



**Washington State
Department of Transportation**

WSDOT Regional Mobility Grant Application Guide

2013-2015 Biennium

Washington State Department of Transportation, Public Transportation Division

7/27/2012

This document provides guidelines for the preparation, submission and evaluation of grant applications for the WSDOT Regional Mobility Grant 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.

Americans with Disabilities Act (ADA) Information

This material 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.

Additional copies may be obtained from:

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

Download forms from the WSDOT website at
<http://www.wsdot.wa.gov/Transit/Grants/mobility.htm>.

If you have questions regarding the application process or would like assistance preparing your application, contact:

Phone: 360-705-7273
Email: EldridM@wsdot.wa.gov

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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).

This competitive grant program is available to cities, counties, transit agencies, and port districts 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 must be consistent with local and regional transportation and land use plans.

The overall purpose of the 2013-2015 Regional Mobility Grant Program is to help cities, counties, transit agencies, and port districts 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?
- Moving Washington?

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?

Program Changes for 2013-2015

- The grant application will be completed in two steps. Step one requires the applicant to receive WSDOT's approval of their projects estimated reductions in Year 1 and Year 4 Vehicle Trips (VT) and Vehicle Miles Traveled (VMT). Step two is submitting the grant application after receiving step one approval.
- Financial Commitment scoring criteria has been eliminated
- System Effectiveness scoring criteria is replaced with a Cost Effectiveness scoring criteria
- Reimbursement Requests will not be processed unless the grantee has both a current Quarterly Progress Reports, and an approved Performance Measurement Plan.

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, 2017. We plan to recommend to the Legislature a set of projects whose spending from July 1, 2013, to June 30, 2015, totals approximately \$40 million.

The program will also request the reappropriation of some funds from the 2011-2013 LEAP List.

Limits on four-year projects:

- We will limit recommended projects that require funds after June 30, 2015 to **no more than \$15 million** of the available 2015-2017 funding
- All projects that extend beyond June 30, 2015 must deliver significant project milestones (as defined in Chapter 2 Section 12) before June 30, 2015
- If selected four-year projects meet their project delivery obligations, these proposals will receive priority in the 2015 recommendation to the Legislature and will not need to reapply for grant funds in 2015

All grant funding beyond June 30, 2015 is subject to Legislative appropriation:

Legislative appropriation will be required for any grant funds spent after June 30, 2015, including projects selected in the 2013-2015 grant cycle that receive priority in the 2015 recommendation to the Legislature. Re-appropriation is not guaranteed.

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 support 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
- Transit signal priority and queue jumps

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, 2014
- 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 2011-2013 grant cycle are eligible for grant funds through June 30, 2015. Grant-funded services that start during the 2013-2015 grant cycle will be eligible for grant funds through June 30, 2017

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 2013-2015 Regional Mobility Grant program requires local partners to match 20 percent of the total cost of the project in the form of direct contributions.

2013 - 2015 Regional Mobility Grant application cycle

July 30, 2012	The Grant Application becomes available
August 7, 2012	Seattle Regional Mobility Grant Workshop 10:00 a.m. WSDOT Goldsmith Building 401 Second Ave. S. 3rd floor conference room 350 206-464-1220
August 9, 2012	Union Gap Regional Mobility Grant Workshop 9:00 a.m. WSDOT South Central Region Headquarters 2809 Rudkin Rd. 509-577-1600
August 26-29, 2012	2012 Public Transportation Conference and EXPO Regional Mobility Grant Workshop, during the conference Bellevue Hilton 300 112 th Ave. SE. 425-455-1300

September 14, 2012	First draft estimated Year 1 and Year 4 VT and VMT reductions are due no later than 4:00 p.m. PDT.
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September 28, 2012	First revision (if needed) of the estimated Year 1 and Year 4 VT and VMT reductions due no later than 4:00 p.m. PDT.
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October 5, 2012	Second revision (if needed) of the estimated Year 1 and Year 4 VT and VMT reductions due no later than 4:00 p.m. PDT.
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October 9, 2012	All estimated Year 1 and Year 4 VT and VMT reductions must be <u>approved</u> by WSDOT no later than 4:00 p.m. PDT.
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October 10, 2012	Grant application due date. WSDOT must receive <u>applications</u> no later than 4:00 p.m. PDT. For details, see Chapter 2.
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Oct. 11-Nov. 30	Applicants must be available to respond to questions about their grant application as soon as possible
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December 1, 2012	The recommended project list will be delivered to the Governor and Legislature
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April, 2013	The Legislature generally releases the LEAP Transportation Document (the list of funded projects) in the third week of April
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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 Wednesday, October 10, 2012 using:
 - U.S. Mail, UPS or FedEx: WSDOT Public Transportation Division, 310 Maple Park Avenue SE Olympia, WA 98501
 - E-mail: rmg@wsdot.wa.gov **limited to 20 megabytes**
 - If the file is larger than 20 megabytes, please divide your application into two separate e-mails 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, cost effectiveness, project schedule, Executive Order 05-05, MPO/RTPO verification, transit agency verification, Greenhouse Gas Reduction Policy, signature page
 - 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
4. Maps
5. Location of Identified Bottlenecks, Chokepoints, or Congested Corridors on the State Highway System
6. Impact on Congested Corridors
7. System Integration
8. Financial Plan Description
9. Financial Plan Tables
10. Cost Efficiency Table
11. Executive Order 05-05
12. Project Schedule
13. MPO/RTPO Verification
14. Transit Agency Verification
15. Greenhouse Gas Reduction Policy Statement
16. Application Signature

Application sections

1. Project Summary

The project summary page provides the location to input the project specific details such as agency name, project title, and how much grant money you are requesting. Please include your agencies Federal Tax ID Number and the Legislative district(s) your project is located in.

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, 2017, or that don't deliver public benefits before June 30, 2017. Some projects may need to include Executive Order 05-05 and Department of Archeological and Historic Preservation (DAHP) compliance in their project work plan and schedule.

3. Project Description

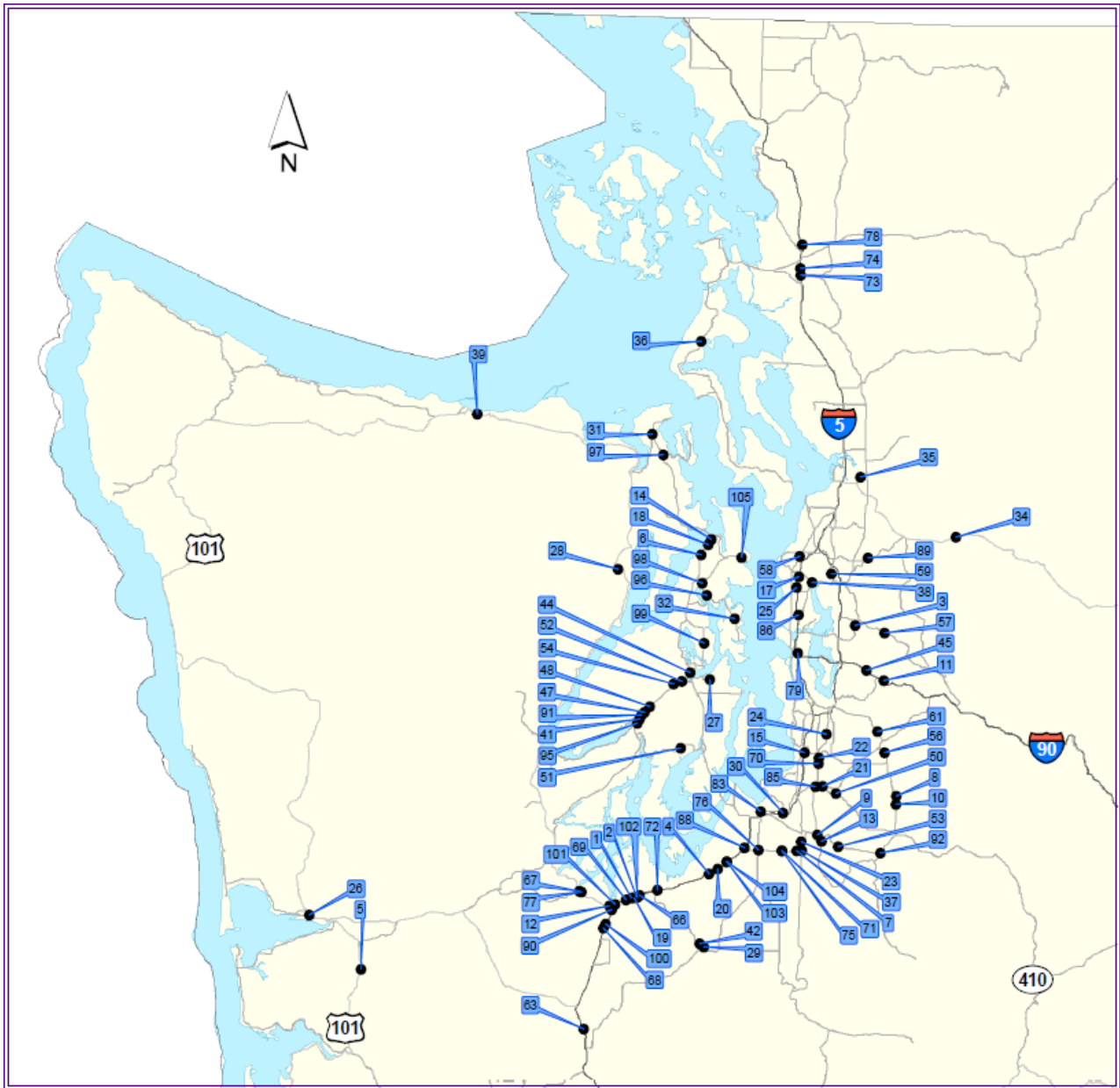
Describe the scope of the project you are proposing. Include specific information about the scope; for example, the number of new parking spaces, daily round trips or vans.

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 need to be attached to the application as a separate pdf document.

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>.



Key Description	
1. I-5 NB off ramp (EB direction) to Sleater Kinney SB	58. Hwy 99 at SR 104 Interchange
2. Martin Way Interchange NB off ramp terminal	59. SR 522 to I-405
3. 51st to West Lake Sammamish Parkway	60. I-90, Sullivan Rd. Interchange to Harvard Rd. Interchange
4. Mounts-Old Nisqually Road Interchange to Gravelly Lake Drive	61. SE 231st to 196th Ave SE
5. US 101 south of the community of Arctic	62. From SR 14 to Burton Rd
6. Pioneer Way to Kinman-Big Valley Roads	63. Mellen St. I/C to S. of Grand Mound I/C
7. 94th Ave SE On-Ramp to End of WB Climbing Lane	64. I-5 bridge over Columbia River
8. Green River to Crest of Hill	65. US 12/16th Ave. Interchange
9. SR 167 to SR 162	66. Martin Way Interchange SB off ramp terminal
10. SE 383rd St. to Green River	67. US 101/SR8 Interchange - SB to EB Ramp (Increasing)
11. I-90 at Front Street	68. I-5 NB Off/On Ramp Terminal at Tumwater Boulevard
12. Cooper Point Road SW (Mottman Interchange) to I-5	69. Pacific Avenue Interchange NB off ramp terminal
13. SR 410 to 96th Street East	70. SB SR-167 at exit for 277th Street
14. Kinman/Big Valley Road to SR 104	71. SR-512 at Canyon Road Interchange
15. I-5 at 272nd Street Interchange	72. Marvin Road Interchange SB off ramp terminal (SR 510)
16. SR 14 from I-205 to 164th Ave	73. College Way @ I-5 ramp terminal
17. I-5 at Snohomish County Line	74. George Hopper I/C
18. Kinman/Big Valley Road to SR 104	75. SR-512 at Canyon Road Interchange
19. Pacific Avenue Interchange to Martin Way Interchange	76. SR 512 at SR 7 (Pacific Ave) Interchange
20. Fort Lewis to Thorne Lane	77. US 101/SR8 Interchange - WB Ramp (Decreasing)
21. SR 164 to C Street	78. Cook Road I/C
22. SR 516 to S. 277th Street	79. I-5 at I-90 Interchange
23. SR 161 to SR 167	80. SR 14 intersections with SR 500 and 2nd
24. 84th Ave. S. to S. 180th Street.	81. Intersection with St John's Blvd.
25. I-5 at Northgate	82. Ramp from SR 500 WB to I-205 SB
26. US 101 near Aberdeen Couplet/Levee Street (SR 109)	83. SR 509 at I-705
27. Jackson Avenue to Mile Hill Drive	84. Intersection of SR 503 and Padden Pkwy.
28. Between Falls View Campground and Spencer Creek Road Vicinity	85. SR 18 at SR 167 Interchange
29. SR 510 to Clark Road SE (SR 507/Manke-Koeppen and SR 507	86. I-5 at Lake City Way
30. Hwy 99 at I-5 Interchange	87. From Talley Way to I-5
31. SR 20 between SR 19 and Old Fort Townsend Rd	88. I-5 and SR 512 Interchange
32. Bainbridge Ferry Terminal to Suquamish Way	89. SR 522 at Paradise Lake Road
33. Golf Course Road to Race Street	90. I-5 SB off ramp to N 2nd Avenue and US 101 off ramp to N 2nd
34. City of Sultan	91. Intersection of SR 3 and SR 300
35. US 2 to SR 9	92. SR 410 at SR 165 Intersection
36. Swantown Rd. to Erie Street	93. Intersection of SR 411 and PH 10 Road
37. 39th Avenue SW to SR 512	94. Intersection of SR 500 and SR 503
38. Intersection of SR 104 and SR 522 (Lake City Way)	95. Intersection of SR 3 and SR 106
39. Race Street to Brook Avenue	96. Noll Road to Poulsbo City Limits
40. MP 13.46 to 4th Ave. Interchange	97. Intersection of SR 19 and SR 116
41. SR 106 to SR 300	98. SR 305/SR 307 Intersection
42. Burnett Road (Yelm WCL) to SR 507	99. SR 303/Riddell Road to McWilliams Road
43. MP 37.08 to Edison Street Interchange	100. I-5 SB Off/On Ramp Terminal at Tumwater Boulevard
44. SR 3 and SR 304	101. I-5 between US 101 and Henderson St. exit
45. Eastgate to Sunset I/C	102. I-5 between Trosper Rd Interchange & Thurston/Pierce Co Line
46. SR 240 to George Washington Way	103. Mounts Road to 48th Street
47. SR 300 to Mason/Kitsap County Line Vicinity	104. Mounts Road to 48th Street
48. Mason/Kitsap County Line Vicinity to Lake Flora Road Vicinity	105. Miller Bay to Kingston Ferry
49. SR 500 to Padden Pkwy	106. US 2/East Wenatchee - Cascade Ave Interchange
50. Dogwood to Auburn City Limits	107. SR 28/Junction US 2/97 to 9th Street - Stage 3
51. Elgin Clifton Road to SR 16	108. SR 28/Junction US 2/97 to 9th Street - Stage 4
52. SR 3 and SR 16	109. SR 28/Junction US 2/97 to 9th Street - Stage 5
53. 181st Avenue East to 202nd Avenue East	110. SR 28/Junction US 2/97 to 9th Street - Stage 6
54. SR 3 between Sunnyslope Road and SR 16/Gorst Spur	111. SR 28/Junction US 2/97 to 9th Street - Stage 7
55. From NW 6th Ave to SR 500	112. SR 28/Grant Road Vicinity
56. SR 516 to SE 231st	113. West Approach - George Sellar Bridge
57. Sahalee Way NE to 244th Ave NE	114. North Wenatchee Avenue - Study

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 above 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.

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

8. Financial Plan Description

Describe the project financial plan and provide documentation from project partners. Proposals must include information indicating plans to provide full funding to complete the project, 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 2013-2015 Regional Mobility Grant program requires local partners to match 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 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 Section 8 above)

10. Cost Efficiency

WSDOT Staff will perform the calculations based upon the data the applicant provided. This is a measure of how a proposed project's Vehicle Miles Traveled (VMT) and Vehicle Trips (VT) reductions 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.

In order to compare projects' cost efficiency in terms of the dollar value of each VMT and VT reduced, we must take into account the total costs of the inputs needed to produce that reduction in VMT and VT. For this reason, the numbers used to calculate the score must include not only the cost of the project itself, but also any increased costs associated with the projects implementation.

Total project cost means the difference between the costs an agency would incur if the project is implemented, minus what the agency would incur if the project were not implemented. The key question to consider in determining the total cost of each project's projected VMT and VT reduction is: what new costs must be incurred for the project to function as predicted? In other words, does the project call for an expansion of current service and/or costs in order to function?

For example, a project that proposes to purchase new buses with a net increase in service hours must include the cost of operating that service in the cost estimate. The cost elements in this example are 1) the cost of the buses, and 2) the cost of the additional service.

Project Elements Useful Life Assumptions

Assumptions for the useful life of projects are taken from the CMAQ Evaluation and Assessment Report, Federal Highway Administration (2008). SAFETEA LU 1808: CMAQ Evaluation and Assessment Phase I Final Report. Washington DC: U.S. Department of Transportation.

Park and Ride		12
Transit Center		12
Transit Lanes		20
Transit Signal Priority		10
Bus Shelters		10
Freeway Management		10
HOV Lanes		20
Business and Transit Lanes		20
Passenger Amenities		2
Bicycle/Pedestrian Facilities		15
Railroad Track		30
New Route		2-4
Extended Route		2-4
Increased Frequency		2-4
Promotion Activity		2-4
Land acquisition cost		100
Leased Land term of the lease including renewal periods		
Buses		12
Railcars		25
Bus bulbs/Sidewalks		15

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.

http://www.governor.wa.gov/execorders/eo_05-05.pdf

12. Project Schedule

All two-year projects must be operationally complete, deliver public benefits and spend all 2013-2015 grant funds before June 30, 2015. All four-year projects must be operationally complete, and deliver public benefits before June 30, 2017. All proposed four year projects must spend some grant funds and deliver significant project milestones by June 30, 2015, 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, 2015)

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, 2014

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.

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 the proposed project 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 10, 2012 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

Check the check box indicating that the grant application has been made by an individual who is authorized to sign contracts for the organization.

Chapter 3: Evaluation Criteria and Scoring Methodology

The 2013-2015 criteria for the Regional Mobility Grant Program are:

Readiness to Proceed	10 Points
Impact on Congested Corridors	30 Points
System Integration	30 Points
Cost Efficiency	15 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, 2017, or that don't deliver public benefits before June 30, 2015 (for two-year projects), or June 30, 2017 (for four-year projects)..

High Score (8-10 points):

Projects that can deliver all public services and benefits before or by June 30, 2015 (for two-year projects), or June 30, 2017 (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, 2015 (for two year projects), or June 30, 2017 (for four-year projects), and has reached notable milestones that reduce schedule risk
- deliver all public services and benefits before or by June 30, 2015 (for two-year projects), or June 30, 2017 (for four-year projects), and provides limited information regarding project risks and risk management
- deliver all public services and benefits before or by June 30, 2015 (for two-year projects), or June 30, 2017 (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, 2015 (for two year projects), or June 30, 2017 (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, 2015 (for two-year projects), or June 30, 2017 (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, 2015 (for two-year projects), or June 30, 2017 (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 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:

- multimodal connections and service
- connections between counties or urban centers
- 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.

Cost Efficiency**Definition:**

This is a measure of how a proposed project's Vehicle Miles Traveled (VMT) and Vehicle Trips (VT) reduced 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)

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

Medium Score: (6-10 points)

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

Low Score: (0-5 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.

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 WSDOT Public Transportation Director.

Step Three: WSDOT Public Transportation Division

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

Step Four: Secretary of Transportation

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

Step Five: Washington State Legislature

The Washington State Legislature will take action on the Secretary's recommendation during the development of the 2013-2015 Transportation Budget, which is then sent to the Governor.

Step Six: Governor

The Governor will take action on the 2013-2015 Transportation Budget.

Step Seven: WSDOT Public Transportation Division and Local Agencies

Once the Governor has signed the budget and the new biennium begins on July 1, 2013, the Public Transportation Division can finalize agreements for those projects that are included in the budget appropriation.

Chapter 5: Program Administration

Agreements

The effective date of a 2013-2015 Regional Mobility Grant can be no sooner than July 1, 2013.

Grantees can bill for project expenses incurred on July 1, 2013, through 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 Manager. 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

There are three separate reports all grant recipients are required to submit to the Regional Mobility Grant Manager. The three reports are Quarterly Progress Reports (QPR), Performance Measurement Plan (PMP), and an Annual Report (AR) based upon the PMP that is due for each of four years after the project is complete. Each report is described in more detail below:

Quarterly Progress Reports – The Quarterly Progress Report (QPR) is due to the grant program manager within 30 days after the end of the calendar quarter. A grantee must have a current QPR on file with the grant program manager before a Reimbursement Request will be processed and paid.

Performance Measurement Plan – The Performance Measurement Plan (PMP) is the document that describes how you will collect and report on your projects performance after it is completed. The PMP can be completed at any time, but must be reviewed and approved by WSDOT staff. A reviewed and approved PMP must be completed before a Reimbursement Request will be processed and paid.

Annual Report – The Annual Report (AR) reports on the actual benefits your project is providing to the public, and ties together the Year 1 and Year 4 VT and VMT reductions you calculated when you applied for the grant. The grantee uses the procedures and methods contained in the approved PMP (above) to collect the data to be reported.

Grantees that repeatedly miss reporting deadlines are subject to corrective actions, including a loss of standing as defined in the In Good Standing policy.

Remember, a current QPR and an approved PMP are required before a reimbursement request will be processed.

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 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 2013 Guide to Managing Your Public Transportation Grant. This document will be available to grant recipients in summer 2013, when 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 Mark Eldridge eldridm@wsdot.wa.gov 360-705-7273