

**WSDOT Public Transportation and Rail
Office of Transit Mobility
Regional Mobility Grant Program**

2007-2009 Call for Projects

APPLICATIONS DUE OCTOBER 13, 2006

The Washington State Legislature increased the state's role in public transportation by adopting Substitute House Bill 2124, which established the Washington State Department of Transportation (WSDOT) Office of Transit Mobility (OTM) within the WSDOT Public Transportation and Rail Division. With the establishment of OTM, the Legislature created a grant program to support projects across the state that increase connection and coordination of transit and that improve efficiencies on transportation corridors through public transportation.

The Washington State Legislature included \$40 million for the 2007-2009 biennium to support public transportation efficiency projects. With these resources the department is to provide a guiding role in coordinating public transportation services, increasing connections between those services and increasing the integration of public transportation and the highway system. The following provides details for the Regional Mobility Grant Program.

Purpose

The purpose of the Regional Mobility Grant Program is to aid local governments in funding projects such as the following:

- **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 in moving people among jurisdictions and modes of transportation.
- **Rush hour transit service** – projects that increase capacity on congested corridors.
- **Improved connectivity and efficiency** – projects that enhance corridor efficiency and reduce delay for people and goods.
- For additional information on the purpose of this grant program see the criteria at the end of this application.

Funding

The program could distribute \$40 million in grant funds, however the total program amount is subject to change. Capital grants can cross over biennium pending legislative authorization and service related or operating assistance projects are limited to the biennium of issue. The Washington State Legislature will make final determination for projects and awards. While no formal maximum request for funds is set, applicants are recommended to consider their request in relation to the total potential pool of funds. Individual grant requests greater than 25% of the total potential pool of funds are likely to not receive strong consideration.

NOTE: Partial funding of project proposals will not be considered. Specifically, no project will be recommended for funding with less Regional Mobility Grant funds than requested by the sponsor.

Match Requirement

There is no match requirement; however, additional consideration will be given to projects that provide a local match of at least 10%. Projects are to be submitted as a complete project and all secured funds, unsecured funds, and in-kind services should be identified on the report form and described in the essay questionnaire.

Eligible Applicants

Local governments are eligible to apply. Local governments include cities, counties and public transportation benefit districts.

General Application Requirements

Applicants are required to submit a complete grant application packet, including Regional Mobility Grant Report Form, for each Grant Project Proposal. Applications submitted in an alternate format or incomplete will not be considered for funding. In addition to the summary information provided on the Regional Mobility Grant Form, each Regional Mobility Grant Project Application will include a project narrative essay detailing following information in no more than five (5) pages:

- A. Description of the problem in relation to both the local public transportation system and the broader regional transportation system, including the location of the specific congested corridor or situation.
- B. Description of how the proposed Grant Project addresses the problem and improves the congested corridor/situation. All proposals must qualitatively detail how the solution addresses the problem from a public transportation and multimodal perspective, **and** provide quantitative effectiveness measures in terms of the project's annualized **reduction in vehicle miles traveled; reduction of vehicle trips**; and as applicable **reduction in person hours of delay**.
- C. All proposals must detail the total dollar amount of the project and the grant request in terms of capital and operating costs, as well as provide detail and a timeline for implementation milestones. If the Regional Mobility Grant Funds are not the majority of the funding source (or full funding source) for the project, quantitative effectiveness measures must be provided for both the total project and the segment/element/phase to be funded by the Grant Project Proposal.
- D. All proposals must describe how success of the project will be measured and reported
 - Describe how you plan to measure and report the success of the project for the duration of the grant including both quantitative and qualitative measures.
Note: Quarterly reporting is required during the duration of the grant. Annual reporting is also required for 2 years following receipt of funds.
 - Describe the steps you will take to achieve measurable success.
- E. A one-page project map or picture **and** a one-page land use map must be attached to the application. The maps are limited to 2 pages total (no larger than 8.5" x 11") and will not count toward the 5-page limit for the project narrative essay. Maps should be submitted in Adobe PDF format or inserted as graphics into Microsoft Word document(s).
- F. All proposals must describe the project lead agency, project manager and any partners (financial or support) for the project. Any projects that require services or funds from another jurisdiction must provide a letter of concurrence from the jurisdiction.

- G. Attach email correspondence from the Metropolitan Planning Organization (MPO)/Regional Transportation Planning Organization (RTPO) and the relevant transit agencies to verify the project is consistent with the regional transportation plan or policies, local transportation plans or policies and relevant local transit plans or policies. Correspondence should be the final attachment in the proposal. Requests for correspondence documenting consistency with regional plans should be requested as soon as possible but no later than September 29 to allow the RTPO and the relevant transit agencies adequate time for consistency review.

Applicants will need to address one of the following for the MPO/RTPO to be able to assert that the project is consistent with the regional transportation plan:

- 1) The project has been programmed in a Regional TIP, which means that it has already been found to be consistent with the regional plan;
- 2) The project was explicitly found to be consistent with the regional plan by other MPO/RTPO action such as the PSRC project approval (Candidate-to-Approved) process; or
- 3) The project is included in the sponsor agency's current system or comprehensive plan AND the project is included or consistent with the affected local jurisdictions' current comprehensive plan.

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

Applicants must answer all questions to allow the MPO/RTPO to conduct the consistency review:

- Is the project now programmed in the Regional Transportation Improvement Plan?
(YES) (NO) If yes, cite the project identifying number.
- Has the project explicitly undergone consistency review as part of an MPO/RTPO project approval or similar action?
(YES) (NO) If yes, cite the project identifying number in the RTP/MTP.
- Is the project in the sponsor's system or comprehensive plan?
(YES) (NO) If yes, cite the document and page (or Web URL) and attach a copy.
- Is the project in the comprehensive plans or 6-year Capital Improvement Plan's of the affected county and city jurisdictions?
(YES) (NO) If yes, cite the documents and pages (or Web URL's) and attach copy of the specific policies.

- H. What is the financial plan for the project?

Describe the financial plan for both capital and operational costs needed to complete the project. List financial partners and identify whether the funding is secured or unsecured.

Once a project is funded, the grantee will be required to:

1. Report quarterly on the progress/implementation of the project and the project measures described on the Regional Mobility Grant Report Form and essay questionnaire through completion.
2. Report annually on the progress/results of the project and the project measures described on the Regional Mobility Grant Report Form and essay questionnaire for two years following completion of the project.
3. Applicants are required to place signs or placards identifying the project as a Transportation Partnership Project.
4. Applicants are required to account for any potential compliance measures related to Executive Order 05-05 relating to Archeological and Historic Preservation as detailed at http://www.governor.wa.gov/actions/orders/eo_05-05.htm. Please contact WSDOT staff for additional detail.

Project Proposals

1. The first section of the application must be a complete Regional Mobility Grant Initial Report form that describes the information requested on the form. Please attach 1) the project map; 2) the land use map; and 3) all MPO/RTPO, transit agency, and project partner correspondence following the grant form and essay.
2. The main part of the proposal must be an essay (of no more than five pages) that addresses the issues identified in the Project Narrative Essay Review Criteria section. Pages should be 8.5"x11" formatted with Arial minimum 11pt font, left and right margins at 1.25", top and bottom margins at 1". Please include a header that identifies the name of the project proposal and the lead agency and a footer that identifies the page number and the total number of pages for the entire proposal (ex. pg 2 of 12). Applications should be submitted as Microsoft Word documents or Adobe PDF file. Projects will be evaluated by the Grant Technical Work Group based on the following criteria:

Compliance with General Requirements Criteria

Thoroughness, clarity, and completeness of the required materials is critical to the evaluation of individual project proposals. Limited, incomplete or vague responses will affect project proposal ranking.

A. General Project Compliance

1. Project must have been submitted on or before 4:00 PM October 13, 2006.
2. Project proposals must include a completed Regional Mobility Grant Report Form.
3. Project proposal must have all required sections complete and have all attachments.

B. Problem

1. Project proposals will detail the problem and its relationship to the transportation system.
2. Project proposals should address a problem in a congested situation or corridor.

C. Solution

1. Project proposals must detail how the proposal specifically addresses and/or improves the situation.
2. Project proposals should clearly demonstrate the role of public transportation in addressing the problem as well as any regional or multi-modal aspects.

D. Measurability.

1. Projects proposals must provide effectiveness measures in the form of annualized reduction in vehicle miles traveled; reduction of vehicle trips; and as applicable reduction in person hours of delay.
2. Project proposals must define how success of the project will be measured and define the steps that will be taken to achieve success.

E. Project Consistency with Plans.

1. Project proposals must include email correspondence from the Regional Transportation Planning Organization or MPO documenting project consistency with the regional plan.
2. Proposals submitted by local governments other than transit agencies or involving additional transit agencies must include email correspondence documenting project consistency with the transit plan.
3. Project proposals requiring services or funds from another jurisdiction will provide a letter of concurrence from the jurisdiction(s).

F. Financial Plan.

1. Project proposals will define the financial plan of the project. All project partners should be identified with a description of the secured and unsecured funding.

Project Narrative Essay Review Criteria**A. System Efficiency****1. Quantitative Measure of Effectiveness**

Projects that improve performance and reduce person delay in the corridor and on public transportation will score higher. Estimates based on current information and expected impacts of the project should be included such as reduction in vehicle miles traveled, reduction of vehicle trips, and as applicable, reduction in person hours of delay should be addressed.

2. Impact on Congested Corridors

Projects improving transportation efficiency at the location of an identified bottleneck/chokepoint, or on a congested corridor or roadway location will score higher.

B. System Integration**1. Problem and Solution**

Projects will be evaluated based on their identified problem and the relative transportation system value of the solution.

2. Multi-Modal and Regional Integration

Projects that lead to improved system integration to multiple modes and improved system coordination/connection through regional connections or cross-jurisdictional transit services will score higher.

C. Financial Commitment**1. Relationship of Grant Fund to Benefits**

Projects will be evaluated based on the effectiveness of the grant fund contributions as a solution to the transportation problem identified in the project proposal. Both quantitative effectiveness measures and qualitative solution descriptions will be utilized to evaluate the benefits of the proposals.

2. Sustainability of Benefits

Projects will be evaluated based on their relative ability to sustain benefits beyond the initial grant period. To provide a benefit, a project should have characteristics that can be expected to meet the needs of a given area for an extended period of time and be considered a long-term solution to an identified transportation problem. For example, the construction of a transit station would be expected to meet long-term needs better than the purchase of transit vehicles that would need to be replaced over time.

D. Implementation

1. Partnerships

Projects with a financial plan, secured funding, and a commitment to continue the project beyond initial grant will score higher. Projects that include partnerships, provide matching local funds, or include a commitment of in-kind services or local support will score higher. In-kind services could include streamlined permitting processes through local jurisdiction. Projects that demonstrate a secure source of local match/partnership funding will score higher. Documentation of support is required.

2. Timeliness

Readiness to Proceed - Projects that are ready to proceed or can be accomplished expeditiously will score higher.

Submittal Process

- Submittals should be provided as 3 electronic documents (in Microsoft Word or Adobe PDF format only) 1) Regional Mobility Grant Initial Report Form and essay questionnaire; 2) project map and land use map; 3) MPO/RTPO, transit agency and project partner correspondence.
- Electronic submittals of the completed proposals are due by October 13, 2006 - no later than 4:00 pm.

Via e-mail to OTMGrants@wsdot.wa.gov
(Preferred delivery method)

OR via mail (in electronic format only on CD or Data DVD)

ATTN: Regional Mobility Grant Program
WSDOT Office of Transit Mobility
401 Second Avenue South, Suite 560
Seattle, WA 98104

- Paper submittals will not be reviewed.
- Electronic submittals received later than 4:00 pm October 13, 2006 will not be reviewed.
- The Office of Transit Mobility will issue an email confirmation of receipt within one business day of receipt of proposals. This confirmation will be of receipt only, and will *not* address the completeness or quality of an application.

Questions:

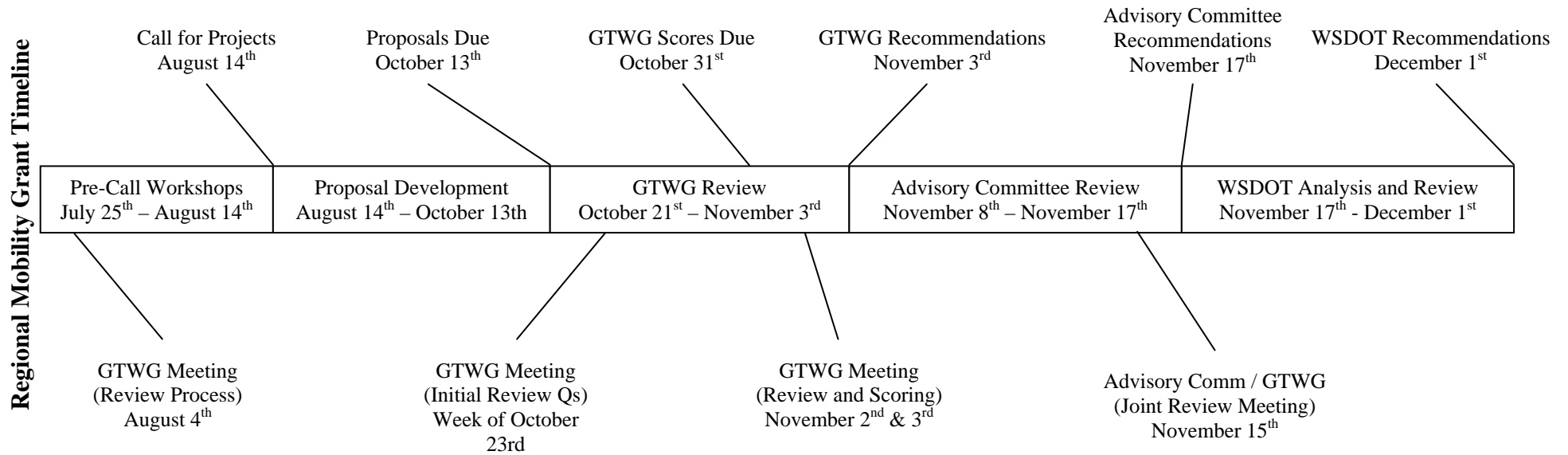
Contact the Washington State Department of Transportation Office of Transit Mobility.

Phone: 206-464-1238

E-mail: OTMGrants@wsdot.wa.gov

Selection Process

Key Milestones



Grant Process Meetings