

## Transportation Advisory Committee Meeting

Wednesday, December 21, 2022 | 3:00 PM

**Hybrid In-Person/Online Meeting**

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SRTC Conference Room, 421 W Riverside Ave Suite 504, Spokane WA 99201

On Zoom at:

<https://us02web.zoom.us/j/84145773452?pwd=VTNnaTNPWTMxRHMyWVFJL3haaFhzZz09>

Meeting ID: 841 4577 3452 | Passcode: 010549

By Phone at: 1-253-215-8782

Meeting ID: 841 4577 3452 | Passcode: 010549

Or find your local number: <https://us02web.zoom.us/j/kcZGPtrzMk>

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Public comments are welcome and can be shared during the meeting or submitted in advance via email to [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) or by mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 or by phone to 509.343.6370. Deadline to submit comments in advance is 12:00pm the day of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

## Transportation Advisory Committee Meeting Agenda

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Wednesday, December 21, 2022 | 3:00 PM

**NOTE THE MEETING IS ONE WEEK EARLIER THAN USUAL**

<i>Time</i>	<i>Item</i>	<i>Page</i>
3:00	1 Call to Order / Record of Attendance	
3:02	2 Approval of November 2022 TAC Meeting Minutes	3
3:03	3 Public Comments	
3:05	4 TAC Member Comments	
3:10	5 Chair Report on SRTC Board of Directors Meeting	
<b><u>ACTION ITEMS</u></b>		
3:15	6 <b>Human Services Transportation Plan: Consolidated Grant Rankings</b> ( <i>Jason Lien</i> )	6
3:25	7 <b>Recommend Board Presentation of Rail Corridor Identification Program</b> ( <i>Jason Lien</i> )	43
3:30	8 <b>2023-2025 Transportation Improvement Program: January Amendment</b> ( <i>Eve McMenemy</i> )	44
<b><u>INFORMATION AND DISCUSSION ITEMS</u></b>		
3:35	9 <b>Preservation Call for Projects</b> ( <i>Eve McMenemy</i> )	47
3:50	10 <b>DATA Project Update: Household Travel Survey Final Report</b> ( <i>Mike Ulrich</i> )	54
4:10	11 <b>Transportation Performance Measures: PM1 Safety</b> ( <i>Mike Ulrich</i> )	55
4:25	12 <b>Agency Update</b> ( <i>Jason Lien</i> )	
4:30	13 <b>Adjournment</b>	

**Spokane Regional Transportation Council - Transportation Advisory Committee**  
November 16, 2022 | Meeting Minutes  
SRTC, 421 W Riverside Ave Suite 504, Spokane WA 99201 and virtually on Zoom

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**# 1 Call to Order/Record of Attendance**

Vice Chair Kim Zentz called the meeting to order at 3:01 pm.

**IN ATTENDANCE**

**TAC Members:**

Raychel Callary	Todd Williams
Charles Hansen	Charlie Wolff
Carlie Hoffman	Rhonda Young
Caleb Newbill	Claudine Zender
Bill White	Kim Zentz

**SRTC Staff:**

Jason Lien, *Principal Transportation Planner*  
Lois Bollenback, *Executive Director*  
Eve McMenamy, *Deputy Executive Director*  
David Fletcher, *Principal Transportation Planner*  
Michael Redlinger, *Associate Transportation Planner II*  
Julie Meyers-Lehman, *Admin-Exec Coordinator*

**Guests**

Charles Hamilton, *All Board Washington*  
Gary Wirt, *All Board Washington*  
Kathy Tegler

**# 2 Approval of October 2022 TAC Meeting Minutes**

**Mr. White made a motion to approve the minutes. Mr. Hansen seconded. Motion passed unanimously.**

**# 3 Public Comments**

There were no comments.

**# 4 Technical Member Comments**

There were no comments.

**# 5 Chair Report on SRTC Board of Directors Meeting**

Vice Chair Zentz reviewed the actions and discussions at the November SRTC Board meeting.

**ACTION ITEMS**

**# 6 Equity Planning Framework**

Mr. Redlinger provided information on the background of the Equity Planning Framework development process, the purposes of the framework, and outlined some of the recommendations contained in the draft document. He noted that the recommendations are not directives; implementation of the recommendations would need to go through the budget process and be incorporated into SRTC’s Unified Planning Work Program.

Chair Young joined the meeting at 3:25.

***Ms. Zentz made a motion to recommend Board approval of the Equity Planning Framework. Mr. Newbill seconded.***

Members discussed:

- WSDOT’s environmental justice analysis tool for projects of \$15M and higher.
- While recognizing that MPOs are not required to perform equity analysis at this time, perhaps there should be discussions in the future about applying equity analysis at the MPO level to projects below \$15M.
- The meeting frequency of a potential standing Equity Work Group.
- Per SRTC’s 2021 Interlocal Agreement, formation of a standing Equity Work Group or committee would need to be approved by the Board.

***Motion passed unanimously.***

### **# 7 Unified List of Regional Transportation Priorities**

Ms. McMenemy reviewed the Unified List development process and purposes. She spoke about the scoring criteria, the funding results of last year’s Unified List, and the division of projects into either Implementation, Development, or Initiation categories.

She summarized the projects Implementation, Development, and Initiation categories. To make the Unified List more strategic, the advisory committees have been asked to make a recommendation to the Board for a more focused list.

The group discussed; comments included:

- A good solution may be to select the top five in each category.
- Some projects may have obtained outside funding since this list was generated two weeks ago.
- May be helpful to consider project type (bike/ped, maintenance/preservation, etc) in addition to the score.

***Ms. Zentz made a motion to recommend Board approval of all projects on the Implementation list, the top 7 projects on the Development list and the top 5 projects on the Initiation list. Ms. Hansen seconded. Motion passed unanimously.***

### **# 8 2023 TAC Officer Elections**

Mr. Lien explained the process for officer elections and the duties of the officers. Chair Young and Ms. Zentz shared their experiences as Chair and Vice Chair over the past year.

Chair Young nominated Ms. Kim Zentz Chair. She accepted the nomination. There were no other nominations. All votes (Ms. Zentz abstained) were in favor of the nomination.

Ms. Zentz nominated Mr. Charlie Wolff as Vice-Chair. He accepted the nomination. There were no other nominations. All votes (Mr. Wolff abstained) were in favor of the nomination.

***Ms. Callary made a motion to recommend Board approval of Ms. Kim Zentz as the 2023 TAC Chair and Mr. Charlie Wolff as 2023 TAC Vice Chair. Motion passed unanimously.***

**# 9 Expression of Interest for the Corridor Identification & Development Program**

Chair Young stated this was a follow up from the All Aboard Washington presentation in October regarding studying a passenger rail corridor between Spokane and Seattle.

- Ms. Bollenback said SRTC is here to support the Board and advisory committees and the agency's takes direction from those groups through the Unified Planning Work Program (UPWP). SRTC's current UPWP does not contain work products regarding inter-city rail. It is difficult for staff to bring things to the Board that they have not been directed to do. Therefore, input from the advisory committees is key when introducing new topics to the Board.
- Mr. Wirt commented that the AAWA 2020 joint feasibility study was very high level and not intended to examine costs and benefits of expanded service. Improved passenger rail has many things to consider; benefit to society, VMT reduction, reduction in greenhouse gas, safety improvements, etc. None of those factors have been assessed; there will need to be a cost benefit analysis. AAWA feels the state legislature should have access to the next steps in doing a cost benefit analysis.

This topic will be brought to the TAC again next month for action.

**# 11 Agency Update and Future Information Items**

Mr. Lien reminded committee volunteers that WSDOT Consolidated Grant score sheets are due December 2.

**# 12 Adjournment**

There being no further business, the meeting adjourned at 4:43 pm.

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To: Transportation Advisory Committee 12/14/2022  
 From: Jason Lien, Principal Transportation Planner  
**TOPIC: WSDOT CONSOLIDATED GRANT PROJECT RANKINGS**

**Requested Action:**

Recommend Board approval of 2023-2025 Consolidated Grant project rankings submitted through the Spokane County RTPO, as shown in Attachment 1.

**Key Points:**

- In July, the WSDOT Consolidated Grant Program released a call for projects for the 2023-2025 biennium. The program supports public transportation related projects across the state, including service between cities and within rural areas, paratransit/special needs transportation, mobility management, and new/replacement vehicles. Project guidance is from our local Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).
- The state’s application review process requires RTPOs to submit regional rankings for Consolidated Grant projects. As the RTPO for Spokane County, SRTC facilitates the ranking process. Rankings are based on A-B-C allocations from the state.
- Staff assembled a team of 4 TTC and 4 TAC members to assist with local project rankings. The team reviewed and scored four applications:

Agency	Project Title	Project Cost	Amount Requested
SMS	Deer Park Dial-A-Ride and Community Shuttle	\$1,547,314	\$1,392,582
SMS	Purchase Replacement Buses to Sustain Deer Park Services	\$360,000	\$324,000
SMS	Spokane Co. Mobility Management Project	\$567,511	\$538,756
SNAP	Neighbors on the Go	\$1,739,331	\$1,161,554

- The scoring results and recommended letter grade rankings are shown in Attachment 1. The four applications are provided in Attachment 2. The Board approved project rankings will be submitted to the state and amended into Appendix C of the 2022 CPT-HSTP.

**Board/Committee Discussions:**

Staff recruited TTC and TAC scoring volunteers in October. An overview was given to the Board at their December meeting.

**Public Involvement:**

All SRTC Board and Committee meetings are open to the public.

**Staff Contact:** Jason Lien, SRTC | [jlien@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

**Attachment 1**

**WSDOT Consolidated Grant Applications (2023-2025) - Recommended Ranking and Scoring Summary  
December 2022**

**Ranking Recommendation**

<b>ID</b>	<b>Project Title</b>	<b>Ranking Grade</b>
SMS-1	Deer Park Dial-A-Ride & Community Shuttle	<b>A</b>
SNAP-1	Neighbors on the Go	<b>A</b>
SMS-2	Replacement Buses to Sustain Deer Park Services	<b>A</b>
SMS-3	Spokane County Mobility Management	<b>B</b>

**Scoring Summary**

<b>ID</b>	<b>Project Title</b>	<b>Scorers</b>								<b>Avg Score*</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
SMS-1	Deer Park Dial-A-Ride & Community Shuttle	19	18	18	20	23	22	22	23	<b>20.63</b>
SMS-2	Replacement Buses to Sustain Deer Park Services	15.5	17	17	19	18	21	20	22	<b>18.69</b>
SMS-3	Spokane County Mobility Management	14.5	14	11	20	16	20	17	16	<b>16.06</b>
SNAP-1	Neighbors on the Go	13.5	18	18	17	25	22	24	20	<b>19.69</b>

\*Maximum score 25 points

**Scoring Criteria**

1. Effectiveness of Project: Does the project advance human services transportation for targeted populations in our region? (fill gap in service, coordination, performance, efficiency, accessibility)? 10 pts
2. Plan Consistency: Does the project address a need or strategy in the Spokane County Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)? 5 pts
3. System Benefits: Does the project connect to, coordinate with, leverage or enhance other modes of transportation or systems (aviation, bus and other service providers, rail, park and rides, intercity connections, bicycle/pedestrian)? 5 pts
4. Resource Use: Does the applicant leverage resources from sources outside of WSDOT funding? 5 pts

# 16640 - Deer Park Dial-A-Ride and Community Shuttle

## Application Details

**Funding Opportunity:** 15642-2023-2025 Consolidated Grant Program - Operating  
**Funding Opportunity Due Date:** Oct 27, 2022 3:01 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Editing  
**Stage:** Final Application

**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation Elizabeth Middle Name Mulcahy  
First Name Last Name  
**Title:** Contracts Administration Manager  
**Email\*:** [bethm@sms1.org](mailto:bethm@sms1.org)  
**Address\*:** 2101 NE Flanders  
  
Portland Oregon 97232-2811  
City State/Province Postal Code/Zip  
**Phone\*:** (503) 232-1440 Ext.  
Phone  
### ### ####  
**Fax:** (503) 232-2230  
### ### ####

### Organization Information

**Legal Name\*:** Special Mobility Services Inc.  
**DBA Name\*:** Special Mobility Services  
**Organization Type\*:** Non Profit  
**DUNS #:** 154031389  
#####  
**Unique Entity Identifier (UEI):** JC7BN7BQPFG8  
**Organization Website:** <http://sms1.org>  
(Please enter http://... for this field)  
**Physical Address\*:** 707 N Napa St

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

**Mailing Address\*:**

707 N Napa St

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

**Remit to Address\*:**

2101 NE Flanders

Portland Oregon 97232-2811  
City State/Province Postal Code/Zip

**Phone\*:**

(503) 232-1440 Ext.  
### ### #####

**Fax:**

(503) 232-2230  
### ### #####

**Fiscal Year End**

June

**Last day of\*:**

## Organization Contact Information

### Organization Contact Information

Organization Director

**Name\*:**

Fred Stoffer  
First Name Last Name

General Manager [freds@sms1.org](mailto:freds@sms1.org)  
Title Email Address

Applicant Contact

**Name\*:**

Elizabeth Mulcahy Elizabeth Mulcahy  
First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
Title Email Address

Project Contact

**Name\*:**

Rusty Koontz  
First Name Last Name

Regional Manager [rustyk@specialmobility.org](mailto:rustyk@specialmobility.org)  
Title Email Address

## Summary of Project Information

### Summary of Project Information

PLEASE NOTE:

**OPERATING- General operating assistance ?** Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum grant request of \$ 1.5 million).

**OPERATING- Operating assistance for a specific service ?** Select this option if your organization is submitting an application for specific services you provide.

**Operating Type\*:** Operating assistance for a specific service

Refer to the glossary in the [Consolidated Grants Guidebook](#) for service-type definitions.

**Service Type\*:** Route-deviated

Select either ?Sustain Existing Service? or ?Expand Service.?

**Need for Service\*:** Sustain existing service

Select One

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For an example of last biennium's federal requirements see the [Consolidated Grants Program Guidebook](#).

**Willing to Accept FTA funds for the biennium?\***: Yes

Select all of the Congressional District(s), Legislative District(s) and County(ies) the project will serve.

[Congressional & Legislative District map](#)

**Congressional District(s)\*:** 5

**Legislative District(s)\*:** 03,04,07

**County(ies)\*:** Spokane

**Duration of Project\*:** Four Years

#### **Dependency on Other Projects**

<b>Dependent on other projects?</b>	<b>Project Title</b>
No	

## Scope of Work

### **Project Description**

Select the [Regional Transportation Planning Organization / Metropolitan Planning Organization \(RTPO/MPO\)](#) that will be ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\***: Yes Any service that supports Public Transportation in rural areas with populations less than 50,000.

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\***: No

Provide a brief, high-level description of what your project proposes to do (address who, what and where).

This description may be used to describe your project to the Legislature.

#### **Proposed scope/description of the work.\*:**

Sustain weekday dial-a-ride service open to the general public in north Spokane County and general public deviated fixed- routes from Deer Park to the City of Spokane, providing access for people outside the transit district boundary, especially transportation disadvantaged populations, to needed urban services, activities and opportunities.

Why is this project needed, and how does this proposal address the need?

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.

#### **Need\*:**

Demographic data cited in the area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. Based on a needs assessment through public outreach and an analysis of current resources, the plan concludes that outside of the Spokane urbanized area, the majority of the population lacks access to public transportation, and public transportation, including travel to Spokane, was identified as an unmet need for accessing health care and other essential services, education, and work. The Deer Park service is designed to meet these identified needs by supplying low-cost and effective service to the general public and transportation disadvantaged, providing access to essential services, activities, and work and school opportunities.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, 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.

#### **Coordination Efforts\*:**

The Spokane County Regional Transportation Council evaluated current demographic data and conducted outreach to stakeholders and the public to identify area transportation needs, resources, and strategies to meet needs. SMS participated in the planning process, including distributing surveys to riders as part of outreach efforts. Based on outreach survey responses, public comment, and analysis of current transportation resources, the regional plan identified the need for public transportation serving potentially isolated and transit dependent populations in the area's small towns and rural areas. The CPT-HSTP also found the need for transportation allowing residents of rural areas and small towns to access urban services and opportunities in Spokane. SMS's Deer Park service is included in the CPT-HSTP as an existing transportation resource, and the plan identifies "Maintaining Existing Transportation Services" as a strategy to meet the area's transportation

needs. The CPT-HSTP "supports service levels among existing public transportation routes and programs" including "shuttle services to/from Deer Park" (p. 27 of 2022 draft plan). The plan also identifies "Special Needs Transportation Investment" as a strategy and supports existing transportation service provided by SMS (p. 27 of 2022 draft plan). As described in the CPT-HSTP, other transportation resources do not serve the area's needs adequately because they have restricted clientele or trip purpose, are not accessible to disabled riders, or are not affordable to those with limited incomes. For many years, Deer Park has supported the services SMS provides to the city, and has once again pledged its financial support for the upcoming biennium. Letters of support are included with this application.

How does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation.

Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

#### **Special Needs Transportation:**

As identified in the CPT-HSTP, Spokane County has substantial percentages of seniors, people with a disability, and people with low income, populations that have special transportation needs. The project, offering accessible dial-a-ride services in north Spokane County and deviated fixed-route service from Deer Park to the City of Spokane, is designed to serve the general public and special needs riders. The service advances accessibility for special needs riders--seniors, people with disabilities and people with low income-- as it offers the area's only general purpose dial-a-ride and only deviated fixed-route service to Spokane. Dial-a-ride service and fixed-route deviations allow at-the-door pick-up and delivery, a feature that serves special needs riders who cannot meet a bus at regularly scheduled stops or travel from a bus stop to their destination. On the fixed-route, once route deviations are made, the service provides direct, efficient service with limited interim stops. Service vehicles can carry as many as twelve ambulatory riders and four riders using wheelchairs, allowing efficient, grouped trips. In Spokane, the deviated fixed-route stops enable connections with STA, intercity bus, train, and air transportation, making efficient use of community transportation resources.

**For operating, mobility management and capital projects:** How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

#### **For Planning Projects: How will your organization measure the planning project's success?**

Identify data sources used in the planning process.

#### **Measurement of Efficiency and Effectiveness\*:**

The project is designed to serve the general public, provide accessible service for the transportation disadvantaged, and ensure access to medical and social service providers, shopping, work, and school. Success is measured through operations data analysis and feedback from the community. For data analysis, SMS examines ridership counts, including by passenger type (senior, disabled, youth, general public) and trip purpose, with the goal of maintaining or growing current levels of service as a measure of service effectiveness. Multi-modal connections provided by the deviated fixed-routes improve the efficiency and effectiveness of public and special needs transportation, and SMS tracks passengers using stops serving air, train, or bus connections, as well as passengers carrying bicycles on their trips. The Operations Supervisor reviews data on a monthly basis and addresses any ridership issues as they arise. Community feedback to measure how well the service is meeting the needs of the community is solicited through periodic surveys of riders and non-riders, and through on-bus comment cards. Riders also offer daily feedback to drivers and dispatchers, and service issues and successes are communicated to the Operations Supervisor.

How does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this project enhance other transportation or social services within your organization or among partners?

What efficiencies will be gained within the service area as a result this project?

#### **Other Modes of Transportation\*:**

The Deer Park Community Shuttle service provides passengers with regular connections to transit, intercity bus, intercity rail, and air transportation with stops at the Spokane Transit Authority Downtown Plaza, Greyhound station, Amtrak station, and Spokane International Airport. In addition, service vehicles are equipped with a bike racks.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

#### **Project Staff\*:**

The SMS management team has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff assigned to the project include: Fred Stoffer, General Manager, 48 years' experience overseeing management of SMS

transportation programs and WSDOT transportation grants. Beth Mulcahy, Contract Manager, 38 years of responsibility for assuring regulatory and contractual compliance of FTA and state grants, including WSDOT grants, and five years managing FTA grant programs for Oregon DOT. Wayne Urquhart, Controller, 13 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting. Rusty Koontz, Regional Manager, 19 years' experience in day-to-day WSDOT grant compliance and operations management for all WSDOT grant-supported services, including supervising staff and overseeing operations and fleet maintenance.

**Coordinated Public Transit - Human Services Transportation Plans (CPT - HSTP)**

Coordinated Public Transit- Human Services Transportation Plan	Page number(s) or TBD
Spokane Regional Transportation Council	TBD

**Budget**

**Expenses**

Expenses	If Other, Please List	** July 1, 2021 - June 30, 2022 (Actual)	** July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Variance Between Biennia	** July 1, 2025 - June 30, 2027 (Projected)	Variance Between Biennia
Overhead		\$63,172.00	\$82,510.00	\$145,682.00	\$165,254.00	13.43%	\$173,620.00	5.06%
Labor & Benefits		\$177,615.00	\$215,318.00	\$392,933.00	\$453,875.00	15.51%	\$476,852.00	5.06%
Fuel & Lubricants		\$25,674.00	\$29,376.00	\$55,050.00	\$62,130.00	12.86%	\$65,276.00	5.06%
Maintenance Parts & Supplies		\$9,192.00	\$13,056.00	\$22,248.00	\$27,760.00	24.78%	\$29,166.00	5.06%
Other	Advertising and Recruitment, etc	\$2,968.00	\$4,220.00	\$7,188.00	\$8,062.00	12.16%	\$8,470.00	5.06%
Other	Insurance	\$21,007.00	\$23,478.00	\$44,485.00	\$49,445.00	11.15%	\$51,948.00	5.06%
Fares and Donations (must be a negative number)		\$-5,546.00	\$-6,000.00	\$-11,546.00	\$-12,120.00	4.97%	\$-12,424.00	2.51%
		<b>\$294,082.00</b>	<b>\$361,958.00</b>	<b>\$656,040.00</b>	<b>\$754,406.00</b>		<b>\$792,908.00</b>	

**Revenue and/or Match**

Revenue and/or Match Sources	If Other, Please List	** July 1, 2021 - June 30, 2022 (Actual)	** July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	** July 1, 2025 - June 30, 2027 (Projected)
Local: Other	City of Deer Park	\$13,000.00	\$13,000.00	\$26,000.00	\$26,000.00	\$26,000.00
Local: Reserves		\$16,408.00	\$23,198.00	\$39,606.00	\$49,441.00	\$53,291.00
		<b>\$29,408.00</b>	<b>\$36,198.00</b>	<b>\$65,606.00</b>	<b>\$75,441.00</b>	<b>\$79,291.00</b>

**Summary of Awarded Amount for July 1, 2023 - June 30, 2025**

**Requested Amount:** \$678,965.00

**Revenue / Match Amount:** \$75,441.00

**Summary of Awarded Amount for July 1, 2025 - June 30, 2027**

**Requested Amount:** \$713,617.00

**Revenue / Match:** \$79,291.00

**Variances**

Variance between 2021-2023 and 2023-2025: 14.99%

Variance between 2023-2025 and 2025-2027: 5.10%

**Variations:**

Causes of Increases Between 2021-23 and 2023-25: Labor & Benefits: Raised wages to respond to job market. Increased Mechanic hours because of aging fleet needing more repair work. Fuel: Rising cost of gas. Maintenance: Inflation and increased repairs. Recruitment: Need to advertise job openings more often and for longer periods. Insurance: Inflation. Overhead: Inflation and accounting adjustment among routes. Variations between 2023-25 and 2025-27 reflect anticipated yearly inflation of 2.5%

**Other Sources**

**Other Sources\*:**

The service has received local financial support from the City of Deer Park for many years, and the city has pledged its continued support. In addition, the Deer Park community supports the service. Local merchants provide space on their property for bus stops, and community service groups, such as senior centers, have supported promotion of the service by posting service schedules and flyers. Community service groups have also invited SMS to make presentations to their groups.

**Comments**

**Comments\*:**

Based on recent historical data, and anticipating continued high rates of inflation, especially for wages and fuel, a one-year budget was developed for FY 2023-24. A 2.5% inflation factor was applied to calculate FY 2024-25. A 2.5% inflation factor was also applied to FY 2025-26 and FY 2026-27. The following calculations were made in the development of the year one budget: 1. A 7% increase in wages and insurance costs was projected in response to the current job market. Direct wages were calculated by total route hours x current wages/hour. 2. Payroll taxes and benefits were calculated at 45% of direct wages and based on current ratios. 3. Fuel, repairs, and maintenance and other vehicle expenses were calculated by multiplying average cost per mile (based on recent historical data) to the number of service miles for the route. 4. Facility and overhead expenses were allocated based on the Indirect Cost Plan. The plan allocates overhead costs based on the ratio of the route's number of vehicles to the total of vehicles. 5. Administrative costs were allocated based on the Indirect Cost Plan. Administrative costs are allocated to the project based on the ratio of the route's total direct labor costs compared to all direct labor costs.

**DBE Goals**

DBE Goals	Percentage	Efforts	No DBE
No	0.00%	SMS has purchased uniforms, printing services, and marketing services from DBE/WBE firms, and will continue to do so for this project. Spending on these items is less than one percent of the total budget, however. SMS will continue to look for purchasing opportunities in the state DBE directory.	

**Summary**

**July 1, 2023 - June 30, 2025**

<b>Expense Total:</b>	\$754,406.00
<b>Revenue Total:</b>	\$75,441.00
<b>Requested Amount</b>	\$678,965.00
This is the amount of grant funds your organization is requesting from July 1, 2023 - June 30, 2025.	Expense Total minus Revenue Total
:	
<b>Percentage of Match:</b>	10.00%

**July 1, 2025 - June 30, 2027**

<b>Expense Total:</b>	\$792,908.00
<b>Revenue Total:</b>	\$79,291.00
<b>Requested Amount</b>	\$713,617.00
This is the amount of grant funds your organization is requesting from July 1, 2025 - June 30, 2027.	Expense Total minus Revenue Total.
:	

Percentage of Match: 10.00%

## Service Level

### Project Service Level Information

Project Specific Information	July 1, 2021 - June 30, 2022 (Actual)	July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Percent of Change	July 1, 2025 - June 30, 2027 (Projected)	Percent of Change
Revenue Vehicle Hours	3679	3850	7529	7700	2.27%	7700	0.00%
Revenue Vehicle Miles	50244	54850	105094	109700	4.38%	109700	0.00%
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	4643	4736	9379	9758	4.04%	10002	2.50%
Volunteer Hours	0	0	0	0	0.00%	0	0.00%
					<b>10.69%</b>		<b>2.50%</b>

### Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

#### How were service-level estimates developed?\*

Actual: Based on actual data taken from source documentation such as driver logs and driver time sheets and summarized for the fiscal year. Service was sometimes limited during the year because of driver shortages due to COVID. Budgeted: Projections for Revenue Vehicle Miles and Revenue Vehicle Hours are based on planned full service levels. Passenger Trips are calculated applying a 2% annual increase to the average monthly number of passenger trips for Fiscal Years 2024 and 2025. SMS is assuming that ridership will begin to return to pre-pandemic levels and recognizes that new housing construction in the Deer Park area may result in new ridership. Projected: Since there are no service changes planned, Revenue Vehicle Miles and Revenue Vehicle Hours are not expected to change during the grant periods, and full planned service is assumed. SMS projected a modest, 1% annual increase in ridership will result from increased marketing efforts and the return to "normal life" during the FY 2025-27 biennium.

For demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

#### Intended Outputs:

Intended outputs for FY2024-2027 Revenue Hours: 15,400 Revenue Miles: 219,400 Passenger Trips:19,760.

## Milestones

### Milestones

OPERATING ACTIVITIES	Date (mm/yy)
Service Start	07/23
Service Complete	06/27

## Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report	✓	SMS FY2020-21 Audit Report	<a href="#">Special Mobility Services Audit Report 6.30.2021.pdf</a>	pdf	350 KB	10/25/2022 03:49 PM
501(c) IRS Letter of Determination (for new non-profit applicants only)						
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)						
Service area map	✓	Deer Park Service Area Map	<a href="#">Deer Park Service Area Map.pdf</a>	pdf	123 KB	10/25/2022 03:51 PM
Population density map	✓	Deer Park Population Density Map	<a href="#">Deer Park Population Density Map.pdf</a>	pdf	99 KB	10/25/2022 03:52 PM
Letters committing matching funds		Deer Park Match Commitment	<a href="#">LOS Deer Park.pdf</a>	pdf	625 KB	10/25/2022 03:53 PM
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)						
Letters of support (combine into one file attachment)		Letters of Support for Deer Park Service	<a href="#">LOS Deer Park_20221026_0001.pdf</a>	pdf	325 KB	10/26/2022 01:31 PM
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan		SMS Cost Allocation Plan	<a href="#">SMS Cost Allocation Plan.pdf</a>	pdf	183 KB	10/25/2022 03:53 PM

## Supplemental Information

### Supplemental Information

Supplemental Information:

## Vulnerable Populations in Overburdened Communities & Tribes - May 2022

### Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

#### Vulnerable Populations in Overburdened Communities\*:

The service will benefit vulnerable populations, especially those with limited income, having a disability, or having limited English abilities. The project provides these vulnerable populations with access to low cost, wheelchair accessible transportation that is not limited by trip purpose or clientele. This provides access to health care providers, including specialists not available in their rural community. It also offers an economical way to access social services, healthy food sources, and pharmacies, promoting the health and well being of the populations.

#### Tribal Support

Is this project directly operated by a tribe?\*: No

Is your project serving and is it supported by a tribal nation in Washington? : No

Estimate the percentage of your project that serves the tribe: 0.00%

By checking this box, you are confirming your outreach to the tribe in pursuit of a resolution formally supporting your project : No

#### Attachments

## Certification

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### ***Certification***

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

<b>Certification*:</b>	Yes
<b>Application Authority*:</b>	Fred      Stoffer First Name Last Name
<b>Title*:</b>	General Manager
<b>Date*:</b>	10/27/2022

# 17373 - Purchase Replacement Buses to Sustain Deer Park Services

## Application Details

**Funding Opportunity:** 15643-2023-2025 Consolidated Grant Program - Capital  
**Funding Opportunity Due Date:** Oct 27, 2022 3:01 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Submitted  
**Stage:** Final Application

**Initial Submit Date:** Oct 27, 2022 9:57 AM  
**Initially Submitted By:** Elizabeth Mulcahy  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation **Elizabeth** Middle Name **Mulcahy**  
First Name Last Name

**Title:** Contracts Administration Manager

**Email\*:** [bethm@sms1.org](mailto:bethm@sms1.org)

**Address\*:** 2101 NE Flanders

Portland Oregon 97232-2811  
City State/Province Postal Code/Zip

**Phone\*:** (503) 232-1440 Ext.  
Phone  
### ### ####

**Fax:** (503) 232-2230  
### ### ####

### Organization Information

**Legal Name\*:** Special Mobility Services Inc.

**DBA Name\*:** Special Mobility Services

**Organization Type\*:** Non Profit

**DUNS #:** 154031389  
#####

**Unique Entity Identifier (UEI):** JC7BN7BQPFG8

**Organization Website:** <http://sms1.org>  
(Please enter http://... for this field)

**Physical Address\*:** 707 N Napa St

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

**Mailing Address\*:**

707 N Napa St

Spokane Washington 99202-2866  
City State/Province Postal Code/Zip

**Remit to Address\*:**

2101 NE Flanders

Portland Oregon 97232-2811  
City State/Province Postal Code/Zip

**Phone\*:**

(503) 232-1440 Ext.  
### #### #####

**Fax:**

(503) 232-2230  
### #### #####

**Fiscal Year End**

June

**Last day of\*:**

## Organization Contact Information

### Organization Contact Information

Organization Director

**Name\*:**

Fred Stoffer  
First Name Last Name

General Manager [freds@sms1.org](mailto:freds@sms1.org)  
Title Email Address

Applicant Contact

**Name\*:**

Elizabeth Mulcahy  
First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
Title Email Address

Project Contact

**Name\*:**

Elizabeth Mulcahy  
First Name Last Name

Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
Title Email Address

## Summary of Project Information

### Summary of Project Information

Select all capital types from the list below that best describes your project.

**Capital Type\*:**

Fleet replacement

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For an example of last biennium's federal requirements see the [21-23 Consolidated Grants Program Guidebook](#).

**Willing to Accept FTA funds for the biennium?\***

Yes

Select all of the Congressional District(s), Legislative District(s) and County(ies) the project will serve.

[Congressional & Legislative District map](#)

**Legislative District(s)\*:**

03,04,07

**Congressional District\*:**

5

**County(ies)\*:**

Spokane

## Dependency on Other Projects

Dependent projects?	Project Title
No	

## Scope of Work

### Project Description

Select the [Regional Transportation Planning Organization / Metropolitan Planning Organization \(RTPO/MPO\)](#) that will be ranking this project from the drop-down menu.

**RTPO/MPO\*:** Southwest Washington Regional Transportation Council

**Is this project primarily serving a rural area?\***: Yes Any service that supports Public Transportation in rural areas with populations less than 50,000.

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\***: No

Provide a brief, high-level description of what your project proposes to do (address who, what and where).

This description may be used to describe your project to the Legislature.

### Proposed scope/description of the work.\*:

Purchase two wheelchair accessible buses to replace vehicles currently operating dial-a-ride service in the Deer Park area and shuttle service from Deer Park to Spokane to provide rural residents, especially transportation disadvantaged populations, access to needed services.

Why is this project needed, and how does this proposal address the need?

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.

### Need\*:

The area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. The plan documents that the majority of the population outside the Spokane urbanized area lacks access to public transportation, and public transportation, including travel to Spokane, was identified as an unmet need for accessing health care and other essential services, education, and work. The Community Shuttle service is designed to meet these identified needs by supplying low-cost and effective service to the general public and transportation disadvantaged, providing access to essential services, activities, and work and school opportunities. Other transportation resources do not serve the area's needs adequately because they have restricted clientele or trip purpose, are not accessible to disabled riders, or are not affordable to those with limited incomes. This project will replace vehicles that have traveled over 200,000 miles and have reached the end of their useful lives. The vehicles are incurring excessively high maintenance costs and without replacement may jeopardize the safety and reliability of the service.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, 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.

### Coordination Efforts\*:

The Spokane County Regional Transportation Council evaluated current demographic data and conducted outreach to stakeholders and the public to identify area transportation needs, resources, and strategies to meet needs. SMS was an active participant in the planning process, including surveying its ridership as part of outreach efforts. Based on outreach survey responses, public comment, and analysis of current transportation resources, the regional plan identified the need for public transportation serving potentially isolated and transit dependent populations in the area's small towns and rural areas. The CPT-HSTP also found the need for transportation allowing residents of rural areas and small towns to access urban services and opportunities in Spokane. SMS's Deer Park service is included in the CPT-HSTP as an existing transportation resource, and the plan identifies "Maintaining Existing Transportation Services" as a strategy to meet the area's transportation needs. The CPT-HSTP "supports service levels among existing public transportation routes and programs" including "shuttle services to/from Deer Park" (p. 27 of 2022 draft plan). The plan also identifies "Special Needs Transportation Investment" as a strategy and supports existing transportation service provided by SMS (p. 27 of 2022 draft plan). The plan identifies sustaining/enhancing existing services through capital investment in new and replacement vehicles and equipment as a strategy (p.28 of 2022 draft plan) to meet the area's transportation needs. As described in the CPT-HSTP, other transportation resources do not serve the area's needs adequately because they have restricted clientele or trip purpose, are not accessible to disabled riders, or are not affordable to those with limited incomes. Deer Park has supported the services SMS provides to the city for many years, and has once again pledged its financial support for the upcoming biennium.

How does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or

coordination of special needs transportation.

Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

**Special Needs Transportation:**

As identified in the CPT-HSTP, Spokane County has substantial percentages of seniors, people with a disability, and people with low income, populations that have special transportation needs. The project, offering accessible dial-a-ride services in north Spokane County and deviated fixed-route service from Deer Park to the City of Spokane, is designed to serve the general public and special needs riders. The service advances accessibility for special needs riders--seniors, people with disabilities and people with low income-- as it offers the area's only general purpose dial-a-ride and only deviated fixed-route service to Spokane. Dial-a-ride service and fixed-route deviations allow at-the-door pick-up and delivery, a feature that serves special needs riders who cannot meet a bus at regularly scheduled stops or travel from a bus stop to their destination. On the fixed-route, once route deviations are made, the service provides direct, efficient service with limited interim stops. Service vehicles can carry as many as twelve ambulatory riders and four riders using wheelchairs, allowing efficient, grouped trips. In Spokane, the deviated fixed-route stops enable connections with STA, intercity bus, train, and air transportation, making efficient use of community transportation resources.

**For operating, mobility management and capital projects:** How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

**For Planning Projects: How will your organization measure the planning project's success?**

Identify data sources used in the planning process.

**Measurement of Efficiency and Effectiveness\*:**

The project is designed to serve the general public, provide accessible service for the transportation disadvantaged, and ensure access to medical and social service providers, shopping, work, and school. Success is measured through operations data analysis and feedback from the community. For data analysis, SMS examines ridership counts, including by passenger type (senior, disabled, youth, general public) and trip purpose, with the goal of maintaining or growing current levels of service. Multi-modal connections provided by the deviated fixed-routes improve the efficiency and effectiveness of public and special needs transportation, and SMS tracks passengers using stops serving air, train, or bus connections, as well as passengers carrying bicycles on their trips. The Operations Supervisor reviews data on a monthly basis and addresses any ridership issues as they arise. Community feedback to measure how well the service is meeting the needs of the community is solicited through periodic surveys of riders and non-riders, and through on-bus comment cards. Riders also offer daily feedback to drivers and dispatchers, and service issues and successes are communicated to the Operations Supervisor.

How does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this project enhance other transportation or social services within your organization or among partners?

What efficiencies will be gained within the service area as a result this project?

**Other Modes of Transportation\*:**

The Community Shuttle provides passengers with regular connections to transit, intercity bus, intercity rail, and air transportation with stops at the Spokane Transit Authority Downtown Plaza, Greyhound station, Amtrak station, and Spokane International Airport. In addition, the service vehicles purchased under this grant will be equipped with bike racks.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

**Project Staff\*:**

The SMS management team has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff assigned to the project include: Fred Stoffer, General Manager, 48 years' experience overseeing management of SMS transportation programs and WSDOT transportation grants. Beth Mulcahy, Contract Manager, 38 years of responsibility for assuring regulatory and contractual compliance of FTA and state grants, including WSDOT grants, and five years managing FTA grant programs for Oregon DOT. Wayne Urquhart, Controller, 13 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting. Rusty Koontz, Regional Manager, 19 years' experience in day-to-day WSDOT grant compliance and operations management for all WSDOT grant-supported services, including supervising staff and overseeing operations and fleet maintenance.

**Coordinated Public Transit - Human Services Transportation Plans (CPT - HSTP)**

Spokane Regional Transportation Council

TBD

## Budget

### Transit Vehicles

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	Wheelchair stations	Fuel Type	Total Cost	Requested Amount	Match
Buy Replacements - Capital Bus 11.12	.04 Bus < 30 FT	5	12	4	Gas	\$180,000.00	\$162,000.00	\$18,000.00
Buy Replacements - Capital Bus 11.12	.04 Bus < 30 FT	5	12	4	Gas	\$180,000.00	\$162,000.00	\$18,000.00
							<b>\$324,000.00</b>	<b>\$36,000.00</b>

### Equipment/facilities to support transit operations

Inventory Item	Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
No Data for Table						

### Equipment/facilities to support electrification and power distribution for transit operations

Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
No Data for Table					

### Equipment/facilities to support transit passengers

Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
No Data for Table					

### Training

Activity Type	Description	Total Cost	Requested Amount	Match	Scope/Activity Line Item (ALI) Code
No Data for Table					

### Match/Revenue Sources

Source	If Other, Please List	Amount
Local: Reserves		\$36,000.00
		<b>\$36,000.00</b>

### Scalable

**Is your project scalable?\***: Yes

**Specify the minimum funds needed and explain the scalability.:** \$162,000.00  
Round to the nearest dollar

**Describe the scalability of your project.:**  
Purchase one vehicle rather than two.

### ADA Accessibility

### ADA Accessibility\*:

Each of the two vehicles purchased under this grant will be fully ADA-compliant and will include a wheelchair lift with up to 1000 pounds capacity and four wheelchair stations. The vehicles will deviate from the routes to accommodate riders whose disabilities prevent them from using designated bus stops. Drivers are certified in assisting passengers with disabilities. Service information, including schedules, is available in written formats as well as by phone.

### Procurement Plan

#### Procurement Plan\*:

SMS plans to purchase the vehicles using the State Department of Enterprise bus contract. For exterior signage on the bus, SMS will follow its procurement policy and solicit a minimum of three competitive quotes. Similarly, the ancillary equipment, (bike rack) will be purchased by soliciting at least three competitive quotes.

### Other Sources

#### Other Sources\*:

SMS met with officials of Deer Park to request local match for the vehicles purchased by this project. The City of Deer Park pledged to continue their current level of support for the operation of the North Spokane County Service, \$13,000 each year, but was unable to provide additional funding for the vehicles. SMS will continue to look for other sources of funding through private grants and foundation giving.

### Summary

## Requested Amount

Vehicle Requested Amount:	\$324,000.00
Equipment Requested Amount:	\$0.00
Other/Training Requested Amount:	\$0.00
TOTAL Requested Amount:	\$324,000.00

## Match Amount

Match Amount:	\$36,000.00
Percentage of Match:	10.00%

## Total

TOTAL PROJECT COST:	\$360,000.00
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## Service Level

### Project Service Level Information

Project Specific Information	July 1, 2021 - June 30, 2022	July 1, 2022 - June 30, 2023	July 1, 2021 - June 30, 2023	July 1, 2023 - June 30, 2025	Percent of Change
	(Actual)	(Budgeted)	(Total of Actual and Budgeted)	(Projected)	
Revenue Vehicle Hours	1840	1925	3765	3850	2.26%
Revenue Vehicle Miles	25122	27425	52547	54850	4.38%
<i>Passenger trips should be entered as whole numbers only.</i>					
Passenger Trips	2321	2368	4689	4879	4.05%
Volunteer Hours	0	0	0	0	0.00%
					<b>10.69%</b>

### Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

#### How were service-level estimates developed?\*

SMS developed estimates for the Deer Park service as follows: Actual: Based on actual data taken from source documentation such as driver logs and driver time sheets and summarized for the fiscal year. Service was sometimes limited during the year because of driver shortages due to COVID. Budgeted: Projections for Revenue Vehicle Miles and Revenue Vehicle Hours are based on planned full service levels. Passenger Trips are calculated applying a 2% annual increase to the average monthly number of passenger trips for Fiscal Years 2024 and 2025. SMS is assuming that ridership will begin to return to pre-pandemic levels and recognizes that new housing construction in the Deer Park area may result in new ridership. Projected: Since there are no service changes planned, Revenue Vehicle Miles and Revenue Vehicle Hours are not expected to change during the grant periods, and full planned service is assumed. SMS projected a modest, 1% annual increase in ridership will result from increased marketing efforts and the return to "normal life" during the FY 2025-27 biennium. Service totals were reduced by half to reflect that two of the four service vehicles are being replaced with this project.

## Vehicle Replacement

### Vehicle Replacement or Rebuild

**Are you replacing or rebuilding a vehicle?\***

Yes

Save form to continue. If you selected yes, please complete the vehicle information section below.

### Vehicle Information

Replace or Rebuild	Vehicle Type	Remaining useful life	Make/Model	Year	Vehicle Identification Number (VIN)	Current Status	Current Mileage
Replace	Light-duty Cutaway (Van Chassis)	-5	Ford Aerotech	2012	1FDFF4FS7CDB18888	Active	260373
Replace	Light-duty Cutaway (Van Chassis)	-5	Ford Aerotech	2012	1FDFF4FS9CDB18889	Active	279091

## Milestones

### Milestones

CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
<b>EQUIPMENT</b>		
Equipment - Request for Proposal / Invitation for Bid	N/A	
Equipment - Contract Award	N/A	
Equipment - Contract Complete	N/A	
<b>VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.</b>		
Vehicle - Request for Proposal / Invitation for Bid	No	
Vehicle - Contract Award	No	
Vehicle - First Vehicle Received	Yes	07/24
Vehicle - All Vehicles Received	Yes	07/24
Vehicle - Contract Complete	Yes	07/24

## Electricity and Biofuels Use

### Electricity and Biofuels Use

[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.

For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective June 1, 2018? (**Practicable use of electricity and biofuels to fuel local government vehicles, vessels, and construction equipment.**)

**WAC 194-29\*:**

N/A

## Attachments

## Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report	✓	Audit Report FY 2020-21	<a href="#">Special Mobility Services Audit Report 6.30.2021.pdf</a>	pdf	350 KB	10/26/2022 10:05 AM
501(c) IRS Letter of Determination (for new non-profit applicants only)						
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)						
Service area map	✓	Service Area Map	<a href="#">Deer Park Service Area Map.pdf</a>	pdf	123 KB	10/26/2022 10:06 AM
Population density map	✓	Service Area Map	<a href="#">Deer Park Service Area Map.pdf</a>	pdf	123 KB	10/26/2022 10:07 AM
Letters committing matching funds						
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)						
Letters of support (combine into one file attachment)		Letters of Support Deer Park	<a href="#">LOS Deer Park_20221026_0001.pdf</a>	pdf	325 KB	10/26/2022 02:33 PM
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan		Cost Allocation Plan	<a href="#">SMS Cost Allocation Plan.pdf</a>	pdf	183 KB	10/26/2022 10:08 AM

## Supplemental Information

### Supplemental Information

#### Supplemental Information:

Milestones: SMS will be purchasing from the DES Master Contract for vehicles; therefore, activities for milestones "Request for Proposal/Invitation to Bid" and "Contract Award" will be handled by DES. Replacement Vehicles: This grant application includes a request to replace a vehicle that was previously funded for replacement along with another vehicle. Because of steep price increases as a result of the pandemic, the grant was sufficient to purchase only one vehicle. Therefore, we are re-applying to purchase a replacement for 2012 Ford Aerotech #1FDFE4FS7CDB18888.

## Vulnerable Populations in Overburdened Communities & Tribes - May 2022

### Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

#### Vulnerable Populations in Overburdened Communities\*:

The service will benefit vulnerable populations, especially those with limited income, having a disability, or having limited English abilities. The project provides these vulnerable populations with access to low cost, wheelchair accessible transportation that is not limited by trip purpose or clientele. This provides access to health care providers, including specialists not available in their rural community. It also offers an economical way to access social services, healthy food sources, and pharmacies, promoting the health and well being of vulnerable populations.

#### Tribal Support

Is this project directly operated by a tribe?\*: No

Is your project serving and is it supported by a tribal nation in Washington? : No

Estimate the percentage of your project that serves the tribe: 0.00%

By checking this box, you are confirming your outreach to the tribe in pursuit of a resolution formally supporting your project : No

**Attachments**

Tribal support correspondence/resolution:

## Certification

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**Certification**

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

**Certification\*:** Yes  
**Application Authority\*:** Fred Stoffer  
First Name Last Name  
**Title\*:** General Manager  
**Date\*:** 10/27/2022

# 970 - Spokane County Mobility Management Project

## Application Details

**Funding Opportunity:** 331-2021-2023 Consolidated Grant Program - Mobility Management  
**Funding Opportunity Due Date:** Oct 30, 2020 5:00 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Submitted  
**Stage:** Final Application

**Initial Submit Date:** Oct 30, 2020 1:45 PM  
**Initially Submitted By:** Elizabeth Mulcahy  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation **Elizabeth** Middle Name **Mulcahy**  
First Name Last Name

**Title:** Contracts Administration Manager

**Email\*:** [bethm@sms1.org](mailto:bethm@sms1.org)

**Address\*:** 2101 NE Flanders

Portland Oregon 97232-2811  
City State/Province Postal Code/Zip

**Phone\*:** (503) 232-1440 Ext.  
Phone  
### ### ####

**Fax:** (503) 232-2230  
### ### ####

### Organization Information

**Legal Name\*:** Special Mobility Services Inc.

**DBA Name\*:** Special Mobility Services

**Organization Type\*:** Non Profit

**DUNS #:** 154031389  
#####

**Unique Entity Identifier (UEI):** JC7BN7BQPFG8

**Organization Website:** <http://sms1.org>  
(Please enter http://... for this field)

**Physical Address\*:** 707 N Napa St

**Mailing Address\*:** Spokane Washington 99202-2866  
 City State/Province Postal Code/Zip  
 707 N Napa St

**Remit to Address\*:** Spokane Washington 99202-2866  
 City State/Province Postal Code/Zip  
 2101 NE Flanders

**Phone\*:** Portland Oregon 97232-2811  
 City State/Province Postal Code/Zip  
 (503) 232-1440 Ext.  
 ### #### #####

**Fax:** (503) 232-2230  
 ### #### #####

**Fiscal Year End Last day of\*:** June

## 1-Organization Contact Information

### Organization Contact Information

#### Organization Director

**Name\*:** Fred Stoffer  
 First Name Last Name  
 General Manager [freds@sms1.org](mailto:freds@sms1.org)  
 Title Email Address

#### Applicant Contact

**Name\*:** Beth Mulcahy  
 First Name Last Name  
 Contracts Administration Manager [bethm@sms1.org](mailto:bethm@sms1.org)  
 Title Email Address

#### Project Contact

**Name\*:** Holly Chilinski  
 First Name Last Name  
 Mobility Manager [HollyC@specialmobility.org](mailto:HollyC@specialmobility.org)  
 Title Email Address

## 2-Summary of Project Information

### Summary of Project Information

**Does your mobility management project include the purchase of capital equipment\*:** No

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

**Willing to Accept FTA funds for the biennium\*:** Yes

Identify the areas this project will serve:  
[Click Here](#) for the Legislative District map.

**Legislative District(s)\*:** 03,04,06,07  
 Select all that apply

**County(ies)\*:** Spokane  
 Select all that apply

**Duration of Project\*:** Two Years

**Scope/ALI Code\*:** 11.7L.00

### **Dependency on Other Projects**

#### **Project Title**

No, not dependent on other projects.

## 3-Scope of Work

### **Project Description**

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?

Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\*** No

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** No

Briefly and specifically describe what your project proposes to do (who, what, and where).

#### **Proposed scope/description of the work.\*:**

This project supports a travel training program and other mobility management activities to serve special needs populations and the general public. The project will increase public awareness of transportation resources in Spokane County and help community members use existing general public and human services transportation to increase mobility and access to essential services. Project staff and community partners will teach new riders how to independently use bus services. In addition, the project will provide travel ambassadors to assist in trip planning and navigating routes and transportation connections in STA's PTBA and provide peer-support travel buddies to advance independent travel.

Why is this project needed, and how does this proposal address the need?

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.

#### **Need\*:**

The area's CPT-HSTP describes Spokane County as having higher percentages of seniors, people with a disability, and people with low income than the statewide average, indicating a population with higher needs for health care and social services. The plan documents that transportation, including travel to the city of Spokane, is an unmet need for accessing health care and other essential services, education, and work. This project addresses the need for access to transportation to essential services and opportunities. The project will facilitate access by identifying user needs and coordinating access to appropriate transportation services, educating potential riders to use public transportation, and supporting riders with peer volunteers. Activities include: \*Travel training will assess individual travel needs and abilities and teach potential riders how to use transportation services available in their community and appropriate to their situation. Travel training will be provided by project staff and by a network of contracted trainers based in community organizations with specific expertise working with special populations (elderly, people with PTSD, people with autism, etc.) and supported by the project. \*Travel Ambassadors will provide trip planning and in-person assistance in navigating STA routes and making intermodal connections in Spokane. \*Volunteer Travel Buddies will provide peer support for people needing assistance using local transportation services.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, 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.

#### **Coordination Efforts\*:**

The Spokane County Regional Transportation Council evaluated demographic data and conducted public outreach to identify area transportation needs, resources, and strategies to meet needs. The CPT-HSTP Working Group, of which SMS was an active member, provided input throughout the plan's development. Outreach included open houses, tabling at community events, and a website for public comment. The regional plan identified the need to provide mobility to potentially isolated and transit dependent populations and rural areas' need for access to urban services and opportunities in Spokane. Mobility management activities and travel training were named as a strategies to facilitate access to existing transportation services and as important to meeting the need for mobility and community access. Other alternatives to travel training and mobility management, such as expanding transportation services, are costly and fail to take advantage of existing resources. Further, without travel training and assistance, some community members would not be able to access even expanded levels of transportation. Support for mobility management and travel training is documented by inclusion in the CPT-HST Plan and letters of support are included as an attachment to this application.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services

provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

**Special Needs Transportation:**

The project is designed to serve special transportation needs populations, including seniors, youth, people with physical or mental disabilities and people with Limited English Proficiency. Through education and support, individuals with special transportation needs will be able to travel independently on transit and other transportation services and gain access to resources and opportunities in their community. Education will include instruction on riding local services as well as making multi-modal connections to intercity bus, rail, train, and air transportation. Travel training will be provided by staff and by a network of contracted trainers based in community organizations having specific expertise working with special populations. Contracted organizations would include, for example, mental health organizations providing specialized training for people with PTSD or anxiety. By supporting the use of existing transportation services, the project increases the efficiency of the transportation system and increases individual access to the community.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

**Efficiency\*:**

The project is designed to ensure access to activities and essential services for the general public and the transportation disadvantaged. Through education on the use of transportation services and support of independent travel, individuals gain access to essential services and opportunities. Travel training and rider support will enhance the efficiency of the area's transportation system by increasing the use of public transit and other existing transportation services available to the general public, and by decreasing demand on costly special transportation services. Success for the project will be measured through data analysis and feedback from the community. The project will track the number of people receiving travel training and other related services, trips supported with peer-to-peer assistance, Travel Ambassador assistance encounters supporting use of the transit system and intermodal connections, and cost avoidance. On a monthly basis, the Program Manager will analyze data on project outputs and demographic distribution of services. The Program Manager will address any issues of demographic inequity or lack of progress toward meeting goals for project outputs. Feedback to measure how well the project is meeting the needs of the community will be solicited through stakeholder meetings and surveys of participants.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

**Other Modes of Transportation\*:**

The project will educate and support riders in making connections between transit, intercity bus, intercity rail, and air transportation. Travel ambassadors will provide on-site assistance in using transit to facilitate intermodal connections. Individualized travel training plans will support the use of bikes and scooters to make transit systems accessible and time-efficient for the consumer, including skill training on the use of bus bike racks. By enabling and supporting intermodal transportation, the project will enhance the use of existing transportation services and increase the efficiency of the area's existing transportation system.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

**Project Staff\*:**

For over twenty-five years, the SMS management staff has successfully managed WSDOT grants, including FTA 5310, 5311, 5311f, and state Rural Mobility and Paratransit/Special Needs funding. Staff members have additional experience managing FTA and state transportation grants in Oregon and Idaho. Management staff experience includes: Fred Stoffer, General Manager, 46 years' experience overseeing management of WSDOT grants. Beth Mulcahy, Contract Manager, 36 years of responsibility for assuring regulatory and contractual compliance of FTA and state grants, including WSDOT grants, and five years managing FTA grant programs for Oregon DOT. Wayne Urquhart, Controller, 10 years' experience in FTA and state grant accounting, including federal and state grants through WSDOT, also fiscal management including grant budget development and monitoring, assuring compliance with fiscal regulations, and fiscal reporting. Holly Chilinski, Mobility Manager, has managed the operations of the SMS Mobility Management Project in Spokane County for two years. The project is funded through FTA 5310 and is administered by the Spokane Transit Authority.

**HSTP Plans**

Coordinated Public Transit - Human Services Transportation Plan	Page # or TBD
Spokane Regional Transportation Council	26

**4-Budget**

**Expenses**

<b>Expenses</b>	<b>If Other, Please List</b>	<b>1st fiscal yr. current biennium (Actual)</b>	<b>2nd fiscal yr. current biennium (Budgeted)</b>	<b>Current Biennium (Total of Actual and Budgeted)</b>	<b>Future Biennium 1 (Projected)</b>	<b>Variance Between Biennia</b>	<b>Future Biennium 2 (Projected)</b>	<b>Variance Between Biennia</b>
Rent & Utilities (if not included in overhead, above)		\$0.00	\$0.00	\$0.00	\$6,060.00	0.00%	\$0.00	-100.00%
Project Supplies		\$0.00	\$0.00	\$0.00	\$38,170.00	0.00%	\$0.00	-100.00%
Overhead		\$0.00	\$0.00	\$0.00	\$28,088.00	0.00%	\$0.00	-100.00%
Labor & Benefits		\$0.00	\$0.00	\$0.00	\$400,353.00	0.00%	\$0.00	-100.00%
Contracted Services - Other		\$0.00	\$0.00	\$0.00	\$60,600.00	0.00%	\$0.00	-100.00%
Other	Phone, travel, training, misc	\$0.00	\$0.00	\$0.00	\$34,240.00	0.00%	\$0.00	-100.00%
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$567,511.00</b>		<b>\$0.00</b>	

**Revenue**

<b>Sources of Revenue</b>	<b>If Other, Please List</b>	<b>1st fiscal yr. current biennium (Actual)</b>	<b>2nd fiscal yr. current biennium (Budgeted)</b>	<b>Current Biennium (Total of Actual and Budgeted)</b>	<b>Future Biennium 1 (Projected)</b>	<b>Future Biennium 2 (Projected)</b>
Local: Reserves		\$0.00	\$0.00	\$0.00	\$28,755.00	\$0.00
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,755.00</b>	<b>\$0.00</b>

**Requested Amount (2 Year Project)**

**Future Biennium 1 Total:** \$538,756.00

**Requested Amount (4 Year Project)**

**Future Biennium 2 Total:** \$0.00

**Revenue Total (2 Year Project)**

**Revenue Total:** \$28,755.00

**Projected Revenue Total (4 Year Project)**

**Projected Revenue Total:** \$0.00

**Variances**

**Variance Between Biennia 1:** 0.00%

**Variance Between Biennia 2:** -100.00%

**Variances:**

**Other Sources**

**Other Sources\*:**

With the local transit agency, city, and county budgets being cut due to the effects of the pandemic, SMS did not approach local agencies for financial support for this new program. Instead, SMS intends to explore financial partnerships, apply for foundation and other community grants, and conduct other fundraising activities to support the program in future biennia.

**Comments**

**Comments\*:**

Since this is a new program, SMS structured the project based on similar travel training and mobility management programs in the region. Based on similar programs, SMS established staffing as follows: .25 FTE Program Director (organizational program management support and supervision) 1.0 FTE Program Manager 1.0 FTE Community Integration Manager 2.0 FTE Travel Ambassadors Contracted Services funds travel training resources in local community organizations: 6 organizations @ \$5,000 per year Project Supplies includes volunteer bus passes, ongoing office

supplies, as well program start-up supplies (computers, walkie-talkies for travel ambassadors, etc.) Overhead is based on an approved indirect cost allocation plan Rent and Utilities and "Other" is based on historical expenses from similar-sized programs operated by SMS A small inflation factor was used to establish the budget for the second year of the biennium, minus startup costs from the first year.

**DBE Goals**

DBE Goals	Percentage	Efforts	No DBE
Yes	1.00%	We have located qualified DBE vendors offering printing services and plan to use those vendors for program materials. We are exploring other DBE purchasing opportunities, including the purchase of electronics. When making purchases for the project, we will consult the state DBE vendor list for additional opportunities to use qualified DBEs.	

**Summary**

**Future Biennium 1**

<b>Expense Total:</b>	\$567,511.00
<b>Revenue Total:</b>	\$28,755.00
<b>Requested Amount - 1st Biennium:</b>	\$538,756.00 Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	5.07%

**Future Biennium 2**

<b>Expense Total:</b>	\$0.00
<b>Revenue Total:</b>	\$0.00
<b>Requested Amount - 2nd Biennium:</b>	\$0.00 Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	0.00%

**5-Measurable Outcomes**

**Measurable Outcomes**

For mobility management, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats.

There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply.

In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project.

Ensure there is a quantitative output, as this will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

**Intended Outputs\*:**

The project will document the number of people receiving travel training services (Bus Buddy, Travel Ambassador/trip planning, in-depth training), including demographics to support the equitable distribution of services. It will quantify the new transit riders and the cost avoidance for the system. Documentation for the Travel Ambassadors will include numbers of urban vs rural residents served. The Bus Buddy program will document outreach tasks to track the volunteer contribution of community peer-to-peer volunteers and will record the number of people reached to measure service provided to unserved populations. The project will finally assess an increase in access to basic needs and quality of life indicators after the service has been provided. Outputs: 6,000 individuals will receive assessments, service plans, travel training, and outcomes evaluation. 6,000 assistance encounters will be made by Travel Ambassadors (in person assistance with how to use service, make intermodal transfers). 1,500 trips will be made with peer-to-peer assistance (Bus Buddy volunteers).

**6-Milestones**

**Milestones**

MOBILITY MANAGEMENT	Date (mm/yy)
Project Start	07/21
Project Complete	06/23

## 7-Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization?s most recent audit report	✓	Audit Report 2019	<a href="#">Special Mobility Services Audit Report 2019.pdf</a>	pdf	352 KB	10/28/2020 03:55 PM
501(c) IRS Letter of Determination (for new non-profit applicants only)						
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)						
Service area map	✓	Service Area Map	<a href="#">Service Area Map-Spokane County.docx</a>	docx	437 KB	10/28/2020 05:29 PM
Population density map	✓	Map of Spokane County Population Density	<a href="#">Spokane County Population Density Map.docx</a>	docx	445 KB	10/28/2020 05:28 PM
Letters committing matching funds						
In-kind match valuation proposal (only operating & mobility management projects may use in-kind as matching funds)						
Letters of support (combine into one file attachment)		Letters of Support	<a href="#">LOS Mob Man_20201030_0001.pdf</a>	pdf	2 MB	10/30/2020 10:42 AM
Letter of concurrence (for projects that operate in multiple planning regions)						

## 8-Supplemental Information

### Supplemental Information

Supplemental Information:

## 9-Certification

### Certification

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

**Certification\*:** Yes

**Application Authority\*:** Fred Stoffer  
First Name Last Name

**Title\*:** General Manager

**Date\*:** 10/30/2020

# 17176 - Neighbors on the Go

## Application Details

**Funding Opportunity:** 15642-2023-2025 Consolidated Grant Program - Operating  
**Funding Opportunity Due Date:** Oct 27, 2022 3:01 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Submitted  
**Stage:** Final Application

**Initial Submit Date:** Oct 26, 2022 9:51 PM  
**Initially Submitted By:** Garrett Havens  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation **Garrett** **Gordon** **Havens**  
First Name Middle Name Last Name

**Title:** Resource Rides Coordinato

**Email\*:** [havens@snapwa.org](mailto:havens@snapwa.org)

**Address\*:** 3102 W Whistalks Way

Spokane Washington 99224-5203  
City State/Province Postal Code/Zip

**Phone\*:** (509) 570-6759 Ext.  
Phone  
### ### ####

**Fax:** ### ### ####

### Organization Information

**Legal Name\*:** Spokane Neighborhood Action Partners

**DBA Name\*:** SNAP

**Organization Type\*:** Non Profit

**DUNS #:** 180971087  
#####

**Unique Entity Identifier (UEI):** CCW3XJKC2AM9

**Organization Website:** <http://snapwa.org>  
(Please enter http://... for this field)

**Physical Address\*:** 3102 Fort George Wright Drive

Spokane Washington 99224-5203  
 City State/Province Postal Code/Zip

**Mailing Address\*:** 3102 Fort George Wright Drive

Spokane Washington 99224-5203  
 City State/Province Postal Code/Zip

**Remit to Address\*:** 3102 Fort George Wright Drive

Spokane Washington 99224-5203  
 City State/Province Postal Code/Zip

**Phone\*:** (509) 385-4119 Ext.  
 ### #### #####

**Fax:** (509) 534-5874  
 ### #### #####

**Fiscal Year End  
 Last day of\*:** December

## Organization Contact Information

### Organization Contact Information

#### Organization Director

**Name\*:** Julie Honekamp  
 First Name Last Name

Chief Executive Officer [Honekamp@snapwa.org](mailto:Honekamp@snapwa.org)  
 Title Email Address

#### Applicant Contact

**Name\*:** Lucy Lepinski  
 First Name Last Name

Chief Operating Officer [Lepinski@snapwa.org](mailto:Lepinski@snapwa.org)  
 Title Email Address

#### Project Contact

**Name\*:** Garrett Havens  
 First Name Last Name

Resource Rides Coordinator [havens@snapwa.org](mailto:havens@snapwa.org)  
 Title Email Address

## Summary of Project Information

### Summary of Project Information

#### PLEASE NOTE:

**OPERATING- General operating assistance** ? Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum grant request of \$ 1.5 million).

**OPERATING- Operating assistance for a specific service** ? Select this option if your organization is submitting an application for specific services you provide.

**Operating Type\*:** General operating assistance

Refer to the glossary in the [Consolidated Grants Guidebook](#) for service-type definitions.

**Service Type\*:** Volunteer Driver Program

Select either ?Sustain Existing Service? or ?Expand Service.?

**Need for Service\*:** Sustain existing service  
 Select One

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For an example of last biennium's federal requirements see the [Consolidated Grants Program Guidebook](#).

**Willing to Accept FTA funds for the biennium?\***: Yes

Select all of the Congressional District(s), Legislative District(s) and County(ies) the project will serve.

[Congressional & Legislative District map](#)

**Congressional District(s)\*:** 5

**Legislative District(s)\*:** 03,04,06,07,09

**County(ies)\*:** Spokane

**Duration of Project\*:** Four Years

**Dependency on Other Projects**

Dependent on other projects?	Project Title
No Data for Table	

## Scope of Work

### Project Description

Select the [Regional Transportation Planning Organization / Metropolitan Planning Organization \(RTPO/MPO\)](#) that will be ranking this project from the drop-down menu.

**RTPO/MPO\*:** Spokane Regional Transportation Council

**Is this project primarily serving a rural area?\***: Yes Any service that supports Public Transportation in rural areas with populations less than 50,000.

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\***: No

Provide a brief, high-level description of what your project proposes to do (address who, what and where). This description may be used to describe your project to the Legislature.

**Proposed scope/description of the work.\*:**

SNAP Resource Rides operates a Volunteer Driver Program utilizing volunteers and their own vehicles. In the Volunteer Driver Program, riders (seniors and people living with disabilities) are able to use the program for medical related transportation and food security needs. This proposal would allow us to sustain services throughout Spokane County.

Why is this project needed, and how does this proposal address the need?

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.

**Need\*:**

Transportation is one of the key activities of daily living for people with chronic disabilities, many of whom are older adults. While driving themselves is their preferred mode of transportation, research tells us that people tend to outlive their driving expectancy, men by 10 years and women by 6 years. If older adults do outlive their driving expectancy, this gap produces high demand of family and friends to assure the care of their love one. SNAP Resource Rides? programs aim to empower those in need of transportation options and address Social Determinants of Health. These services fill the public transportation gap for the underserved (including rides to the VA Hospital); giving individuals the freedom to avoid social isolation, access medical services, shopping and other activities. There continues to be a high demand for transportation services particularly in the more far reaching points of the County.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, 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.

**Coordination Efforts\*:**

Human Services Transportation Plan(HSTP) by increasing options for basic health care access. Our program aims to ease the burden of access to healthcare particularly for the seniors and persons living with disabilities in our region. SNAP Resource Rides, as a current transportation provider, has supported strategic planning efforts by participating on the SRTC Coordinated-Human-Services-Plan work group with Jason Lein, Senior Planner for SRTC. Our partnership with Spokane Transit Authority has assisted in growing the program from awarding SNAP a van from their surplus van program, and awarded 2 ADA vehicles through 5310 funds. They also have awarded through 3 cycles of 5310 funds operating dollars to support the Volunteer Driver Program, now called Neighbors on the Go. For over 25 years, Frontier Behavioral Health operated the Care Cars - volunteer driver program in our region. Since that program closed in late 2018, we have sought out many alternatives to the program including

referring to Catholic Charities and other volunteer driver program (all small-scale programs). In October of 2020, SNAP officially launched our volunteer driver program, Neighbors on the Go. In 2021, SNAP Resource Rides began partnering with Cancer Can't, to house their volunteer driver program, which provides free transportation to medical appointments for cancer patients. This partnership has resulted in providing over 1,500 rides for cancer patients since March of 2021.

How does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation.

Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

#### **Special Needs Transportation:**

SNAP Resource Rides is gradually and strategically growing their fleet of vehicles. Currently 5 vehicles are in our parking lots. We also been awarded another ADA equipped vehicle by STA through a 5310 award. Providing us 2 vehicles that either have a ramp or lift for ease of loading individuals with mobility disabilities. Having access to ADA equipped vehicles eliminates the challenge that other volunteer driver programs face by not being able to offer a vehicle that might accommodate wheelchair. With current services, we are providing approximately 65% of our rides to individuals age 60+ participate and 10% of our clients have limited mobility challenges. We are also seeing an increase of mental health related disabilities. SNAP Resource Rides utilizes a service delivery model that includes a team of Community Health Workers (CHW's). When a driver identifies a high needs client they are referred back to the CHW team to further explore if client can benefit from a variety of community resources including applying for Medicaid Brokerage services, Transit Authority Paratransit services, or more intensive CHW support. Our services are designed to complement and not supplant current Medicaid Transportation or STA Paratransit services. We explore what barriers our clients are facing to assure that the client is matched appropriately to the available transportation program that fits their needs.

**For operating, mobility management and capital projects:** How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

#### **For Planning Projects: How will your organization measure the planning project's success?**

Identify data sources used in the planning process.

#### **Measurement of Efficiency and Effectiveness\*:**

Utilization of technology can be an indicator of a program's legitimacy as a transportation service. Program data including number of rides, number of unduplicated passengers, number of miles driven, and number of volunteer hours are important pieces of information for funders. In 2020, SNAP migrated their Client Management System to Salesforce to assure efficiencies within the project including streamlining ride scheduling and enhancing data management. ROMA (Results Oriented Management and Accountability) is the evaluation tool used by our agency. The ROMA cycle is a process improvement tool that utilizes a planning cycle which moves from planning to implementation, evaluation and assessment. Additionally, SNAP uses a dashboard of our agreed upon measures to track performance throughout the time of any grant. SNAP uses a dashboard for the majority of our programs/services to provide this "at-a-glance" view of program performance. GOAL #1: Increase transportation options for older adults to support their ability to live independently in their homes and communities. GOAL #2: Increase volunteer engagement in communities with limited transportation options in areas such as Airway Heights, Otis Orchards, Liberty Lake, Mead, Deer Park, and Cheney. Strategies for non-performance goals include adjusting volunteer engagement strategies, and increased outreach.

How does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this project enhance other transportation or social services within your organization or among partners?

What efficiencies will be gained within the service area as a result this project?

#### **Other Modes of Transportation\*:**

Working with Spokane Transit Authority, SNAP applied for their first vehicle through STA's Surplus Van program. Since then, we have also applied for and obtained an additional vehicle through this same partnership to purchase an ADA compliant van using STA's 5310 Funds. Since SNAP began its transportation services, it has built strong relationships with entities such as CHAS, Better Health Together, Specialty Mobility Services, Spokane Transit Authority and numerous private foundations. We continually leverage these relationships to streamline services and receive referrals from agencies as well as refer to other transportation providers. We encourage those that qualify, to access our local Medicaid Brokerage services through Specialty Mobility Services and if clients qualify we encourage access to Paratransit. SNAP is an active member of the region's Transportation Collaborative giving us knowledge and access to the region's transportation services and assuring linkages to surrounding area regional transportation services.

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

**Project Staff\*:**

Aaron Riley, Director of Essential Connections, has been with SNAP since 2015. As Aaron started at SNAP within our Long-Term Care Ombudsman services, Aaron has deep ties to the disability and senior services communities in Spokane. Aaron’s background includes experience in running transportation programs, homeless services management and non-profit executive leadership. Garrett Havens, our Resource Rides Coordinator, was hired by SNAP in August, 2020. He has 15+ years of experience with community facing program management work with for profit, nonprofit, and government organizations. His work experience includes community engagement, volunteer recruitment & management, and program development. He obtained his Master of Public Administration from Eastern Washington University. Joe Lachnit, Neighbors on the Go Program Manager, was hired by SNAP in July of 2022. He has 30+ years of experience developing projects for non-profits, as well as promoting volunteerism. Joe is currently the co-founder and volunteer director of Freedom Has A Face (FHAF.org). The main focus of FHAF is offering Gifts of Gratitude grants that provides critical financial relief to families of fallen U.S. military. Kathy Berg has been with SNAP for over 24 years and has served as SNAP’s Fiscal Director for over 10 years. Kathy ensures audit and contractual compliance for the over 100 funding sources that SNAP receives annually. Don Moody manages accounts payable and Tina Stewart manages Payroll.

**Coordinated Public Transit - Human Services Transportation Plans (CPT - HSTP)**

Coordinated Public Transit- Human Services Transportation Plan	Page number(s) or TBD
Spokane Regional Transportation Council	18
Spokane Regional Transportation Council	21
Spokane Regional Transportation Council	26
Spokane Regional Transportation Council	19
Spokane Regional Transportation Council	20

**Budget**

**Expenses**

Expenses	If Other, Please List	** July 1, 2021 - June 30, 2022 (Actual)	** July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Variance Between Biennia	** July 1, 2025 - June 30, 2027 (Projected)	Variance Between Biennia
Labor & Benefits		\$56,988.00	\$94,374.00	\$151,362.00	\$254,746.00	68.30%	\$472,706.00	85.56%
Overhead		\$23,925.00	\$40,125.00	\$64,050.00	\$116,706.00	82.21%	\$200,778.00	72.04%
Project Supplies		\$1,076.00	\$1,924.00	\$3,000.00	\$1,229.00	-59.03%	\$3,177.00	158.50%
Contracted Services - Other		\$2,680.00	\$2,320.00	\$5,000.00	\$2,304.00	-53.92%	\$4,468.00	93.92%
Fuel & Lubricants		\$9,300.00	\$13,200.00	\$22,500.00	\$26,400.00	17.33%	\$51,197.00	93.93%
Maintenance Parts & Supplies		\$47.00	\$2,453.00	\$2,500.00	\$3,200.00	28.00%	\$4,137.00	29.28%
Other	Communications	\$18.00	\$677.00	\$695.00	\$3,960.00	469.78%	\$3,960.00	0.00%
Other	Computer Supplies	\$0.00	\$500.00	\$500.00	\$1,250.00	150.00%	\$3,000.00	140.00%
Other	Printing	\$5.00	\$495.00	\$500.00	\$612.00	22.40%	\$662.00	8.17%
Other	Training/Travel	\$80.00	\$951.00	\$1,031.00	\$510.00	-50.53%	\$552.00	8.24%
Other	Bus Passes	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	0.00%
Other	Match:Chas-SDOH	\$94,304.00	\$159,020.00	\$253,324.00	\$67,236.00	-73.46%	\$124,764.00	85.56%
Other	Match: In-Kind	\$0.00	\$245.00	\$245.00	\$135,796.00	55326.94%	\$251,981.00	85.56%
		<b>\$188,423.00</b>	<b>\$316,284.00</b>	<b>\$504,707.00</b>	<b>\$615,949.00</b>		<b>\$1,123,382.00</b>	

**Revenue and/or Match**

Revenue and/or Match Sources	If Other, Please List	** July 1, 2021 - June 30, 2022 (Actual)	** July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	** July 1, 2025 - June 30, 2027 (Projected)
		Local: Other	CHAS-SDOH	\$94,304.00	\$159,020.00	\$253,324.00
Local: In-kind		\$0.00	\$245.00	\$245.00	\$133,796.00	\$251,981.00
		<b>\$94,304.00</b>	<b>\$159,265.00</b>	<b>\$253,569.00</b>	<b>\$201,032.00</b>	<b>\$376,745.00</b>

**Summary of Awarded Amount for July 1, 2023 - June 30, 2025**

Requested Amount: \$414,917.00  
Revenue / Match Amount: \$201,032.00

**Summary of Awarded Amount for July 1, 2025 - June 30, 2027**

Requested Amount: \$746,637.00  
Revenue / Match: \$376,745.00

**Variations**

Variance between 2021-2023 and 2023-2025: 22.04%  
Variance between 2023-2025 and 2025-2027: 82.38%

**Variations:**

The variance between these biennia is primarily accounted for by increases in staff salary. Every year, staff are eligible for an approximately 3.5% step increase in pay. On top of that, in 2022, the agency experienced a 5.5% Cost Of Living Adjustment (COLA) and we project an additional 3% COLA in 2023 as well. In the second year of the biennia, we have also included a rise in FTE for program staff, which reflects our agencies desire to have WSDOT fully sustain this project. There is also an ad

**Other Sources**

**Other Sources\*:**

SNAP is a one of 30 agencies in the network of Washington State Community Action Partnership (WSCAP) serving low-income families & individuals in all 39 counties in WA. The Community Services Block Grant (CSBG) funds the nationwide network of 1,100 Community Action Agencies. These organizations create, coordinate, and deliver comprehensive programs and services to many people living in poverty in the United States in order to help individuals and families achieve self-sufficiency. In addition to CSBG funding we receive funds from multiple other Local, State and Federal agencies including local municipalities, private foundations and donations. We also receive funding from the 5310 grant from STA and were awarded a national grant from AARP to help with marketing efforts for the Neighbors on the Go program. We also receive funding from our local Accountable Care Organization, Better Health Together to support several transportation services as well as service agreements with a local Federally Qualified Healthcare Clinic system.

**Comments**

**Comments\*:**

Staffing plan includes Program Manager and Coordinator Salaries. Includes volunteers and our current agency value for volunteer in-kind services. The fringe benefits, rent, communication, general expenses and WAN rate is based on our agency's policy. Wide Area Network (WAN) which includes allowable costs associated with information systems including voice and network communication lines, IT personnel, and file servers, etc., are pooled into a fund and prorated as direct costs each month based on total monthly salaries charged in all other funds except General Admin. General Administrative Costs which are necessary, beneficial and allowable to all programs and may include the salaries and related operating expenses associated with the functions of the CEO, Board of Directors, Human Resources and general accounting functions such as fiscal oversight, payroll and accounting supervision are first pooled into a fund and then allocated out based on total monthly salaries charged to all other funds except WAN. The bus passes as a line item will be purchased through STA to support client who may be able to utilize bus system and SNAP would not be available to provide the ride at a specific time requested. We would either send the pass to the intended client via email or we would drive the pass to the client. Dispatch Software ? We have an agreement with our new 3rd party vendor that charges us .99 per call that we dispatch through the new integrated system ? this charge reflects each one way trip.

**DBE Goals**

DBE Goals	Percentage	Efforts	No DBE
Yes	0.00%	SNAP contracts with ASAP Translation services for on demand translating services for clients and translation services for printed and online materials.	

**Summary**

**July 1, 2023 - June 30, 2025**

<b>Expense Total:</b>	\$615,949.00
<b>Revenue Total:</b>	\$201,032.00
<b>Requested Amount</b>	\$414,917.00
This is the amount of grant funds your organization is requesting from July 1, 2023 - June 30, 2025.	Expense Total minus Revenue Total
:	
<b>Percentage of Match:</b>	32.64%

**July 1, 2025 - June 30, 2027**

<b>Expense Total:</b>	\$1,123,382.00
<b>Revenue Total:</b>	\$376,745.00
<b>Requested Amount</b>	\$746,637.00
This is the amount of grant funds your organization is requesting from July 1, 2025 - June 30, 2027.	Expense Total minus Revenue Total.
:	
<b>Percentage of Match:</b>	33.54%

**Service Level**

**Project Service Level Information**

Project Specific Information	July 1, 2021 - June 30, 2022 (Actual)	July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Percent of Change	July 1, 2025 - June 30, 2027 (Projected)	Percent of Change
Revenue Vehicle Hours	0	0	0	0	0.00%	0	0.00%
Revenue Vehicle Miles	0	0	0	0	0.00%	0	0.00%
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	3310	4256	7566	10080	33.23%	12096	20.00%
Volunteer Hours	3208	4064	7272	9792	34.65%	11750	20.00%
					<b>67.88%</b>		<b>40.00%</b>

**Project Service Level Description**

Describe the methodology used to develop these estimates, including any assumptions used in their development.

**How were service-level estimates developed?\***

No revenue is estimated as we do not charge clients for rides. Passenger Trips: Over the past year, Neighbors on the Go has averaged 350 rides per month, we predict that over the next biennium that we will see a 20% increase in the amount of transports that the project provides, which would bring us to an average of 420 rides per month. Multiplying that number by 24 months gets us to 10,080 rides through the first biennia. We expect a similar growth rate over the following biennia, so an additional 20% growth in ridership over the 10,080 in the 23-25 years would get us to 12,096

for the second biennia. Biennia 1: 350 rides x 1.2 increase in rides x 24 months = 10,080 Biennia 2: 10,080 x 1.2 increase in rides = 12,096  
 Volunteer Hours: Over the past year, Neighbors on the Go volunteer drivers have averaged approximately 340 volunteer hours per month. We predict that there will be a similar growth in volunteer hours as there are rides, 20%, which would bring us to an average of 408 volunteer service hours a month. Multiplying that number by 24 months gets us to 9,792 volunteer service hours through the first biennia of the project. We expect a similar growth rate over the following biennia as well, so a rise in volunteer hours of 20% over 9,792 in the first, would lead us to 11,750 in the second biennia. Biennia 1: 340 hours x 1.2 increase in time x 24 months = 9,792 volunteer service hours Biennia 2: 9,792 hours x 1.2 increase in time = 11,750 volunteer service hours

For demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

**Intended Outputs:**

Passenger Trips: 22,176 Volunteer Hours: 21,542 95% Customer Service Client satisfaction by surveying clients 65% No show avoidance rate - (percent of clients that would have had to rescheduled or cancel appointment because of transportation barrier)

## Milestones

**Milestones**

OPERATING ACTIVITIES	Date (mm/yy)
Service Start	07/23
Service Complete	06/27

## Attachments

**Attachments**

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report	✓	SNAP's 2021 Audit	<a href="#">2021 SNAP Audit.pdf</a>	pdf	462 KB	10/26/2022 02:03 PM
501(c) IRS Letter of Determination (for new non-profit applicants only)		IRS Determination Letter	<a href="#">IRS_501c3_SNAP_2012.pdf</a>	pdf	436 KB	10/26/2022 02:03 PM
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)						
Service area map	✓	Neighbors on the Go Service area	<a href="#">NotG_Service_Area_Map.pdf</a>	pdf	854 KB	10/26/2022 02:05 PM
Population density map	✓	Population density map.	<a href="#">SNAP_PopDensity.pdf</a>	pdf	854 KB	10/26/2022 02:07 PM
Letters committing matching funds		Letter Committing Matching funds	<a href="#">2023-27_WSDOT_Match_Proposal.pdf</a>	pdf	133 KB	10/26/2022 02:12 PM
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)		Match proposal	<a href="#">2023-27_WSDOT_Match_Proposal.pdf</a>	pdf	133 KB	10/26/2022 02:13 PM
Letters of support (combine into one file attachment)		Letters of support from Aging and Long Term Care of Eastern Washington and Better Health Together.	<a href="#">NOtG_Letters_of_Support.pdf</a>	pdf	550 KB	10/26/2022 02:14 PM
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan		Cost allocation plan	<a href="#">Financial_Handbook_Cost_Policy_Statement.pdf</a>	pdf	3 MB	10/26/2022 02:15 PM

## Supplemental Information

### Supplemental Information

#### Supplemental Information:

SNAP Resource Rides is focusing much attention on Health inequities within our community. Health inequities are systematic differences in which individuals and/or groups have to achieve optimal health, leading to unfair and avoidable differences in health outcomes. Tackling health inequity requires widening our lens to bring into view the ways in which early childhood development, jobs, working conditions, education, housing, social inclusion, and even political power, influences population health. When societal resources are distributed unequally by class and by race, population health is distributed unequally along those same lines as well. Evidence concludes that health inequities are the result of more than individual choice or random occurrence. They are the result of the historic and ongoing interplay of inequitable structures, policies, and norms that shape lives. This is one of the reasons SNAP and its leadership has focused on transportation as a separate determinant of health because of its multifaceted nature. Transportation is the number one reason patients miss health care appointments. Transportation barriers lead to rescheduled or missed appointments, delayed care, and missed or delayed medication use. These consequences may lead to poorer management of chronic illness and thus poorer health outcomes and in turn higher healthcare costs. SNAP Resource Rides currently has 8 initiatives that address not only transportation barriers but address other social determinants of health factors. We have built a team of Community Health Workers (CHW) who are at the ready to help our clients in the Neighbors on the Go program connect with other needed resources. The CHW can help in creating action plans with residents who are interested in pursuing opportunities to improve their physical or behavioral health. The CHW can help set goals around health that may include items like connecting with a mental health provider, seeking substance abuse treatment, seeking the services of a peer coach etc. For clients who are ready for this support the CHW can be a trusted source of support.

## Vulnerable Populations in Overburdened Communities & Tribes - May 2022

### Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

**Vulnerable Populations in Overburdened Communities\*:**

All of the programs housed within SNAP Resource Rides are tailored specifically toward assisting vulnerable populations and historically disadvantaged communities. The nexus point for these programs is the goal of eliminating transportation as a barrier to addressing health inequities within our communities. Our Community Health Workers (CHW) have allowed us to take the next step in that process by actively engaging with these populations and providing assessments of our client's social determinants of health. These assessments help us create a road map that identifies the unique barriers that each of our clients are facing in their journey, and allows us to create an action plan that can help them successfully navigate those barriers. Our CHWs then are able to engage with the tools and resources in our community to meet those steps, whether it be transportation, food security, help with applying for assistance programs, or someone who can assist with bridging cultural and linguistic barriers. Some of these programs target very specific groups, like new and expectant mothers with transportation barriers, or clients who suffer from chronic illness and frequent emergency service usage. Others are broader in their scope and target multiple populations, like our neighbors on the go program that serves seniors and people living with disabilities. Over the past year, SNAP Resource Rides has begun to implement soft goals for some of our projects to encourage more creative and meaningful outreach efforts to vulnerable populations. Our Dental Access program, for instance, has set a target of 10% of ridership being Native/indigenous persons, 10% Black/African American, and 10% of the Marshallese community.

**Tribal Support**

**Is this project directly operated by a tribe?\*** No

**Is your project serving and is it supported by a tribal nation in Washington? :** No

**Estimate the percentage of your project that serves the tribe:** 0.00%

**By checking this box, you are confirming your outreach to the tribe in pursuit of a resolution formally supporting your project :** No

**Attachments**

Tribal support correspondence/resolution:

**Certification**

**Certification**

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

**Certification\*:** Yes

**Application Authority\*:** Lucy Lepinski  
First Name Last Name

**Title\*:** Chief Operating Officer

**Date\*:** 10/26/2022

To: Transportation Advisory Committee

12/14/2022

From: Jason Lien, Principal Transportation Planner

**TOPIC: EXPRESSION OF INTEREST FOR THE CORRIDOR IDENTIFICATION & DEVELOPMENT PROGRAM**

**Requested Action:**

Recommend the SRTC Board be presented with information from All Board Washington (AAWA) regarding the study of intercity passenger rail in Washington State and the Corridor Identification & Development Program.

**Key Points:**

- The Bipartisan Infrastructure Law (BIL) provides funding for intercity passenger rail. The BIL contains sections about conducting a study to evaluate the restoration of Amtrak long distance routes that have been discontinued and establishing a program to facilitate the development of intercity passenger rail corridors.
- The Federal Rail Administration (FRA) in its [05/13/22 Federal Register announcement](#) described the establishment of the Corridor Identification & Development Program which encourages expressions of interest by eligible entities.
- The October presentation by AAWA is available [here](#).
- In November the TAC discussed the benefits of having the Board receive this information from AAWA.

**Board/Committee Discussions:**

The TAC and Transportation Technical Committees were presented with information about the Corridor Identification & Development Program by AAWA on 10/26/22.

**Public Involvement:**

All meetings at which this topic will be discussed are open to the public.

**Staff Contact:** Jason Lien, SRTC | [jlien@srtc.org](mailto:jlien@srtc.org) | 509.343.6370

To: Transportation Advisory Committee 12/14/2022

From: Eve McMenemy, Deputy Executive Director

**TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JANUARY AMENDMENT**

**Requested Action:**

Recommend Board approval of the 2023-2026 Transportation Improvement Program January amendment as shown in the **Attachment**.

**Key Points:**

Three agencies have amendments to the 2023-2025 TIP for the following projects. See the **Attachment** for more details.

<u>Agency</u>	<u>Project</u>
<b>City of Spokane</b>	<ul style="list-style-type: none"><li>• Bemiss Elementary Walk Route Improvements</li><li>• Greene/Carlisle Crosswalk Improvements</li><li>• Nevada/Joseph Pedestrian Hybrid Beacon</li></ul>
<b>Spokane County</b>	<ul style="list-style-type: none"><li>• Sunset Hwy Br No. 0514 Removal</li></ul>
<b>WSDOT-East</b>	<ul style="list-style-type: none"><li>• 2021-2023 ER Regionwide Basic Safety - Signing</li><li>• US 2/Sunset Interchange – Illumination Replacement</li><li>• I-90/Sprague I/C to SR 904 I/C – Illumination Rebuild</li></ul>

**Board/Committee Discussions:**

This is the first time the 2023-2026 TIP September amendment has been discussed by the TAC; the Transportation Technical Committee will also discuss on 12/21/22 and it will be presented to the Board for action at their January meeting.

**Public Involvement:**

The proposed amendment will be published for a public review and comment period from 12/14/2022 through 12/23/2022. On 12/14/22 notice of the amendment will be published in the Spokesman Review, posted to the SRTC website ([www.srtc.org](http://www.srtc.org)), and posted to social media platforms. Public comments received during the public comment period will be addressed by SRTC staff and presented to the Board in their January 2023 meeting packet.

**Staff Contact:** Eve McMenemy, SRTC | [evemc@srtc.org](mailto:evemc@srtc.org) | 509.343.6370

## **Supporting Information**

### **TOPIC: 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) JANUARY AMENDMENT**

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- The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP.
- After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.
- The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2045, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2045.
- Consistency with Horizon 2045 includes a demonstration of financial constraint and conformity with regional air quality plans. The September amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2045.
- TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.
- Pending approval by the SRTC Board, the September amendment will be incorporated into the STIP on or around 02/17/2023.

2023-2026 Transportation Improvement Program

January Amendment (23-01)

Agency	Project Title Amendment Description	Funding Adjustment	Amendment	
			New Project	Existing Project
Spokane	<b>Bemiss Elementary Walk Route Improvements</b> Remove from program. Construction was obligated 9/7/22 and all state funds awarded are obligated.			✓
Spokane	<b>Greene/Carlisle Crosswalk Improvements</b> Remove from program. Construction was obligated 10/26/22 and all state funds awarded are obligated.			✓
Spokane	<b>Nevada/Joseph Pedestrian Hybrid Beacon</b> Remove from program. Right of way was obligated 5/5/22 and Construction was obligated 9/14/22 and all state funds awarded are obligated			✓
Spokane County	<b>Sunset Hwy Br No. 0514 Removal</b> Remove from program. Right of way obligated 3/23/22 & construction obligated 5/26/22 – all federal funds awarded have been obligated			✓
WSDOT East	<b>2021-23 ER Region Wide Basic Safety - Signing</b> Update construction year from 2022 to 2023	No funding changes		✓
WSDOT East	<b>US 2/Sunset Interchange - Illumination Replacement</b> Update construction year from 2022 to 2023	No funding changes		✓
WSDOT East	<b>I-90/Sprague I/C TO SR 904 I/C - Illumination Rebuild</b> Update construction year from 2022 to 2023	No funding changes		✓

To: Transportation Technical Committee

12/14/2022

From: Eve McMenemy, Deputy Executive Director

**TOPIC: SRTC 2024-2026 PRESERVATION CALL FOR PROJECTS**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- As outlined in the 2023 Transportation Improvement Program (TIP) Guidebook, SRTC is conducting a Preservation Call for Projects to assist with efficient project delivery and meeting annual obligation targets.
- In 2021 the SRTC Board set aside \$9.2M of Surface Transportation Block Grant (STBG) funding during the 2021 Call for Projects to fund capital maintenance and preservation projects to obligate in 2024, 2025, and 2026.
- Principle of investment decisions and approval of the application are needed from the Board of Directors to guide and prepare for the release of the Preservation Call for Projects on February 10, 2023.
- The TIP Working Group offers the following points for discussion for the principles of investment:
  - Limit project applications to include grind and overlays, chip seals and other sealant projects;
  - Limit project awards not to exceed of \$1.5M; and
  - Limit any one jurisdiction total awards not to exceed \$3M.
- The TIP Working Group has reviewed the 2021 Preservation Call for Projects application at their 11/8/22 and 12/12/22 meetings and suggested minor changes for improvement, see **Attachment**.
- Federal funding requirements ensure that rural and small cities are distributed a portion of the awards.

**Board/Committee Discussions:**

This is the first discussion on this topic.

**Public Involvement:**

All SRTC Board and committee meetings are open to the public.

**Staff Contact:** Eve McMenemy, SRTC | [evemc@srtc.org](mailto:evemc@srtc.org) | 509.343.6370

**Supporting Information**

**TOPIC: SRTC 2024-2026 PRESERVATION CALL FOR PROJECTS**

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**SRTC Call for Preservation Projects Schedule**

**2022**

- 11/08 TIP Working Group meeting – Preservation Call for Projects – Principles of Investment & Application Review
- 12/13 TIP Working Group meeting – Preservation Call for Projects – Principles of Investment & Application Review
- 12/21 TTC & TAC meeting - Preservation Call for Projects – Principles of Investment (Informational)

**2023**

- 01/12 SRTC Board meeting - Preservation Call for Projects – Principles of Investment (Informational)
- 01/25 TTC & TAC meetings - Preservation Call for Projects – Principles of Investment (Action) – Request volunteers for scoring
- 02/09 SRTC Board meeting - Preservation Call for Projects – Principles of Investment (Action)

**02/10 CALL FOR PROJECTS RELEASED**

**04/14 APPLICATION PACKAGE DUE BY 3:00 PM**

- 04/17 - 04/21 SRTC Staff Review
- 04/24 - 05/05 Pavement committee fieldwork verification
- 04/24 - 05/12 TTC & TAC (multi-agency) project scoring
  - 05/24 TTC & TAC meeting – Review preliminary results (informational)
  - 06/08 SRTC Board – Review preliminary results (informational)
  - 06/28 TTC & TAC meeting – Recommend preservation funding (Action)
  - 07/13 SRTC Board – Approve awards for preservation projects (Action)
- Aug-Oct 2024-2027 TIP development process which includes a 30-day public comment period on the draft TIP

**SRTC ~~2021-2024-2026~~ Call for Preservation Projects Application  
For Years ~~2022-2023~~2024, 2025 and 2026**

**PROJECT TITLE:**

**AGENCY RANKING (1 = highest priority 4 = lowest):**

**REQUESTED SRTC REGIONAL FUNDS (STBG)- REQUEST LIMITED TO \$~~1-1.5~~ Million OR LESS: \$**

**GENERAL PROJECT INFORMATION**

Agency or Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

**Project Information**

**Project Location**

Urbanized Area  Urban Small  Rural

**Federal Functional Classification**

**Project Description**

Project scope (include termini and length)

Existing and proposed conditions

Project purpose and outcomes

The project sponsor must indicate that the project, once completed, will be maintained for the life of the project.

Please describe the plan, cycle, funding source and enforcement mechanisms (i.e. snow removal policy) to maintain this project for year-round/four-season use.

**Project Delivery Tools**

The project sponsor must certify that they will utilize all project delivery tools available, including eminent domain, to acquire ROW, if necessary, to meet project obligation schedules.

## Attachments

- Vicinity map
- Typical Cross Sections
- Cost Estimate
- Project Endorsement form
- If possible, please include project GIS shapefile(s)

## Cost Information (in addition to the Cost Estimate)

Cost estimate notes (optional if additional information is needed)

Describe the commitment of secured matching funds or other funds and the status of obtaining any unsecured funds.

Note: matching funds must be available at the time of fund obligation. The small towns of Fairfield, Latah, Rockford, Spangle and Waverly may utilize toll credits in lieu of local match.

Please indicate if there are any circumstances that could delay the obligation of funds.

## 1. ECONOMIC VITALITY – 15 POINTS

### Employment and Destination Accessibility

1a (5). To be scored internally by SRTC staff with the maps ~~referenced in the table below~~ in Horizon 2045 in Figure 2.19 ~~x~~ (See respective layers in online [map](#))

Project Score	Category	Criteria and Requirements
5	<del>Provides a</del> <u>Project location is a critical connection within or directly connecting to a regional activity center between two or more core areas (see employment core map)</u>	Increasing the efficiency of one or more modes to an employment core.
3	Serves a regionally significant <u>employment transportation center (see employment center map e.g. park and rides, airport, transit centers, etc.)</u>	Improving or enhancing the movement of workers, freight, and/or services to/from an employment center.
1	<del>Serves a regional transportation center (see transportation center map)</del> <u>Project location is a critical connection to a local activity center.</u>	Improving access to terminals (air, transit, or multimodal).

1b (5). Does the project have another connection to economic vitality that is not captured by 1a, or in addition to 1a? Please explain. Examples include ~~—~~ access to other activity centers, access to jobs, tourism, regional trailheads, sports complex, ~~—~~ (Score High, Medium, Low)

### Freight Network (Internal Use Only)

1c (5). Is this project located on a FGTS classified T1 to T4 route, or on WSDOT's Truck Freight Economic Corridor?  
To be scored internally by SRTC staff using the FGTS and WSDOT Truck Freight Economic Corridor (TFEC) Data.

- T1 – 5 points
- T2 – 4 points
- T3 or TFEC connector route – 3 points
- T4 – 1 point

## 2. COOPERATION AND LEADERSHIP – 15 POINTS

### Local Planning Alignment

2a (5) Is this project consistent with your Comprehensive plan or other internal local planning objectives? Example -- ADA improvements (Score High, Medium, Low)

### Agency Coordination

2b (5) Is this project consistent with other external local planning objectives? Example - coordination with STA and transit enhancements due to this project (Score High, Medium, Low)  
Explain

2c (5) Is this project on a CMP Corridor? (Horizon ~~2040~~2045-page 2-51 Chapter 2, page 78)  
Scored internally by SRTC staff.

Tier 1 CMP Corridor (5 points)

Tier 2 CMP Corridor (3 points)

## 3. STEWARDSHIP – 15 POINTS

### Cost Effectiveness

3a (5). The cost effectiveness of the proposed project will be calculated using the following elements: total project cost, miles of thru-traffic lanes preserved and, estimated treatment life or treatment type. A range of cost effectiveness values and their associated points will be determined based upon the calculated values from all submitted applications. (Standard deviation approach)

Cost Effectiveness Formula= 
$$\frac{\text{Total Project Cost}}{(\text{Thru-Traffic lanes Miles}) \times (\text{Estimated Treatment Life})}$$

#### Thru-Traffic Lane Miles

How many thru-traffic lane miles are being treated in this project? For example, if you are improving the surface of a 1-mile segment with four travel lanes, that would be 4 miles of thru-traffic lane miles. Second example, if you are improving the surface of a 1-mile segment with two lanes and a center turn lane for the entire length, that would be 2 miles of thru-traffic lane miles. The center turn lane is not a thru-traffic lane.

#### Estimated Treatment Life

Chip Seal (all chip seals will use a 6-year lifespan)  Grind and Overlay (all grind and overlays will use a 14-year lifespan)\*

\*Treatment Life Values were derived from the WSDOT ~~TAMP~~TAMP Page 29-30, Exhibit 4-4

### Roadway Usage

3b (5). What is the ADT and source of ADT?

Urban  0-4,999 (1)  5,000-9,999 (2)  10,000-14,999 (3)  15,000-19,999 (4)  >19,999 (5) or  
Rural  0-499 (1)  500-999 (2)  1,000-1,499 (3)  1,500-1,999 (4)  >1,999 (5)

### Funding

3c (5). Does this project have additional local/state match funds above the required 13.5%? If so, please describe:

6.5% over required local/state match (total 20% match or more) (3)

11.5% over required local/state match (total 25% match or more) (5)

## 4. SYSTEMS OPERATIONS, MAINTENANCE AND PRESERVATION – 40 POINTS

### Condition

4a (30). Structural Condition Preservation -30 points

What is the pavement OCI and what year was the last measurement?

- OCI 41-55 (10 points)
- OCI 56-65 (20 points)
- OCI 66-85 (30 points)

### National Highway System

4b (10) Is the project on:

Scored internally by SRTC staff.

- The National Highway System (NHS) (10 points)? (Horizon [20402045](#), [page 2-22](#) [figure 2.28](#))
- A Minor Arterial or Major Collector ([5-8](#) points)? [\(This change supports need for other arterials and improves scoring for roads from smaller cities/towns\)](#)

## 5. QUALITY OF LIFE AND MOBILITY – 15 POINTS

### Bicycle and Pedestrian Improvements

5a (5) Does this project benefit pedestrian transportation and/or mobility? Example – Crosswalk enhancements. [If the project does not require ADA upgrades but the project includes ADA upgrades please include here.](#)

Explain

5b (5) Is this project on the SRTC Regional Bike Priority Network [and](#) will it improve pavement condition in the bike lane/shoulder/travel way? (Horizon [20402045](#), [Page 4-4](#) [Figure 4.5](#))

Explain

If not on the SRTC Regional Bike Priority Network, does this project benefit bicycle transportation?

Explain (3)

### Population

5c (5). The project is located within an area of significant existing population.

Scored internally by SRTC staff by population density based on US Census blocks:

- High – 5 points
- Medium –3 points
- Low – 1 point

6.0 Equity (Not scored) SRTC will provide a map of the project over the Washington Environmental Health Disparities Map (Score  $\geq$  7) -and Areas of Potential Disadvantage from Horizon 2045, Figure 2.10.

To: Transportation Advisory Committee

12/14/2022

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: DATA PROJECT UPDATE: HOUSEHOLD TRAVEL SURVEY**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- In 2018 the SRTC Board designated \$1M in STBG funding to improve the agency's ability to apply data to the long-range planning process.
- As part of the project, data was collected from a region-wide household travel survey to support a variety of planning applications. For example, the socioeconomic and travel behavior data serve as inputs into the region's travel demand model.
- Beginning in February 2022, 80,000 invitations were mailed to residents of SRTC's planning area and participants were given the option to participate using either a smartphone app, a website, or calling into a call center.
- The goal of the effort was to have 1,500 respondents which would have represented a sample size of 0.7% of the population. Ultimately, the task achieved a sample rate of 1.0% of the population with 1,953 persons surveyed.
- Data from the completed surveys was weighted to adjust for survey non-response, survey participation mode, and geographic bias due to oversampling and other factors. The final weighted dataset will help analyze and make inferences about the population at large. At the December Committee meeting, staff will present a summary of the findings of the survey, compare those findings to the 2005 survey, and explain how this data fits into the long-range planning context.

**Board/Committee Discussions:**

This project was presented to the TAC at their September 2020 meeting. This project was presented at the March SRTC Board Administrative Committee and the April 2019 SRTC Board Meeting. The Board authorized the Executive Director to execute an agreement with RSG at their December 2019 meeting. The Board was presented a summary the Household Travel Survey results on 12/08/22.

**Public Involvement:**

The funds for this project were included in the 2019-2022 TIP which was adopted 10/11/2018. A public meeting was held on 09/19/2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days was open from September 1 to September 30. All Committee and Board meetings where this project has been discussed have also been open to the public.

**Staff Contact:** Mike Ulrich, SRTC | [mulrich@rtc.org](mailto:mulrich@rtc.org) | 509.343.6370

To: Transportation Advisory Committee

12/14/2022

From: Mike Ulrich, Principal Transportation Planner

**TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 - SAFETY**

**Requested Action:**

None. For information and discussion.

**Key Points:**

- At the Committee's October meeting staff introduced Transportation Performance Management including regulatory requirements and SRTC's role in setting targets for Safety, Infrastructure, and System Performance.
- The December meeting will focus on safety where staff will present background information, historical data, target setting options, and discuss upcoming long-range planning efforts.
- The five statewide safety performance measures are set annually and use five year rolling averages for (1) number of fatalities, (2) rate of fatalities per 100 million VMT, (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities and non-motorized serious injuries.
- In March 2021 the SRTC Board approved a resolution agreeing to plan and program projects so that they contribute to the accomplishment of WSDOT statewide performance targets for safety.
- Target Zero is WSDOT's plan to reduce the number of traffic deaths and serious injuries on Washington's roadways to zero by the year 2030.
- The TAC will be asked to make a recommendation regarding safety targets at their January meeting.
- The deadline for the SRTC Board to set the safety target is February 27, 2023.

**Board/Committee Discussions:**

The TAC made a recommendation to the SRTC Board regarding safety targets this past February. Targets in the other two performance categories are set on four-year cycles. The TAC last discussed those targets in the Summer of 2018 and will be making a recommendation to set those targets in upcoming meetings.

**Public Involvement:**

All SRTC Board and committee meetings are open to the public.

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