



**Washington State
Department of Transportation**

Regional Mobility Grant Program 2017–2019 Application Instructions

Application due date: September 29, 2016

Americans with Disabilities Act (ADA) Information

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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Additional copies may be obtained from:

Washington State Department of Transportation
Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Phone: 360-705-7718

Fax: 360-705-6820

Email: app-help@wsdot.wa.gov

Download forms from the grants section at www.wsdot.wa.gov/transit/grants.

Please email app-help@wsdot.wa.gov with questions regarding this application packet or to request assistance with preparing your application.

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Chapter 1: Overview of WSDOT's Public Transportation Regional Mobility Grant Program

Program overview

The state-funded Regional Mobility Grant Program (RMG) is administered by the Washington State Department of Transportation's Public Transportation Division. This competitive grant program funds cost-effective public transportation projects that reduce delay for people and goods and improve connectivity between counties and regional population centers. As outlined in [RCW 47.66.030](#), WSDOT is responsible for evaluating project proposals and submitting a prioritized list of eligible projects to the Legislature for funding consideration. The program funds projects such as:

- Inter-county connectivity service
- Park and ride lots
- Rush-hour transit service
- Capital projects that improve the connectivity and efficiency of the transportation system

Along with the specific criteria of the RMG program, WSDOT must also consider consistency with the objectives of the following laws and plans in its competitive grant programs ([RCW 47.66.040](#)):

- Local, regional and state transportation plans
- Local transit development plans
- Local comprehensive land use plans
- Growth Management Act
- High Capacity Transportation Act
- Commute Trip Reduction Act
- Transportation demand management programs
- Federal and state air quality requirements
- Federal Americans with Disabilities Act and related state accessibility requirements

[RCW 47.66.040](#) further requires WSDOT to consider criteria related to:

- Enhancing the efficiency of regional corridors in moving people among jurisdictions and modes of transportation
- Energy efficiency issues
- Reducing delay for people and goods
- Freight and goods movement as related to economic development
- Regional significance
- Rural isolation
- The leveraging of other funds
- Safety and security issues

Who can apply for the Regional Mobility Grant funds?

Cities, counties, ports and public transportation benefit areas in Washington state are eligible to apply for RMG funds.

What types of projects are eligible?

Equipment

All equipment purchased using RMG funds must support the passenger-transportation services outlined in the grant application. 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

Construction

Capital construction projects may include costs associated with preliminary engineering, project-level environmental assessment and documentation, final design, property acquisition, and construction. General planning activities such as corridor planning, alternatives analysis and major investment studies do not qualify as eligible expenses. Examples of eligible projects 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
- Transit signal prioritization and queue jumps/bypasses

Note: Transit agencies receiving funds for a park and ride lot will be required to make reasonable accommodation of that lot by private transportation providers, as described in [RCW 47.04.290](#).

Operating

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

Additional eligibility requirements for operating projects:

- Activities and services must be directly provided or purchased by the applicant.
- RMG funds are to be used to help establish new or expanded transportation services that provide a measurable public benefit.

- Operating assistance must support new transit services and/or the incremental cost of expanding existing transit services.
- Grant-supported operations must begin no later than Oct. 1, 2017.
- Other funding sources must ultimately replace RMG funds as the new services become part of the standard transportation network. Operating assistance for a particular transportation service will be limited to four years.

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

- 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.

What funding is available and what is the timeframe to complete projects?

WSDOT seeks to fund projects that deliver public benefits as quickly as possible, while acknowledging that certain projects and services cannot be completed within two years. As a result, WSDOT will consider proposals that require a maximum delivery schedule of four years. WSDOT will recommend a set of projects to the Legislature for July 1, 2017, to June 30, 2019. All selected projects must be completed by June 30, 2021.

Continuing four-year projects from the 2015–2017 biennium that have met required milestones (as described herein) will be placed at the top of the prioritized project list that will be submitted to the Legislature December 1, 2016.

What are the matching funds requirements?

Applicants are required to provide matching funds of at least 20 percent of the total project cost in the form of direct contributions. Direct contributions are cash or other assets that directly benefit the project and are fundamental to the implementation of the project. Any funding source can be used as matching funds, except other competitive state grant funds. Please see the budget section below for more information on matching fund eligibility criteria.

Important Dates

June 13, 2016	Pre-proposal concept letter due to WSDOT
August 22, 2016	RMG application becomes available
August/September 2016	WSDOT staff available for questions and technical assistance
September 18-21, 2016	Technical assistance workshop at Public Transportation Conference
September 29, 2016	Applications due to WSDOT

October 2016	WSDOT screens applications for completeness, reviews Year 1 and Year 4 vehicle trips (VT) and vehicle miles traveled (VMT) reduction estimates, and works with applicants to refine estimates as necessary
November 2016	Evaluation Panel reviews and scores applications
December 1, 2016	Prioritized project list submitted to Governor and Legislature
April 2017	Legislature typically releases the LEAP Transportation Document (the list of funded projects)
May/June 2017	Notifications of funding decisions sent to all applicants
July 1, 2017	Biennium begins

Chapter 2: Applying for Funding

Application process

Applications must be submitted by email to rmg@wsdot.wa.gov before 5 p.m. Thursday, September 29, 2016. The application form must be completed electronically and saved directly as an Adobe PDF file (as opposed to printing the application and scanning). Application size is limited to 20 megabytes. If the application materials are larger than 20 megabytes, please divide them between separate emails.

WSDOT will confirm receipt of each application via email by the end of the following business day. This confirmation will not include an assessment of the completeness or sufficiency of the application.

A complete application packet will include:

- Completed application form
- Verification from Metropolitan Planning Organization (MPO) or Regional Transportation Planning Organization (RTPO). Attach correspondence from the relevant MPO/RTPO to verify the project is consistent with the regional transportation plans or policies, as well as local transportation and transit plans or policies (letter, memo or email from an authorized representative is acceptable).

In requests to an MPO/RTPO, applicants should include answers to all of the following to allow the MPO/RTPO to conduct its consistency review:

- Is the project currently programmed in the regional transportation improvement plan? If yes, cite the project identifying number.
- 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 regional or metropolitan transportation plan (RTP/MTP).
- 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.
- Is the project in the comprehensive plans or six-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 a copy of the specific policies.
- Transit agency verification - Attach correspondence from any transit agency affected by the proposal, acknowledging the proposal and verifying the project is consistent with the transit agency's plans and policies. For example, if a municipality is proposing to construct a park and ride lot that would be serviced by a transit agency, the correspondence would verify that the transit agency would in fact be providing such service (letter, memo, or email from an authorized representative is acceptable).
- Greenhouse gas policy - Copy of (or electronic link to) your agency's greenhouse gas policy (as required by [RCW 70.235.070](#)).
- Draft VT and VMT reduction estimates for the project - WSDOT staff are available to help applicants estimate the project's VT and VMT reductions prior to formal submittal of the application. In early October 2016, WSDOT staff will review VT and VMT estimates submitted by applicants and will work with applicants to refine estimates as

needed. Applicants must respond to WSDOT staff questions as soon as possible to ensure timely validation of VT and VMT estimates.

Application sections

Numbered Questions

1) *What is the proposed scope of work for this project?*

Briefly describe the specific tasks and deliverables being proposed. For example:

This project will expand and enhance an existing park and ride lot by adding 50 parking stalls, adding bicycle parking facilities for 20 bicycles, and installing four security cameras. This project will require acquisition of property to expand the existing facility.

- 2) (a) *What transportation performance problem is this project designed to address?*
(b) *How does this proposal address the problem?*
(c) *Is the need for the project and/or the project itself identified in any local or regional plans? If so, please list the plans and/or describe them.*

This series of questions provides an opportunity to describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem. Include details such as who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

- 3) *If you are in a county with a population of 700,000 or more that borders Puget Sound, please describe the coordination used to develop the project and the level of integration represented by the project. Otherwise, please leave this section blank.*

This question is specific to new requirements outlined in ESHB 1842 and codified in [RCW 47.66.030\(1\)\(b\)](#) regarding coordination and integration among agencies in populous counties bordering Puget Sound. The responses in this section will be used to reprioritize projects from these counties based on the additional criteria of coordination and integration.

- 4) *Describe the congestion and/or inefficiencies this project will address. Relate the proposed project to one of the following four indicators of transportation system performance: WSDOT-identified congested corridors; locally identified corridors with level of service D, E, or F; evaluation of transit capacity; or evaluation of existing park and ride capacity.*

This section explores the transportation capacity constraints and performance gaps the proposed project will address, and the degree to which the constraint/gap is addressed by the proposed project. Constraints could include:

- Bottlenecks, chokepoints, or congested corridors on the state highway system
- Poorly performing local corridors
- Transit services where demands exceed capacity
- Facilities where demands exceed capacity

For WSDOT-identified congested corridors, please reference the segment of highway as identified in the [WSDOT 2015 Corridor Capacity Report](#). Alternatively you may identify a congested corridor or roadway location operating with a level of D, E, or F service using [Transportation Research Board \(TRB\) 2010 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. Applicants 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 please provide documentation showing how the level of service rating was developed. For evaluation of transit capacity, please describe the system performance using the methodology outlined in the National Academy of Science TRB’s [Transit Capacity and Quality of Service Manual](#). For park and ride capacity information, please reference the [Puget Sound Park and Ride Map](#) or provide data from another local source.

5) *How will the proposed project improve connectivity between counties and regional population centers? Include descriptions of any improved modal connections and services, new public transportation services where none currently exist, and/or expanded public transportation capacity in areas currently served by public transportation.*

This section explores the extent to which the proposed project addresses deficiencies in transportation connectivity between counties and regional population centers. For example, indicate how your proposal:

- Improves multimodal connections and services
- Establishes or improves connections between counties or regional population centers
- Uses demand-management strategies to enable people to move more efficiently from one regional location to another

6a) *Identify the milestone dates for the proposed project. Describe work that has already been accomplished in support of the proposed project, and identify any and all schedule risks that may impact timely completion of the project. What strategies will you use to limit these schedule risks?*

Complete the applicable sections of table based on the type of project being proposed. All two-year projects must be operationally complete, deliver public benefits and spend all 2017–2019 grant funds before June 30, 2019. All four-year projects must be operationally complete and deliver public benefits before June 30, 2021. If an activity has already started, describe the status of the activity in the notes section. If an activity does not apply to your project, denote it as not applicable.

All proposed four-year projects must spend some grant funds and deliver significant project milestones by June 30, 2019, defined here for each project category:

Capital construction

- 90 percent design complete
- Environmental documentation complete
- Environmental permits complete
- Contract advertisement date established
- Construction work start and physical completion dates established

Capital equipment

- Request for proposals (RFP) or Invitation for bid (IFB) published
- Order placed
- Delivery date set

Operations

- Grant-supported operations must begin no later than Oct. 1, 2017

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 project schedule portion of the application.

6b) *Describe work that has already been accomplished in support of the proposed project, and identify any and all schedule risks that may impact timely completion of the project.*

Please describe what has already been done to develop the proposed project, and the schedule risks that have already been identified. Include any measures you have taken, or plan to take, to mitigate schedule risks and deliver the project as proposed.

7a) *Provide budget details for the proposed project activities in the appropriate sections of the table. Include all funding needed to implement the project. For example, if the project proposes to purchase a new vehicle to provide a new service, include the cost of the new vehicle and the cost of providing the new service (even if the funding request is only to purchase the new vehicle).*

Please populate the table with the requested information. The table will auto-calculate the total project cost (first column) and the percent of RMG contribution to overall project cost (which cannot exceed 80%). The useful life column will be used by WSDOT to calculate annualized project costs (as described below).

7b) *Indicate the specific source(s) of matching funds and their status (whether already spent, already secured, recently applied for, etc.). If the matching funds are not yet secured, please describe what is being done to address risks of having insufficient funds to implement the project as proposed. Additionally, describe how, and with what funds the project or service will be maintained after the RMG funding expires. Please explain any unusual financial elements.*

Examples of eligible direct matching funds are costs associated with:

- Real estate acquisition that will be used to develop a park and ride lot (unless the real estate was purchased with other competitive state grant funds).
- Preliminary design/engineering and/or project-level environmental documentation.
- In-house staff directly managing a construction project.
- In-house staff directly supporting operations of a specific transit route or service.
- Purchase of transit coaches for an expansion route. The costs associated with purchasing the coaches can serve as match for the operating funds requested from the RMG program.

For operating projects, passenger fares and other commercial revenues (e.g., advertising) do not qualify as direct matching funds and cannot be counted toward the minimum match requirement.

Costs associated with general planning activities such as corridor planning, alternatives analysis, feasibility studies, major investment studies, and corridor analysis do not qualify as eligible expenses for the purpose of direct matching funds.

- 8) *For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in [WAC 194-29](#)* (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT) by June 1, 2018?*

[RCW 43.325.080](#) establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law. Complete the appropriate parts of the application to describe how you are complying with the requirements of the rules. If you have determined that it is practicable to comply with the rules, check the “yes” box and describe how your purchasing plans meet the requirements of the rules. If you have determined that it is not practicable to comply with the rules, check the appropriate box(es) to identify the reason for this determination, and specifically describe the rationale for this determination in the relevant text box(es).

- 9a) *What Vehicle Trip (VT) and Vehicle Miles Traveled (VMT) reductions will your project achieve in Year 1 and Year 4?*

Populate the table with the estimates developed for Year 1 and Year 4 VT and VMT reductions. Year 1 is defined as the first year after an operations project (e.g., expanded transit service) is in use, or a construction project (e.g., a park and ride facility) is open to the public.

- 9b) *Please describe the methodology and assumptions used to derive these estimates and attach supporting calculations.*

Describe how the VT and VMT estimates were developed. Examples of VT and VMT estimates can be found on the [WSDOT RMG program website](#). Please attach the estimates in an Excel file

format to allow WSDOT staff to view the underlying equations, formulae, and calculations used to develop the reduction estimates.

Application Authority

Complete this section by checking the certification box and identifying the certifying authority, the date, and their title. ***Applications submitted without the certification checkbox selected will be rejected by WSDOT and will not be considered for grant funding.***

Supplemental Information

If needed, use this space to elaborate on information provided in other sections of the application (indicate the specific question number). Please limit your entries to the visible space provided.

Attachments Checklist

Identify the attachments required for the proposed project. Please see the section above on elements of a complete application packet for more information on the specific attachments. Applications without the necessary attachments will be considered incomplete.

Chapter 3: Evaluation Criteria and Scoring Methodology

The 2017–2019 scoring criteria for the RMG Program are:

Reduce delay	30 points
Improve connectivity	30 points
Project performance	25 points
Readiness to proceed	15 points
TOTAL:	100 points

Reduce delay

Definition

A project that uses public transportation and/or demand management funds to improve system performance and reduce person delay.

High score: (21-30 points)

Project will make a significant contribution to addressing a well-defined transportation performance gap or alleviating a transportation capacity constraint.

Medium score: (11-20 points)

Project will make a modest contribution to addressing a well-defined transportation performance gap or alleviating a transportation capacity constraint.

Low score: (0-10 points)

Project will make a minor contribution to addressing a well-defined transportation performance gap or alleviating a transportation capacity constraint.

Improve connectivity

Definition

Projects that improve multimodal connections and services, connections between counties or regional population centers, and/or use demand management strategies to leverage existing services and programs.

High score: (21-30 points)

Project will significantly improve regional and local system integration and connectivity.

Medium score: (11-20 points)

Project will improve regional and local system integration and connectivity.

Low score: (0-10 points)

Project will marginally improve regional or local system integration.

Project performance

Definition

This is a measure of how a proposed project's reductions in VMT and VT compare with its costs and useful life. It is calculated based on the project's annualized cost in terms of its useful life, divided by its annualized VMT and VT reductions.

High score: (11-15 points)

Project is expected to deliver reduction in VMT and VT that rank approximately in the top-third of proposals received.

Medium score: (6-10 points)

Project is expected to deliver reduction in VMT and VT that rank approximately in the middle-third of proposals received.

Low score: (0-5 points)

Project is expected to deliver reduction in VMT and VT that rank approximately in the bottom-third of proposals received.

Readiness to proceed

Definition

Projects that minimize scope, schedule, and budget risks and are likely to deliver benefits to the traveling public according to schedule.

High score (11-15 points)

Project that has all needed financing in place (except these grant funds) and can deliver all public services and benefits on or before June 30, 2019 (two-year projects), or June 30, 2021 (four-year projects); and provide documentation that indicates the project has reached notable milestones that reduce schedule risk.

Medium score (6-10 points)

Project that has most needed financing in place (except these grant funds) and can deliver all public services and benefits on or before June 30, 2019 (two-year projects), or June 30, 2021 (four-year projects); and provides information that indicates that project schedule risks are low.

Low score (0-5 points)

Project that has most needed financing in place (except these grant funds) and can deliver all public services and benefits on or before June 30, 2019 (two-year projects), or June 30, 2021 (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.

Chapter 4: Selection Process

Step One: WSDOT Public Transportation Division

WSDOT Public Transportation Division staff will perform an initial assessment of grant applications for completeness and the reasonableness of VT and VMT estimates. WSDOT will work with applicants to refine estimates as needed. Applications received by WSDOT after the deadline, are deemed incomplete, or do not include at least 20 percent matching funds will not be evaluated.

Step Two: Independent Scoring Committee

Eligible applications will be reviewed by an independent grant scoring committee. The panel will score each application based on the criteria described in Chapter 3. The panel will recommend a prioritized project list to WSDOT.

Step Three: WSDOT Review of Independent Scoring Committee recommendations

WSDOT will review the recommendations of the scoring committee and submit a prioritized list to the Legislature and the Governor's office.

Step Four: Washington State Legislature

The Legislature will take action during the development of the 2017–2019 transportation budget, which is then sent to the Governor.

Step Five: Governor

The Governor will take action on the 2017–2019 transportation budget.

Step Six: WSDOT Public Transportation Division and Local Agencies

Once the Governor has signed the budget and the new biennium begins July 1, 2017, WSDOT can finalize agreements for those projects included in the budget appropriation.

Chapter 5: Program Administration

Agreements

The effective date of a 2017–2019 Regional Mobility Grant can be no earlier than July 1, 2017.

Grantees can bill for project expenses incurred on July 1, 2017 through the end of the agreement period, once the agreement has been executed.

Reporting Requirements

There are three separate reports all grant recipients are required to submit under the Regional Mobility Grant program: quarterly progress reports (QPR), the performance measurement plan (PMP), and an annual report, the last of which is based upon the PMP due for each of the four years following the project's completion.

Quarterly Progress Reports: The QPR is due to WSDOT 30 days after the end of each calendar quarter. A grantee must have a current QPR on file with WSDOT before a reimbursement request will be processed and paid.

Performance Measurement Plan: The PMP describes how you will collect and report on your project's VT and VMT reduction performance after the project has been completed.

Annual Report: The annual report describes the actual benefits your project is providing to the public with respect to VT and VMT reductions. Use the procedures and methods contained in the approved PMP to collect data for the annual reporting.

In Good Standing

WSDOT's Public Transportation Division is responsible for administering grant funds in conformity with state laws associated with receiving those funds. To ensure compliance with those laws and commonly recognized best practices for grant 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. Please see the [Grants Program Guidebook](#) for more information on the In Good Standing policy and processes.

Guide to Managing Your Grant

Grant recipients must comply with expectations listed in the current WSDOT [Regional Mobility Grant Guidebook](#). This document will be updated for the 2017-2019 biennium and will be incorporated by reference into grant agreements for the 2017-2019 biennium.

Technical Assistance

For help preparing your application, please contact the appropriate [WSDOT Community Liaison for your area](#). For general questions, please call Tom Hanson at 360-705-7919, or HansonT@wsdot.wa.gov.