funds through June 30, 2013. Grant-funded services that start during the 2011-2013 grant cycle will be eligible for grant funds through June 30, 2015.

Regional Mobility Grant funds may be used to pay for incremental operating costs of new or expanded service, including labor, benefits, supplies, fuel, insurance, rent, utilities, contracted services and maintenance costs. An operating grant may not be used for depreciation on vehicles purchased with grant funds or costs associated with expenses incurred for time frames outside of the grant period (such as pre-paid insurance coverage).

Examples of eligible operating grants include but are not limited to the following:

- operating assistance for new bus routes, new express service, new or expanded feeder service and service that both increases frequency and reduces headways
- operating assistance for new community connections or multi-jurisdictional transportation corridors

Matching funds

The 2011-2013 Regional Mobility Grant program requires local partners to match 20 percent of the total cost of the project in the form of direct contributions. Additional consideration will be given to projects that provide more than 20 percent match in the form of direct contributions. For more details, see pages 13, 14 and 29.

2011 - 2013 Regional Mobility Grant application cycle

August 2, 2010 Application packets available

September 9, 2010 Grant Writing Workshop - Vancouver 10 a.m.,
WSDOT SW Region Headquarters 11018 NE 51st Circle
Room No. CR 124 (360-905-2000)

September 14, 2010 Grant Writing Workshop - Seattle 10 a.m.,
Goldsmith Building, 401 Second Ave. S. 2nd floor, Large
Conference Room
Room No. 250 (206-464-1220)

September 15, 2010 Grant Writing Workshop - Wenatchee 9 a.m.
WSDOT's North Central Region Area 1 Maintenance Facility
830 Euclid Avenue Building "B", Wenatchee (509-667-3000)
There is only one conference room in building "B"

September 19-22, 2010 Spokane workshop will take place during the 2010 Public
Transportation Conference and EXPO
Red Lion-Inn at the Park 303 W. North River Dr.
Spokane, WA 99201

October 7, 2010 WSDOT must receive applications no later than 4:00 p.m. For details, see Chapter 2.

October 12-Nov 30 Applicants must be available to respond to questions about
their grant application as soon as possible.

Regional Mobility Grant Application Guide

Chapter 2: Applying for Funding

Application requirements

Applicants must submit a grant application that:

- is complete, thorough and clear—limited or vague responses will affect project proposal ranking and incomplete proposals may be removed from consideration
- is in pdf format, if submitted electronically
- is received by WSDOT’s Public Transportation Division before 4:00 p.m. on Tuesday, October 7, 2010 using:
 - U.S. Mail, UPS or FedEx: Public Transportation Division, 310 Maple Park Avenue SE Olympia, WA 98504
 - E-mail: rmg@wsdot.wa.gov **limited to 20 megabytes**
If the file is larger than 20 megabytes, please divide your submission into three separate e-mails with three attached pdfs as follows: 1.) project summary, readiness to proceed, project description, maps and impact on congested corridors; 2.) system integration, financial plan description, financial plan tables, project schedule, Executive Order 05-05, and your WSDOT approved system efficiency/ Performance Measurement Plan and 3.) MPO/RTPO verification and transit agency verification, Greenhouse Gas Reduction Policy, application signature
 - FTP: <ftp://ftp.wsdot.wa.gov/incoming/RegionalMobility> (open in Windows Internet Explorer, in the “Page” drop-down menu in the top, right-hand corner of the window, select “Open FTP Site in Windows Explorer”), or
 - Hand delivery: Public Transportation Division, 310 Maple Park Avenue SE Olympia, WA Room 1A18

WSDOT will confirm receipt of each grant application by the end of the following workday via e-mail. This confirmation will not include an assessment of the completeness or sufficiency of the application.

A complete application packet will include:

1. Project Summary
2. Readiness to proceed
3. Project Description (one page)
4. Maps (one page)
5. Location of Identified Bottlenecks, Chokepoints, or Congested Corridors on the State Highway System
6. Impact on Congested Corridors
7. System Integration (two pages max)
8. Financial Plan Description
9. Financial Plan Tables
10. Project Schedule
11. Executive Order 05-05 questionnaire
12. System Efficiency / Performance Measurement Plan
13. MPO/RTPO Verification
14. Transit Agency Verification
15. Greenhouse Gas Reduction Policy Statement

Application sections

1. Project Summary

Applicants must be available to respond to questions about their grant application as soon as possible. Consider providing alternate contact names and phone numbers.

2. Readiness to Proceed

Projects that minimize project risks and are most likely to deliver benefits to the traveling public in a timely fashion. Scorers will assess readiness and project schedule risks based upon the proposed project schedule and provided documentation. We will not evaluate any proposals that indicate a need to spend Regional Mobility Grant funds beyond June 30, 2015, or that don't deliver public benefits before June 30, 2015. Some projects may need to include Executive Order 05-05 compliance in their project work plan and schedule.

3. Project Description

Describe the scope of the project you are proposing. Include specific information about the scope; for example, the number of new parking spaces, daily round trips or vans. Limit your response to one page.

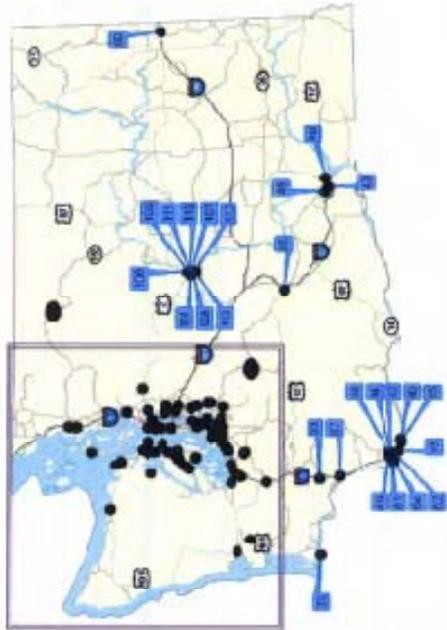
4. Maps

Provide a vicinity map and an engineering drawing or site map with aerial image. Include relevant addresses and cross streets. Limit each map to one 8.5 x 11 inch page. Note: maps will be attached to the application as a separate document, per instructions in application form.

5. Location of Identified Bottlenecks, Chokepoints or Congested Corridors on the State Highway System

The following information is an excerpt from the Washington State Department of Transportation's 2007-2026 Highway System Plan. The entire plan may be viewed at <http://www.wsdot.wa.gov/planning/HSP.htm>

Map 1 : Bottleneck and Chokepoints



● Bottleneck and Chokepoint Locations

Map Developed by: Systems Analysis and Program Development (October 2007)

Map 1: Bottlenecks and Chokepoints

The following list of bottleneck and chokepoint locations were identified as part of the Washington Transportation Plan update process. The list is not all inclusive and will be updated regularly to reflect the changes in growth and traffic patterns throughout Washington State.

Solutions to address the problem(s) associated with this list of locations can be found in the Highway System Plan Implementation Strategies contained within Appendix J. The Highway System Plan Implementation Strategies can also be viewed on the HSP Website available at: <http://www.wsdot.wa.gov/hsp/>

Key	Description
1	I-5 NB off ramp (EB direction) to Sleater Kinney SB
2	Marlin Way Interchange NB off ramp terminal
3	51st to West Lake Sammamish Parkway
4	Mounds-Old Nisqually Road Interchange to Gravelly Lake Drive
5	US 101 south of the community of Arctic
6	Pioneer Way to Kinman-Big Valley Roads
7	94th Ave SE On-ramp to End of WB Climbing Lane
8	Green River to Crest of Hill
9	SR 167 to SR 162
10	SE 383rd St. to Green River
11	I-90 at Front Street
12	Cooper Point Road SW (Moffman Interchange) to I-5
13	SR 410 to 94th Street East
14	Kinman/Big Valley Road to SR 104
15	I-5 at 272nd Street Interchange
16	SR 14 from I-205 to 144th Ave
17	I-5 at Snohomish County Line
18	Kinman/Big Valley Road to SR 104
19	Pacific Avenue Interchange to Marlin Way Interchange
20	Fort Lewis to Thome Lane
21	SR 164 to C Street
22	SR 516 to S. 277th Street
23	SR 161 to SR 167
24	84th Ave. S. to S. 180th Street.
25	I-5 at Northgate
26	US 101 near Aberdeen Couplet/Lavée Street (SR 109)
27	Jackson Avenue to Mile Hill Drive
28	Between Falls View Campground and Spencer Creek Road Vicinity
29	SR 510 to Clark Road SE (SR 507/Manke-Koepfen and SR 507)
30	Hwy 99 at I-5 Interchange
31	SR 20 between SR 19 and Old Fort Townsend Rd
32	Bainbridge Ferry Terminal to Suquamish Way
33	Golf Course Road to Race Street
34	City of Sultan
35	US 2 to SR 9
36	Swanton Rd. to Erie Street
37	39th Avenue SW to SR 512
38	Intersection of SR 104 and SR 522 (Lake City Way)
39	Race Street to Brook Avenue
40	MP 13.46 to 4th Ave. Interchange
41	SR 106 to SR 300
42	Burnett Road (Yalm WCL) to SR 507
43	MP 37.08 to Edison Street Interchange
44	SR 3 and SR 304

Key	Description
45	Eastgate to Sunset I/C
46	SR 240 to George Washington Way
47	SR 300 to Mason/Kittap County Line Vicinity
48	Mason/Kittap County Line Vicinity to Lake Hara Road Vicinity
49	SR 500 to Padden Pkwy
50	Dogwood to Auburn City Limits
51	Bgin Clifton Road to SR 16
52	SR 3 and SR 16
53	181st Avenue East to 202nd Avenue East
54	SR 3 between Sunnyslope Road and SR 14/Gorst Spur
55	From NW 6th Ave to SR 500
56	SR 516 to SE 231st
57	Sahalee Way NE to 244th Ave NE
58	Hwy 99 at SR 104 Interchange
59	SR 522 to I-405
60	I-90, Sullivan Rd. Interchange to Harvard Rd. Interchange
61	SE 231st to 196th Ave SE
62	From SR 14 to Burton Rd
63	Mellen St. I/C to S. of Grand Mound I/C
64	I-5 bridge over Columbia River
65	US 12/16th Ave. Interchange
66	Marlin Way Interchange SB off ramp terminal
67	US 101/SR8 Interchange - SB to EB Ramp (Increasing)
68	I-5 NB Off/On Ramp Terminal at Turnwater Boulevard
69	Pacific Avenue Interchange NB off ramp terminal
70	SB SR-167 at exit for 277th Street
71	SR-512 at Canyon Road Interchange
72	Marvin Road Interchange SB off ramp terminal (SR 510)
73	College Way @ I-5 ramp terminal
74	George Hopper I/C
75	SR-512 at Canyon Road Interchange
76	SR 512 at SR 7 (Pacific Ave) Interchange
77	US 101/SR8 Interchange - WB Ramp (Decreasing)
78	Cook Road I/C
79	I-5 at I-90 Interchange
80	SR 14 intersections with SR 500 and 2nd
81	Intersection with St John's Blvd.
82	Ramp from SR 500 WB to I-205 SB
83	SR 509 at I-705
84	Intersection of SR 503 and Padden Pkwy.
85	SR 18 of SR 167 Interchange
86	I-5 at Lake City Way
87	From Talley Way to I-5
88	I-5 and SR 512 Interchange
89	SR 522 at Paradise Lake Road
90	I-5 SB off ramp to N 2nd Avenue and US 101 off ramp to N 2nd
91	Intersection of SR 3 and SR 300
92	SR 410 at SR 165 Intersection
93	Intersection of SR 411 and PH 10 Road
94	Intersection of SR 500 and SR 503
95	Intersection of SR 3 and SR 104
96	Noll Road to Poulsbo City Limits
97	Intersection of SR 19 and SR 116
98	SR 305/SR 307 Intersection
99	SR 303/Riddell Road to McWilliams Road
100	I-5 SB Off/On Ramp Terminal at Turnwater Boulevard
101	I-5 between US 101 and Henderson St. exit
102	I-5 between Trosper Road Interchange and Thurston/Pierce Co. Line
103	Mounds Road to 48th Street
104	Mounds Road to 48th Street
105	Miller Bay to Kingston Ferry
106	US 2/East Wenatchee - Cascade Ave Interchange
107	SR 28/Junction US 2/97 to 9th Street - Stage 3
108	SR 28/Junction US 2/97 to 9th Street - Stage 4
109	SR 28/Junction US 2/97 to 9th Street - Stage 5
110	SR 28/Junction US 2/97 to 9th Street - Stage 6
111	SR 28/Junction US 2/97 to 9th Street - Stage 7
112	SR 28/Grant Road Vicinity
113	West Approach - George Sellar Bridge
114	North Wenatchee Ave. at SR 14

6. Impact on Congested Corridors

Clearly describe the congestion problem, and how the proposed project will reduce the congestion. The explanation should relate the project to both the public transportation system and the broader regional transportation system and should clearly demonstrate the connection between the problem and your proposal. Include information regarding how the project addresses a bottleneck or chokepoint listed in attachment B (Washington State Department of Transportation Highway System Plan) or a locally identified congested corridor or a roadway location operating with a level of service B, C, D, E or F using Transportation Research Board 2000 Highway Capacity Manual standards. Applicants may also reference WSDOT traffic data, or other sources of data in describing the project's anticipated impact on congested corridors. Grantees are encouraged to go beyond explanations based solely on physical proximity of the project site to congested areas. If you use a level of service be prepared to provide documentation showing how the level of service rating was developed. Limit your response to one page.

7. System Integration

Describe the system integration problems your proposal addresses. For example, indicate how your proposal:

- improves multimodal connections and service
- establishes or improves connections between counties or urban centers
- exemplifies coordination among jurisdictions and/or
- improves the use of demand management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs
- Limit your response to two pages

8. Financial Plan Description

Describe the project financial plan in tables and text and provide documentation from project partners. Proposals must include information indicating plans to provide full funding to complete the project and measure performance, and funding to maintain the project or service after Regional Mobility Grant funding expires. Please explain any unusual financial elements.

Grant reviewers will consider financial plan feasibility, which will influence overall project rankings. As a result, selected projects must comply with financial plans listed in their proposal and the proposed financial plan will serve as the basis for grant agreements.

Financial partners: All proposals must describe the project's lead agency and any financial partners for the project. Projects that receive funds from another organization must provide a letter of concurrence, award letter or other financial documents from the organization. The documents must clearly state the financial commitment. Undocumented funding sources may be included in financial plans, but will be considered unsecured.

Matching funds: The 2011-2013 Regional Mobility Grant program requires local partners to match 20 percent of the total project cost in the form of direct contributions. Additional consideration will be given to projects that provide more than 20 percent match in the form of direct contributions.

Direct contributions are cash or other assets that directly benefit the project and are a fundamental element in constructing or operating the project. Any funding source can be used as match, except other competitive state grant funds. Examples of eligible direct match are:

- real estate held by the applying agency that would be used for a park and ride lot (real estate could not have been purchased with other competitive grant funds)
- preliminary design/engineering or project level environmental documentation
- in-house staff paid to directly manage a construction project
- in-house labor directly supporting operations of a specific transit route or service

Qualifying expenditures incurred before the grant agreement date may be used as local match. Examples:

The agency has completed final design work and purchased property for a park and ride lot with local funds. The design and real estate acquisition costs can serve as direct project contributions used to match construction funds requested from the Regional Mobility Grant program.

An agency will purchase four transit coaches for an expansion route through a designated congested corridor. The new transit coaches will arrive before June 2013. The coach purchase costs can serve as direct project contributions used to match operating funds requested from the Regional Mobility Grant program.

Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses for the purpose of direct match.

For Operations projects, do not include fares generated by increased service funded by a grant as matching funds for that grant. Net expenditures are determined by deducting passenger fares and ineligible expenditures from gross expenditures. Deduct the amount of your total match from your net expenditures to determine the maximum total amount that can be requested.

9. Financial Plan Tables (fill in the tables with data from No.8 above)

10. Project Schedule

All two-year projects must be operationally complete, deliver public benefits and spend all 2011-2013 grant funds before June 30, 2013. All four-year projects must be operationally complete, deliver public benefits and spend all 2011-2013 grant funds before June 30, 2015. All proposed four year projects must spend some grant funds and deliver significant project milestones by June 30, 2013, which are defined, at a minimum, as:

Capital construction:

- complete 90% design/preliminary engineering
- complete environmental documentation
- set contract ad date
- set construction start date and project completion date (before June 30, 2013)

Capital equipment:

- obtain procurement contract or access to existing procurement contract
- place order
- set delivery date

Operations:

- provide public service or program starting on or before October 1, 2012

Project proposals that include a combination of capital and operations must meet milestone requirements for capital construction and/or capital equipment. Project milestones must be documented on the attached project schedule worksheet. Please explain any unusual schedule elements.

For example, an explanation would be required for a capital construction project that includes only a few weeks in their schedule to obtain environmental permits, acquire land and competitively select and hire a contractor or document Executive Order 05-05 compliance. Project schedules must be thorough. At a minimum, provide dates for the following required project milestones:

Capital construction:

- 10% design
- 30% design
- 60% design
- 90 % design
- complete environmental documentation
- obtain required permits
- Executive Order 05-05 compliance
- Land acquisition/right-of-way certification
- contract ad date
- contract award date
- construction start date
- operationally complete
- fully complete

Capital equipment*:

- establish or identify procurement contract
- place order
- first vehicle delivery date
- last vehicle delivery date
- first service start date
- all new vehicles in service

*Note: for capital equipment projects procuring equipment other than vehicles, the following milestones may be used in place of those above related specifically to vehicles. Alternate milestones include: “first equipment accepted,” “first equipment installation date,” “all equipment accepted,” “all equipment installed,” “equipment testing” and “all equipment in service.”

Operations:

- service plan completed
- start date established
- service start date

Grant reviewers will consider project schedule feasibility. Project schedules will inform the readiness to proceed evaluation criteria. As a result, selected projects must comply with the schedules included in their proposal.

11. Executive Order 05-05

This section of the application consists of a questionnaire regarding the proposed project's status in terms of compliance with Executive Order 05-05. This portion of the application is not competitively scored, but is used for administrative purposes only. Should your project be selected for Regional Mobility funding, this information will help WSDOT expedite resolution of any requirements related to EO 05-05 compliance for your project.

Background

EO 05-05 requires review of all capital construction projects and land acquisitions for the purposes of capital construction projects that are not undergoing Section 106 review under the National Historic Preservation Act of 1966.

The EO 05-05 process is not required if you meet any of these conditions:

- your project is a capital equipment only project
- your project is an operations only project
- your project includes federal funding and is completing the federal Section 106 environmental review process

If your project is subject to EO 05-05, you will need to include time and money in your project schedule and budget for compliance. Previous project teams have spent at least three to six months on this process. The following lists typical steps in the process to comply with EO 05-05.

1. WSDOT's Public Transportation Division (PTD) determines which of the selected grant projects are subject to Executive Order 05-05 (EO 05-05).
2. WSDOT's PTD provides the grantees with a copy of the EZ form required to review the project for compliance with EO 05-05 and a copy of the Unanticipated Discovery Plan (UDP) template.
3. The grantee submits the completed EZ form for review to WSDOT- PTD who submits the form for review by WSDOT-Environmental. WSDOT-Environmental reviews the form for completeness and determines the Tribes affected based on the project location.
4. If the information in the form needs additional clarification, WSDOT-Environmental returns the form to WSDOT-PTD with notes on the necessary revisions. WSDOT-PT consults with the grantee to complete the form.
5. Simultaneously:
 - a. Once the form contains all necessary information, WSDOT-Environmental submits the form for review by the Department of Archaeology and Historic Preservation (DAHP).
 - b. With the information from the EZ form, WSDOT-PTD prepares letters notifying tribes of the project. Notification to the tribes requires a 30-day waiting period for response.
 - c. The grantee can begin preparing the Unanticipated Discovery Plan document with the information on the Tribes affected by the project.
6. Simultaneously:

- a. DAHP reviews the project and issues a letter to WSDOT-Environmental with a ruling on what is required to comply with EO 05-05.
 - b. The grantee submits the UDP to WSDOT-PTD for review.
 - c. If any responses are received from the notified tribes, the responses will be shared with WSDOT-Environmental, DAHP and the grantee. WSDOT-PTD will coordinate with the grantee and WSDOT-Environmental on a response.
7. WSDOT-Environmental provides the letter from DAHP to WSDOT-PTD who provides it to the grantee along with consultation on next steps. Based on DAHP's ruling one of the following three cases is likely^{1,2}.
- a. DAHP rules that a cultural resource survey is required. A cultural resource survey cannot be completed until design of the project has reached a point that clearly indicates the location and depth of all ground disturbing construction activities.
 - b. DAHP rules that a site monitor is required during all construction activities exceeding a certain depth.
 - c. DAHP rules that the project is not likely to affect cultural resources and nothing further is required.
8. If a cultural resource survey is required, the grantee must provide a report documenting the findings of the cultural resource survey of the project and site to WSDOT. WSDOT-PT and WSDOT-Environmental are available to assist in reviewing potential scopes of work for the cultural resource survey or draft reports.
9. Once the report is complete and submitted to WSDOT-PT, WSDOT-Environmental will review and present the findings to DAHP for consideration. DAHP will review and respond on whether the findings of the survey meet the compliance for EO 05-05.
10. Once the EO 05-05 compliance is met, the project will be given notice to proceed.³ The full text of Executive Order 05-05 can be found at this link:
http://www.governor.wa.gov/execorders/eo_05-05.pdf

12. System Efficiency / Performance Measurement Plan

This portion of your application should lay out the projected benefit of the project, as well as a plan for measuring the project's benefits once the service or facility has become operational.

Operations, Equipment, and Construction Projects

Provide effectiveness measures:

- annualized reduction in vehicle miles traveled (VMT)
- annualized reduction of vehicle trips (VT)

As part of the application process, agencies must provide information about underlying assumptions and show calculations that indicate how they determined their projects proposed reductions in VMT and VT. Underlying assumptions must be consistent with industry best practices and relevant corridor planning, alternatives analysis, major investment studies, corridor

¹ DAHP may require that the design be completed or close to final before ruling on the project.

² In all cases if anything is uncovered during construction activities, stop work immediately and follow the directions in the project's Unanticipated Discovery Plan.

³ A project may not begin construction until EO 05-05 compliance is met.

analysis and/or environmental documentation. Agencies should be prepared to show documentation upon request.

Projects which improve transit service efficiency

Travel time improvements may be the most direct metric to measure project benefits rather than VT and VMT reductions. If this is the case for the project you are proposing, your application may include travel timesaving's estimates as a primary indicator. However, in order to render projects comparable, you must convert these results into VT and VMT reductions. We recommend doing so using the guidance provided in Transit Cooperative Research Program Project A-23A, "Cost and Effectiveness of Selected Bus Rapid Transit Components," which found that ridership increases by approximately 0.3% to 0.5% for every 1% decrease in transit travel time. Based on this study it is reasonable to assume a 0.4% increase in ridership for every 1% decrease in transit travel time.* If there is reason to use another conversion rate you must provide sufficient justification for using it.

*More information is available here:

TCRP Report 118, the BRT Practitioner's Guide

http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_118.pdf

NCHRP Report 616: Multimodal Level of Service Analysis for Urban Streets.

http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_616.pdf See page75

WSDOT will conduct a review for accuracy and may contact applicants for clarification. You must provide a range for each effectiveness measure that indicates projected performance in the first year of operation and the fourth year of operation.

Project Measurement Plan

Applications must include a plan for monitoring project performance after the project has become operationally complete. This Performance Measurement Plan must contain, at a minimum:

- Metrics that capture both **vehicle trips (VT)** reduced, and reductions in **vehicle miles travelled (VMT)** created by the project, and a description of the source and type of data to be used
- A plan to conduct baseline measurement, for comparison with performance data collected once the project becomes operational (note: for some projects, such as a new service or facility, where there is no "before" scenario with which to compare, baseline data may not be feasible or necessary. If that is the case with your project, simply provide a short explanation for not including baseline data.)
- A plan to provide performance data in accordance with the scheduling requirements described below.

Performance data reporting requirements differ somewhat for Operations projects, and for Capital and Equipment projects.

For Operations projects, performance data will be included in quarterly reports once new or expanded service has begun.

Performance data must also be reported annually for four years after the end of the project. For operations projects, annual performance data reports are submitted for the four full calendar years after Regional Mobility Grant funding ends.

For capital Vehicle and Equipment projects, and for capital Construction projects performance data is not reported on a quarterly basis, but is reported annually for four full calendar years once the project is operationally complete (i.e., once equipment and/or vehicles or facilities are in service).

The table below summarizes the schedule for reporting statistical results data (VT and VMT reduced, and others) for each type of project.

	<i>Quarterly Reports</i>	<i>Annual Reports</i>
Operations	Performance data included in Quarterly Progress Reports <u>once service starts</u>	Performance data submitted annually for four years <u>after end date of grant period</u>
Equipment/ Vehicles, and Construction	Performance data <u>not required</u> in Quarterly Progress Reports during the grant period	Performance data submitted annually for four years <u>after project is operationally complete</u> (in service).

Though VT and VMT reduction are key indicators, and therefore considered essential to the Performance Measurement Plan, grantees are encouraged to include other indicators in their Performance Measurement Plans to the extent feasible. Both qualitative and quantitative measures should be used.

Performance measurement will be included in grant agreements. Measures and methods included in the proposal must be used to report performance unless revisions are requested in writing and approved in advance by WSDOT's Public Transportation Division. Limit your response to no more than three pages.

Park and Ride

Vehicle Trips Reduced Annually

$$= (\textit{utilization}) * (\textit{capacity}) * \left(2 \frac{\textit{trips}}{\textit{day}} \right) * \left(260 \frac{\textit{days}}{\textit{year}} \right)$$

Transit Service

Vehicle Trips Reduced Annually

$$= \left((\textit{daily ridership}) * \left(260 \frac{\textit{days}}{\textit{year}} \right) \right) - \left((\textit{daily bus trips}) * \left(260 \frac{\textit{days}}{\textit{year}} \right) \right)$$

Park and Ride or Transit Service

Vehicle Miles Traveled Reduced Annually

$$= (\textit{Vehicle Trips Reduced Annually}) * (\textit{Average One Way Trip Length in Miles})$$

Example #1 - Park and Ride Expansion Project

The existing park and ride is used primarily by commuters and has reached capacity. The expansion of the lot will provide an additional 100 spaces. On average trips leaving the park and ride travel a distance of 13 miles one way. In the opening year utilization is anticipated at 50% with the lot being fully utilized by year 4.

Key Facts:

- Weekday use
- 100 spaces
- 50% initial utilization, 100% utilization in year 4

Year 1 - Annual Vehicle Trips Reduced

$$\begin{aligned} &= (0.50 \text{ utilization}) * (100 \text{ spaces}) * \left(2 \frac{\text{trips}}{\text{day}} \right) * \left(260 \frac{\text{days}}{\text{year}} \right) \\ &= 26,000 \text{ Vehicle Trips} \end{aligned}$$

Year 4 - Annual Vehicle Trips Reduced

$$\begin{aligned} &= (1.00 \text{ utilization}) * (100 \text{ spaces}) * \left(2 \frac{\text{trips}}{\text{day}} \right) * \left(260 \frac{\text{days}}{\text{year}} \right) \\ &= 52,000 \text{ Vehicle Trips} \end{aligned}$$

Annual Vehicle Trip Reduction:

26,000 in year 1 and 52,000 in year 4

Year 1 - Annual Vehicle Miles Traveled Reduced

$$\begin{aligned} &= (26,000 \text{ Vehicle Trips Reduced}) * (13 \text{ miles}) \\ &= 338,000 \text{ Vehicle Miles Traveled} \end{aligned}$$

Year 4 - Annual Vehicle Miles Traveled Reduced

$$\begin{aligned} &= (52,000 \text{ Vehicle Trips Reduced}) * (13 \text{ miles}) \\ &= 676,000 \text{ Vehicle Miles Traveled} \end{aligned}$$

Annual Vehicle Miles Traveled Reduced:

338,000 in year 1 and 676,000 in year 4

Example #2 – Transit Service Project

This new commuter service will provide transit along a congested corridor connecting areas where service does not currently exist. The service will provide 10 trips per weekday. Average daily ridership is estimated at 240 riders per day in year 1 and 400 riders per day in year 4. The average distance of the service is 15 miles one way.

Key Facts:

- 10 trips per weekday
- Average of 240 riders per day in year 1 and 400 riders per day in year 4
- Average 15 mile one way rider trip length

Year 1 - Annual Vehicle Trips Reduced

$$= \left((240 \text{ daily riders}) * \left(260 \frac{\text{days}}{\text{year}} \right) \right) - \left((10 \text{ daily bus trips}) * \left(260 \frac{\text{days}}{\text{year}} \right) \right)$$

$$= 59,800 \text{ Vehicle Trips}$$

Year 4 - Annual Vehicle Trips Reduced

$$= \left((400 \text{ daily riders}) * \left(260 \frac{\text{days}}{\text{year}} \right) \right) - \left((10 \text{ daily bus trips}) * \left(260 \frac{\text{days}}{\text{year}} \right) \right)$$

$$= 101,400 \text{ Vehicle Trips}$$

Annual Vehicle Trip Reduction:

59,800 in year 1 and 101,400 in year 4

Year 1 - Annual Vehicle Miles Traveled Reduced

$$= (59,800 \text{ Vehicle Trips Reduced}) * (15 \text{ miles})$$

$$= 897,000 \text{ Vehicle Miles Traveled}$$

Annual Vehicle Miles Traveled Reduced:

Year 4 - Annual Vehicle Miles Traveled Reduced

$$= (101,400 \text{ Vehicle Trips Reduced}) * (15 \text{ miles})$$

$$= 1,521,000 \text{ Vehicle Miles Traveled}$$

So: 897,000 in year 1, and 1,521,000 in year 4

Example #3 – Transit Service Efficiency Improvements

This project will provide transit signal prioritization on a congested corridor served by an existing express bus route. The current route travels approximately 12 miles with an average travel time of 40 minutes. The average rider trip length is assumed to be equivalent to the approximate route length because the service is express with stops at the beginning and end of the route. Traffic analysis for the corridor indicates that the implementation of transit signal prioritization will reduce the transit travel time by 4 minutes. Currently there are 10 transit trips per weekday which will continue after the project is implemented. The current average daily ridership is 250 riders per day. Ridership has increased by approximately 2% each year over the last several years. The project is expected to be complete in late 2012.

Key Facts:

- Average Trip length is 12 miles
- Current travel time is 40 minutes
- Project will reduce the travel time by 4 minutes
- 10 transit trips per weekday
- Current average daily ridership is 250 riders per day
- Natural ridership growth is approximately 2% per year
- Project completion by end of 2012

Transit Cooperative Research Program Project A-23A, “Cost and Effectiveness of Selected Bus Rapid Transit Components,” found that ridership increases by approximately 0.3% to 0.5% for every 1% decrease in transit travel time. Based on this study it is reasonable to assume a 0.4% increase in ridership for every 1% decrease in transit travel time.

$$\text{Anticipated \% Travel Time Reduction} = \frac{\text{Travel Time Reduction in Minutes}}{\text{Total Baseline Travel Time in Minutes}}$$

$$= \frac{4 \text{ Minutes}}{40 \text{ Minutes}} = 10\% \text{ Travel Time Reduction}$$

$$\% \text{ Ridership Increase} = \% \text{ Travel Time Reduction} * \frac{.4\% \text{ Ridership Increase}}{1\% \text{ Travel Time Reduction}}$$

$$= 10\% \text{ Travel Time Reduction} * \frac{.4\% \text{ Ridership Increase}}{1\% \text{ Travel Time Reduction}} = 4\% \text{ Ridership Increase}$$

$$\text{Year 1 Ridership Increase} = (\text{Current Ridership}) * (\% \text{ Ridership Increase})$$

$$= (250 \text{ Daily Riders}) * (4\% \text{ Ridership Increase}) = 10 \text{ New Daily Riders}$$

$$\text{Annual Vehicle Trips Reduced} = (\text{New Daily Riders}) * \left(260 \frac{\text{days}}{\text{year}}\right)$$

Year 1 Annual Vehicle Trips Reduced

$$= (10 \text{ New Daily Riders}) * \left(260 \frac{\text{days}}{\text{year}}\right) = 2,600 \text{ Annual Vehicle Trips Reduced}$$

Year 4 Annual Vehicle Trips Reduced

$$\begin{aligned} & \textit{Year 4 Ridership Without Project Improvements} \\ & = (\textit{Current Ridership}) \\ & * (1 + \textit{Average \% Ridership Increase per Year})^{\textit{number of years of growth}} \\ & = (250 \text{ Daily Riders}) * (1 + 2\% \text{ Average Ridership Increase per Year})^4 \textit{ years of growth} \\ & = 271 \text{ Daily Riders in Year 4 Without Project Improvements} \end{aligned}$$

$$\begin{aligned} & \textit{Year 4 Ridership Increase} \\ & = (\textit{Year 4 Ridership Without Project Improvements}) \\ & * (\% \textit{Ridership Increase from Project Improvements}) \\ & = (271 \text{ Daily Riders}) * (4\% \text{ Ridership Increase from Project Improvements}) \\ & = 11 \text{ New Daily Riders} \\ & = (11 \text{ New Daily Riders}) * \left(260 \frac{\text{days}}{\text{year}}\right) = 2,860 \text{ Annual Vehicle Trips Reduced} \end{aligned}$$

Annual Vehicle Trips Reduced (VT)

2,600 in year 1 and 2,860 in year 4

$$\begin{aligned} & \textit{Annual Vehicle Miles Traveled Reduced} \\ & = (\textit{Annual Vehicle Trips Reduced}) * (\textit{Average Trip Length}) \end{aligned}$$

Year 1 Annual Vehicle Miles Traveled Reduced

$$\begin{aligned} & = (2,600 \text{ Annual Vehicle Trips Reduced}) * \left(12 \frac{\text{miles}}{\text{trip}}\right) \\ & = 31,200 \text{ Annual Vehicle Miles Traveled Reduced} \end{aligned}$$

Year 4 Annual Vehicle Miles Traveled Reduced

$$\begin{aligned} & = (2,860 \text{ Annual Vehicle Trips Reduced}) * \left(12 \frac{\text{miles}}{\text{trip}}\right) \\ & = 34,320 \text{ Annual Vehicle Miles Traveled Reduced} \end{aligned}$$

Annual Vehicle Miles Traveled Reduced (VMT)

31,200 in year 1 and 34,320 in year 4

13. MPO/RTPO Verification

This step should be completed before developing the grant application. Attach correspondence (letter, memo or e-mail is sufficient) from the relevant Metropolitan Planning Organization (MPO)/Regional Transportation Planning Organization (RTPO) to verify the project is consistent

with the regional transportation plan or policies, local transportation plans or policies and local transit plans or policies.

Requests for correspondence documenting consistency with regional plans should be requested as soon as possible to allow agencies adequate time for consistency review.

Project proponents should provide the MPO/RTPO with the above information in their request for concurrence.

Applicants must answer all of the following yes or no questions to allow the MPO/RTPO to conduct the consistency review:

1. Is the project currently programmed in the Regional Transportation Improvement Plan? If yes, cite the project identifying number.
2. Has the project undergone consistency review as part of an MPO/RTPO project approval or similar action? If yes, cite the project identifying number in the RTP/MTP.
3. Is the project in the sponsor's system or comprehensive plan? If yes, cite the document and page (or Web URL) and attach a copy.
4. Is the project in the comprehensive plans or 6-year Transit Development Plan and/or Capital Improvement Plans of the affected county and city jurisdictions? If yes, cite the documents and pages (or Web URLs) and attach copy of the specific policies.

14. Transit agency Verification

If a proposal will affect one or more transit agencies you must provide correspondence (letter, memo or e-mail is sufficient) to verify the project is consistent with their plans and policies.

Requests for correspondence documenting consistency with transit plans and policies should be requested as soon as possible to allow transit agencies adequate time for review and response.

15. Greenhouse Gas Reduction Policy Statement

Based on RCW 70.235.070, which outlines fund distribution prerequisites for infrastructure and capital development projects, all regional mobility grant applicants should adopt a greenhouse gas emission reduction policy. The greenhouse gas emission reduction policy should be adopted in accordance with this new law by your agency before the October 7, 2010, grant application deadline.

Agencies who have not adopted such a policy by the application due date will not be considered for grant funding. For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.235.070>

16. Application Signature

The application shall be signed by an individual who is authorized to sign contracts.

Regional Mobility Grant Application Guide

Chapter 3: Evaluation Criteria and Scoring Methodology

The 2011-2013 criteria for the Regional Mobility Grant Program are:

Readiness to Proceed	10 points
Impact on Congested Corridors	30 points
System Integration	30 points
Financial Commitment	10 points
System Efficiency	20 points
Greenhouse Gas Reduction Policy	5 points

Readiness to proceed

Definition:

Projects that minimize project risks and are most likely to deliver benefits to the traveling public in a timely fashion. Scorers will assess readiness and project schedule risks based upon the proposed project schedule and provided documentation. We will not evaluate any proposals that indicate a need to spend Regional Mobility Grant funds beyond June 30, 2015, or that don't deliver public benefits before June 30, 2015. Some projects may need to include Executive Order 05-05 compliance in their project work plan and schedule.

High Score (8-10 points):

Projects that can deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and provide documentation that indicates the project has reached notable milestones that reduce schedule risk. Examples:

- Capital construction: has obtained required environmental permits or exemptions, has obtained or leased required real estate, at 30 percent design, and has assessed whether Executive Order 05-05 compliance is required and included compliance in the project schedule
- Capital equipment: has completed all specifications and requirements documentation and would use an existing purchase agreement
- Operations: could utilize existing equipment, facilities and staff

Medium Score (4-7 points):

Projects that can:

- deliver significant public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and has reached notable milestones that reduce schedule risk
- deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and provides limited information regarding project risks and risk management or

- deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and have not reached notable project milestones, for example:
 - Capital construction: still working to obtain environmental permits, acquire or lease land, complete preliminary engineering and design
 - Capital equipment: still developing purchase specifications and requirements or purchase agreement
 - Operations: still acquiring equipment, expanding facilities or hiring and training staff
- deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and provides information that indicates that project schedule risks are low

Low Score (0-3 points):

Projects that can:

- deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) and have not provided a complete project schedule or identified project risks and risk management plans
- deliver all public services and benefits before or by June 30, 2013 (for two year projects, or June 30, 2015 (for four year projects) but have omitted key steps from the project schedule, significantly underestimated timelines or omitted supporting documentation to indicate how aggressive timelines would be met, or provides limited or no information regarding project schedule risk and risk management

Impact on Congested Corridors

Definition:

A project that uses public transportation and/or demand management funds to improve performance and reduce person delay within a congested corridor or at a congested location.

High Score: (21-30 points)

The project addresses a bottleneck or chokepoint as shown on map in section 5 “Location of Identified Bottlenecks, Chokepoints or Congested Corridors on the State Highway System” or a locally identified corridor or location operating with a level of service E or F using Transportation Research Board 2000 Highway Capacity Manual standards.

Medium Score: (11-20 points)

The project addresses a congested corridor or location indicated in red or orange on page 12 or with a Level of Service D using Transportation Research Board 2000 Highway Capacity Manual standards.

Low Score: (0-10 points)

The project addresses a roadway with a Level of Service B or C using Transportation Research Board 2000 Highway Capacity Manual standards.

System Integration

Definition:

Projects that provide documentation to indicate coordination among jurisdictions and improve:

1. multimodal connections and service
2. connections between counties or urban centers and/or

3. the use of demand management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs

High Score: (21-30 points)

Projects that significantly improve regional system integration and provide documentation indicating support from all directly affected jurisdictions.

Medium Score: (11-20 points)

Projects that improve regional system integration and significantly improve local system integration and provide documentation indicating support from some or all directly affected jurisdictions.

Low Score: (0-10 points)

Projects that marginally improve regional or local system integration and/or provide no documentation indicating support from directly affected jurisdictions.

Financial Commitment

Definition:

A project that provide matching funds, financial partnerships, a financial plan, and a commitment to continue the project beyond the initial grant.

Requirements:

- Projects must provide at least 20 percent secured matching funds, which are direct local, federal, private or non-profit contributions that cover eligible expenses.
- Matching funds must be from a documented and secure source of funding. Any partnership funds used as match must be documented.
- Projects without a financial plan or a commitment to maintain the project or service beyond the initial grant will not be evaluated.

Scoring (maximum of 10 points):

One point for each percentage of match provided above 20 percent with a maximum of 10 points available. For example, a proposal offering 27 percent match would receive 7 points, a proposal offering 29 percent match would receive 9 points and a proposal offering 35 percent match would receive 10 points.

System Efficiency

Definition:

System efficiency is the expected reduction in vehicle trips and vehicle miles traveled. Applicants may supplement these required measures with other efficiency benefits.

High Score: (14-20 points)

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the top third of proposals received.

Medium Score: (7-13 points)

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the middle third of proposals received.

Low Score: (0-6 points)

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the bottom third of proposals received.

Greenhouse Gas Reduction Policy

A policy is a statement that guides decision-making. In this context, it is a statement that indicates a commitment of the applicant to a particular course of action to reduce Greenhouse Gas Emissions and Vehicle Miles Traveled by its activities.

New for this grant cycle is RCW 70.235.070, which states “Beginning in 2010, when distributing capital funds through competitive programs for infrastructure and economic development projects, all state agencies must consider whether the entity receiving the funds has adopted policies to reduce greenhouse gas emissions. Agencies also must consider whether the project is consistent with:

- 1) The state’s limits on the emissions of greenhouse gases established in RCW 70.235.020;
- 2) Statewide goals to reduce annual per capita vehicle miles traveled by 2050, in accordance with RCW 47.01.440, except that the agency shall consider whether project locations in rural counties, as defined in RCW 43.160.020, will maximize the reduction of vehicle miles traveled; and
- 3) Applicable federal emissions reduction requirements.”

High Score: (4-5 points)

A robust Greenhouse Gas Emissions policy covering most or all functions performed by that agency, and which demonstrates a clear links to actions to reduce the agency’s carbon footprint, and/or sets specific goals or targets for reducing emissions. The proposed project fully supports RCW 47.01.440.

Medium Score: (2-3 points)

A less robust Greenhouse Gas Emissions policy covering some or most functions performed by the agency, but which does not show how policies are implemented, and/or does not set specific goals or targets. The proposed project fully or partially supports RCW 47.01.440.

Low Score: (0-1 points)

A Greenhouse Gas Emissions policy that does not pertain directly to the work performed by the agency, does not demonstrate a link to emission reducing activities, and does not address targets for reduced emissions. The proposed project partially or weakly supports RCW 47.01.440.

Regional Mobility Grant Application Guide

Chapter 4: Selection Process

Step One: WSDOT Public Transportation Division

The Public Transportation Division will perform the initial assessment of the grant applications. Applications that are received by WSDOT after the deadline are deemed incomplete or do not include at least 20 percent matching funds will not be evaluated. See Chapter 2.

Step Two: Grant Review Panel

An Independent Grant Review Panel will review all eligible applications. The panel will score each application based on the criteria included in Chapter 3. The panel will recommend a prioritized project list to the Public Transportation Advisory Committee.

Step Three: Public Transportation Advisory Committee

The Public Transportation Advisory Committee will review the prioritized project list and will consider any policy issues that affect project selection. They will recommend a prioritized list to the Public Transportation Division.

Step Four: WSDOT Public Transportation Division

The Public Transportation Division will recommend a prioritized list to the Secretary of Transportation.

Step Five: Secretary of Transportation

The Secretary of Transportation will recommend a prioritized list to the Washington State Legislature.

Step Six: Washington State Legislature

The Washington State Legislature will take action on the Secretary's recommendation during the development of the 2011-2013 Transportation Budget, which is then sent to the Governor.

Step Seven: Governor

The Governor will take action on the 2011-2013 Transportation Budget.

Step Eight: WSDOT Public Transportation Division and Local Agencies

Once the Governor has signed the budget and the new biennium begins on July 1, 2011, the Public Transportation Division can finalize agreements for those projects that are included in the budget appropriation.

Regional Mobility Grant Application Guide

Chapter 5: Program Administration

Agreements

The effective date of a 2011-2013 Regional Mobility Grant can be no sooner than July 1, 2011.

Grantee's can bill for project expenses incurred on July 1, 2011 until the end of the agreement period, once all parties have signed the agreement.

The lead agency for each project must propose all changes to budget, scope or schedule in writing via a letter to WSDOT's Regional Mobility Grant Administrator. Proposed changes must be approved before they are implemented. Agency request letters must include the reasons for the proposed changes; the impact on scope, schedule and/or budget and local agency efforts to minimize or mitigate the impacts. WSDOT Public Transportation Division will review requested changes and, if mutually acceptable, document them with a memo or letter to the file or an agreement amendment.

Reporting Requirements

All grant recipients are required to submit reports to provide information about project delivery and performance. Performance measures must include, but are not limited to, vehicle miles traveled reduced and vehicle trips reduced. WSDOT's Public Transportation Division must approve all revisions to performance measures or methods in advance and in writing.

All grant recipients shall submit a complete Quarterly Progress Report within 30 days after the end of the calendar quarter. Projects that do not submit complete and accurate quarterly project reports and performance reports by reporting deadlines are subject to the corrective actions, including a loss of standing as defined in the In Good Standing policy.

1. Operating projects

Quarterly project reports include information about progress toward service delivery. Quarterly performance reports are required after the service begins until grant funding expires, either June 30, 2013, or June 30, 2015. Grant recipients must submit an annual performance report for each of the next four years on the anniversary date when the project became operationally complete.

2. Capital construction and equipment projects:

Quarterly project reports, due 30 days after the end of each quarter during the grant period, include information about progress toward project delivery. They must identify:

- activities accomplished
- milestones achieved
- expenditures incurred
- most current plan for remaining expenditures
- problems encountered

After a capital project is operationally complete, grant recipients must submit an annual performance report in each of the next four years on the anniversary date when the project became operationally complete.

In Good Standing

WSDOT's Public Transportation Division is responsible for administering grant funds in conformity with the state and federal laws associated with receiving those funds. To ensure compliance with those laws and commonly recognized best practices for grants management, WSDOT has implemented an In Good Standing policy. All grant recipients are required to maintain In Good Standing status to receive payments and to be eligible to receive grants from the Public Transportation Division.

1. What performance requirements are considered when determining In Good Standing?

During the course of the project, WSDOT staff will evaluate the following performance requirements:

- Responsiveness to communications and requests for information by WSDOT
- Maintenance of adequate financial records that document and support all grant expenditures
- Submittal of accurate and timely quarterly progress reports, including project risks and issues, and invoices
- Advance requests and approvals for scope, schedule or budget changes
- Full participation in site visits with timely responses to any deficiencies that are noted during and/or after the site visit
- Submission of annual reports to WSDOT to include audit documents, vehicle inventory, drug/alcohol reports, Disadvantaged Business Enterprises, etc. if applicable
- Compliance with all contractual obligations, which may include signage on capital construction projects
- Receipt of a passing score on the agency risk assessment conducted by WSDOT staff, if applicable
- Satisfactory progress on the grant-funded project

2. What happens if performance requirements are not met?

An organization that does not meet any of the above performance requirements will not maintain In Good Standing status and can expect one or more of the following responses:

- Warning letter to the agency's Executive Director and/or Board of Directors that identifies deficiencies, the necessary remedies, and a timeline for those corrections
- Suspension of grant fund payments
- Ineligibility for any additional Regional Mobility Grant funds either within the current biennium or in future biennia
- An audit of the agency to determine compliance with contractual obligations

Guide to Managing Your Grant

Grant recipients must comply with expectations listed in WSDOT's 2011 Guide to Managing Your Public Transportation Grant. This document will be available to grant recipients in spring 2011, before grant agreements are completed. The 2011-2013 Guide to Managing Your Public Transportation Grant is available for review on WSDOT's Web site at www.wsdot.wa.gov/Transit/Library/Guidebook.htm

Technical Assistance

For help preparing a Performance Measurement Plans please contact Janice Helmann (helmanj@wsdot.wa.gov 206-464-1284). For all other questions, please contact Tyler Benson (bensoty@wsdot.wa.gov 360-705-7875) or Mark Eldridge (eldridm@wsdot.wa.gov 360-705-7273) for assistance with Regional Mobility Grant applications, including:

- whether or not Executive Order 05-05 applies to your project
- vehicle trip and vehicle miles traveled reduction calculations
- wireless communication system design and equipment procurement
- project reporting and administration
- project eligibility
- proposal review process