



Board of Directors Meeting

AGENDA AMENDED 1.10.23

Thursday, January 12, 2023 at 1:00 PM

Hybrid In Person/Virtual Meeting

- In Person at SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201
- Online on Zoom

<https://us02web.zoom.us/j/88995178182?pwd=SFRkSlRQSHE3UlpQ3ZFeHJvbWMxdz09>

Meeting ID: 889 9517 8182 | Passcode: 604873

By Phone 1-253-215-8782

Meeting ID: 889 9517 8182 | Passcode: 604873

Or find your local number: <https://us02web.zoom.us/u/kiOsqJNVp>

SRTC welcomes public comments at Board meetings. The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email to contact.srtc@srtc.org
- By mail to 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone to 509.343.6370

Verbal comments may be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, 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 at least 48 hours in advance.

Time	Item #		Page #
1:00	1	Call to Order / Record of Attendance / Excused Absences	
1:02	2	Public Comments	
<u>FOR ACTION</u>			
1:10	3	Election of 2023 Board Officers	3
1:20	4	Consent Agenda	
		a) December Board of Directors Meeting Minutes	5
		b) December 2022 Vouchers	10
		c) 2023-2026 Transportation Improvement Program January Amendment	11
		d) 2022 Quarter 4 Budget Update	15
1:25	5	WSDOT Consolidated Grant Rankings (<i>Jason Lien</i>)	18
1:35	6	Resolution #23-03 Opposing Delays to the North Spokane Corridor Project (<i>Lois Bollenback</i>)	56
		(Action Item #6 added per amendment on 1.10.23)	
<u>FOR INFORMATION AND DISCUSSION</u>			
1:45	7	SRTC 2024-2026 Preservation Call for Projects (<i>Eve McMenamy</i>)	58
2:05	8	Transportation Performance Management: PM1 Safety (<i>Mike Ulrich</i>)	65
2:20	9	Board Member Comments	
2:30	10	Adjournment	
<u>FOR INFORMATION: No Action or Discussion</u> (Written reports only)			
	11	Executive Director's Report (<i>Lois Bollenback</i>)	66
		• Funding Opportunities	
		• Washington Department of Transportation Changes in the Eastern Region	
	12	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	68
	13	Draft Future Board Agendas	70

To: Board of Directors

01/05/2023

From: Lois Bollenback, Executive Director

TOPIC: ELECTION OF 2023 BOARD OFFICERS

Requested Action:

Election the 2023 SRTC Board of Directors Chair and Vice-Chair.

Key Points:

- Section 6 of the [2021 SRTC Interlocal Agreement](#) (ILA) states that a Board Chair and Vice-Chair (“Officers”) shall be elected by a majority vote of the Directors at the first regular meeting of the calendar year.
- To be eligible for the Chair position, the ILA states that a Director shall have served on the Board for at least one year prior to taking office as Chair, must be an elected official, and shall hold a voting position on the Board.
- The 2021 SRTC Rules of Procedures, Section 3 (see **Supporting Information**) establishes the process for selection.
- Section 6.A.4 of the 2021 ILA, the office of the Chair shall rotate on a yearly basis among the following parties, in the following sequence beginning January 1, 2022 is as follows:
 - a) Towns and cities, excluding the cities of Spokane and Spokane Valley
 - b) City of Spokane
 - c) Spokane County; and
 - d) City of Spokane Valley
- As the 2022 Chair represented the City of Cheney and the presumptive Chair for 2023 is from the City of Spokane, the rotation would follow that the 2023 Vice Chair will be from Spokane County.
- Officer terms are for one year.

Board/Committee Discussions:

Notice of the upcoming action was provided as part of the Executive Directors report in December 2022. This is the first time the 2023 officer elections have been presented for action or discussion.

Public Involvement:

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

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.343.6370

Supporting Information**TOPIC: ELECTION OF 2023 BOARD CHAIR AND VICE-CHAIR**

Excerpt from page 4 of [SRTC Rules of Procedures](#), approved by the Board on 10.13.22

3. SELECTING THE CHAIR AND VICE CHAIR

3.1 Officers and Eligibility: The Board shall select a Chair and Vice-Chair ("Officers") from among the voting Directors. Only voting Directors who are elected officials are eligible to be Officers. To be eligible to be Chair, the Director must have served on the Board for at least one year prior to taking office as Chair.

3.2 Nomination and Election: At the first regular meeting of the calendar year, the Board, Board members may each nominate one person for Chair. All nominations require a second. After all nominations are made, the existing Chair will call for a vote on the nominations in the order they were made. Voting will be by a recorded vote as determined by the existing Chair. As soon as one nominee receives a majority vote, that Board member will be declared the Chair and immediately assume Chair responsibilities. No votes will be taken on the remaining nominees. The same process shall be followed for the nomination and election of the Vice Chair.

3.3 Term: The office of the Chair shall rotate on a yearly basis pursuant to Section 6(A)(3)-(4) of the ILA. In any year, the rotation for the office of the Chair may be altered at the request of the jurisdiction holding the right to the Chair position, upon motion and approval of a majority of the voting members of the Board, at a regular or special meeting of the Board. The term for Chair may not, however, exceed one (1) year from the date of election.

3.4 Vice Chair Succession: The Vice Chair is the presumptive incoming Chair.

Spokane Regional Transportation Council – Board of Directors

December 08, 2022 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 504, Spokane, WA and remotely via Zoom

Board Members:

Council Member Paul Schmidt, *City of Cheney* (Chair)
 Mayor Cris Kaminskas, *City of Liberty Lake*
 Mayor Kevin Freeman, *City of Millwood*
 Council Member Zack Zappone, *City of Spokane*
 Mayor Pam Haley, *City of Spokane Valley*
 Council Member Rod Higgins, *City of Spokane Valley*
 Sev Jones, *Kalispel Tribe of Indians*
 Doug Yost, *Major Employer Representative*
 Council Member Micki Harnois, *Small Towns Representative*
 Commissioner Al French, *Spokane County*
 Susan Meyer, *Spokane Transit Authority*
 Rhonda Young, *Transportation Advisory Committee Chair*
 Inga Note, *Transportation Technical Committee Chair*
 Mike Gribner, *WSDOT-Eastern Region*

Board Alternates:

n/a

Guests:

Charles Hansen, *Transportation Advisory Committee*
 Jami Hayes, *Spokane County*
 Paul Kropp
 Karl Otterstrom, *Spokane Transit Authority*
 LeAnn Yamamoto, *CommuteSmartNW*
 Cecelia Evans
 Joe Tortorelli, *Spokane Good Roads Association*
 Kevin Picanco, *City of Spokane*
 Char Kay, *WSDOT-Eastern Region*
 Gabe Sedberry
 Council Member Tom Sahlberg, *City of Liberty Lake*

Staff:

Lois Bollenback, *Executive Director*
 Eve McMenamy, *Deputy Executive Director*
 Jason Lien, *Principal Transportation Planner*
 Mike Ulrich, *Principal Transportation Planner*
 David Fletcher, *Principal Transportation Planner*
 Michael Redlinger, *Assoc. Transportation Planner II*
 Greg Griffin, *Administrative Services Manager*
 Julie Meyers-Lehman, *Admin.-Exec. Coordinator*
 Megan Clark, *Legal Counsel*

At 1:01 pm Chair Paul Schmidt noted there was not yet a quorum. Council Member Rod Higgins made a motion to move the agenda to the informational items first. Commissioner French seconded. Chair Schmidt requested that staff present the informational items.

INFORMATION & DISCUSSION ITEMS**# 7 DATA Project Update: Household Travel Survey Final Report**

Mr. Ulrich provided a background of the DATA (Data Acquisition for Transportation Analysis) project and noted a regional Household Travel Survey was one of the DATA project's six tasks. He shared details regarding the survey's timeline, objectives, response rates, sample and oversample, materials and survey design, and expansion/weighting.

He presented results on trip mode and trip purpose, compared survey results to those from the 2005 survey, and spoke about how the survey data will be used and applied in the planning process. The full final report is posted on the SRTC website. Member discussion points included:

- The statistical accuracy, margins, efforts to ensure representativeness, and data expansion of the responses.
- Each of the variables has a separate margin of error calculated separately.

- The overall number of survey responses.

8 WSDOT Consolidated Grant Ranking Process

Mr. Lien summarized the recent WSDOT Consolidated Grant Program call for projects. The program supports capital and operating projects for human services public transportation projects. WSDOT requires RTPOs, such as SRTC, to rank the grant applications received in their planning area, which was done with the assistance of Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC) members.

He described the ranking process and said four applications were received. The TTC and TAC will review and make recommendations this month and the Board will be asked to take action next month. The approved rankings will then be submitted to WSDOT. The group discussed and comments included:

- Clarification that the scoring criteria is based on state parameters, but primarily developed internally to determine what adds value to the region.
- The amount of funding available from this program statewide—in the last call for projects the amount awarded was \$80 million.
- Staff will distribute information to the Board regarding the amount of funds being requested by each of the four projects.

Chair Schmidt reported that in January the small towns (Fairfield, Latah, Rockford, Spangle & Waverly) will need to appoint (or re-appoint) a Board member and an alternate for their shared Board seat for the 2023-2025 term. He said that the selection of Board Chair and Vice Chair will also take place the January meeting.

The Clerk of the Board took roll call and confirmed that we were still one-member short of a quorum.

For the Executive Director's Report, Ms. Bollenback provided details about:

- Members of the MPO/RTPO/WSDOT Coordinating Committee for Washington State recently selected her as the 2023 Committee Chair.
- A potential Safety Project Priorities Pilot Program being considered by SRTC and WSDOT Eastern Region.
- The forthcoming update to SRTC's Unified Planning Work Program and involvement of the TTC, TAC and Board in the development process.
- The recruitment process for the SRTC Community Engagement Program Coordinator position.

At 1:46 pm Chair Schmidt announced that quorum had been reached and called the meeting to order.

1 Call to Order/Excused Absences

Chair Schmidt said Matt Ewers, Commissioner Kelly Fukai, Council Member Jennifer Morton, Council Member Betsy Wilkerson, and Council Member Dee Cragun had requested excused absences.

Commissioner French made a motion to approve the excused absences. Council Member Higgins seconded. Motion passed unanimously.

2 Public Comments

There were no comments.

3 Consent Agenda

- a) November 2022 Board Meeting Minutes
- b) November 2022 Vouchers
- c) Application of Cost of Living Adjustment to the Executive Director
- d) Appointment of 2023 Transportation Technical Committee and Transportation Advisory Committee Chairs and Vice-Chairs

Council Member Higgins made a motion to approve the Consent Agenda as presented. Mayor Freeman seconded. Motion passed unanimously.

4 Equity Planning Framework

Mr. Redlinger noted that the Board reviewed the draft framework last month and he summarized key features of the document. He shared details about several of the recommendations and re-stated that implementation of recommendations will be subject to approval by the SRTC Board as they are detailed and presented for advancement in the future.

Members discussed and comments included:

- It is unclear, at this time, to know how equity principles would impact the transportation system in areas with higher percentages of low-income residents or residents of color or how the equity framework would influence the Board's decisions.
- This is a developing area and there will continue to many questions that will need to be answered as the concept of equity in transportation evolves.
- Framework recommendations will bolster the process of gathering data and information to help the decision making process.
- The framework offers a menu of options to help identify and shape projects that might impact vulnerable communities.
- An equity framework provides SRTC an opportunity to be ahead of the discussions when equity as a performance measure becomes a topic.
- The equity framework will be important as funding for equity related transportation projects becomes available.

Ms. Meyer made a motion to approve Resolution R 22-24 adopting the SRTC Equity Planning Framework. Commissioner French seconded. Motion passed unanimously.

5 Unified List of Regional Transportation Priorities: Project List

Ms. McMenemy explained the process of evaluation criteria development, project submittals and scoring. Applications from seven agencies were submitted totaling 29 projects. The project list is divided into three categories: Implementation, Development, and Initiation. The number of projects on the Unified List needs to be pared down in order to be strategic. She described the project list recommendations from the Transportation Technical Committee and the Transportation Advisory Committee.

She reported that the first project in the Implementation category, Pines Grade Separation, recently became fully funded and was therefore removed from the list. She asked if the Board was comfortable including the five projects in the Implementation category. There was no opposition.

The Board was asked to determine which projects from the Development category should be included on the Unified List. The Board was presented two different recommendations from the TTC and TAC. The TTC recommendation included the first nine projects on the Development list and the TAC included the first seven projects. McMenamy explained how the committees arrived at those decisions. She also explained SRTC recently learned project 8 on the development list appears to be competitive for state funding through a freight program opportunity. Mayor Freeman indicated that since Bigelow Gulch is fully funded, the Board should consider including the first nine projects, which incorporates the Sullivan and Trent project which improves network connection.

Mayor Freeman made a motion to accept the list of projects in the Development phase as recommended by the TTC. Ms. Meyer seconded. Motion passed unanimously.

Ms. McMenamy said asked if members were comfortable accepting the recommendations both committees including the top five projects in the Initiation category. There was no opposition, thus the full recommendation for the Unified List matches the recommendation from the TTC.

Commissioner French made a motion to approve Resolution R-22-25 adopting the 2023 Unified List of Regional Transportation Priorities including projects as recommended by the Board. Ms. Meyer seconded. Motion passed unanimously.

6 Legislative Priority Statements

Ms. McMenamy recapped the legislative priority statement development over the past few months. Staff coordinated with local chambers of commerce, the Association of Washington Cities, the Washington Association of Counties, the Washington Transportation Commission, and other members participating at the state level discussions in order to strengthen the impact of the statements. She outlined the proposed Legislative Priority Statements:

Priority A: Expand resources to improve transportation safety in support of Target Zero

- Increase funding to the Highway Safety Improvement Program (HSIP) that will support the recommendations identified in local and regional safety plans.
- Promote increased coordination and integration between WSDOT, MPOs, and local partners to improve safety funding opportunities that reduce fatal and serious injury crashes.

Priority B: Pursue strategies to effectively address maintenance and preservation needs

- Develop an approach for the programming of maintenance and preservation funds that balances funding needs with the ability to delivery projects over time.

Priority C: Support increased funding for Regional Transportation Planning Organizations

- Increase the Regional Transportation Planning Organization (RTPO) program budget as needed to achieve the transportation planning outcomes and requirements of RCW 47.80.

Priority D: Ensure access to transportation in support of affordable housing strategies

- Ensure access to affordable, reliable, and equitable transportation options which are an integral component of affordable housing strategies.
- Provide additional resources to local jurisdictions to plan for an accommodate affordable housing.

Priority E: Fund regionally critical projects on the SRTC Unified List

- Invest projects collaboratively identified by the SRTC Board of Directors in the Unified List

Priority F: Encourage diversity in the development of clean fuel technologies

- Assess the need for and continue to develop charging infrastructure capacity.

- Support the emergence of alternative fuels in support of low or no emission transportation across the spectrum of vehicle types through pilot projects or other means.

Priority G: Address funding gaps that are anticipated due to the loss of gas tax revenue

- Create a strategy to address the loss of gas tax revenue that includes increasing the public's awareness and understanding of the issue.
- Support pilot projects that will assist in identifying transportation revenue strategies.

Council Member Higgins made a motion to approve Resolution R-22-26 to adopt the 2023 SRTC Legislative Priority Statements. Mayor Freeman seconded. Motion passed unanimously.

9 Board Member Comments

Ms. Meyer thanked Chair Schmidt for his dedicated service to this Board over the past year.

10 Adjournment

There being no further business, the meeting adjourned at 2:36 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF DECEMBER 2022

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/2/22	V121999	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-24	160.00
	V122000	Dell	XPS-17 (9720) laptop for RS	3,053.57
	V122001	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Conf travel/reg; Adv Outreach pos	3,188.07
12/9/22	V122002	Visionary Communications, I	Fiber Services, December 2022	986.96
	V122003	WA State Dept of Retirement	Employee and Employer Contributions: November 2022	12,970.33
	V122004	Resource Systems Group	Proj 21105 Tasks 3, 4, 5, 6 - DATA Project - June 2022	17,828.44
	V122005	Intermax Networks	VOIP telecom December 2022	252.89
	V122006	Rehn & Associates	Admin fee November '22	75.00
	V122007	EMLVO P.C.	Nov '22 legal svcs: Oct Board mtg; ETS sub-recpt agrmts	2,911.60
	V122008	Pacific Office Automation	Copier Lease/Usage November 2022	160.33
	V122009	Intrinium	Managed IT Services - Mnthly December	2,506.18
	V122010	SRTC Board Members (3)	Parking Reimbursement for Board Meeting 11/10/22 - Validated Prkg not working	25.08
	V122011	National Assoc of Regional C	Job advertisement for Outreach position	110.00
	V122012	Kylee Jones	Tuition reimburse Spring Qtr'22	2,000.00
	V122013	Resource Systems Group	Proj 21104 Tasks 1 & 5 - Household Travel Survey - October 2022	8,839.81
12/15/22	V122014	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-25	160.00
12/28/22	V121983	Resource Systems Group	Proj 21104 Tasks 1 & 5 - Household Travel Survey - October 2022	18,565.39
	V122015	AWC Employee Benefit Trus	Jan '23 Benefit Insurance Premiums	10,102.78
	V122016	Vision Municipal Solutions	Software Assurance - Tech Support & Updates for 2023	2,249.00
	V122017	Diamond Plaza LLC	Paulsen Center Suite 500/504 Lease for January 2023	6,865.64
	V122018	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2022-26	160.00
	V122019	Lois Bollenback	LB Mileage reimburse for 7/14 to 12/7/22	156.25
12/30/22	V122020	Jason Lien	JL Mileage reimburse 7/21 - 10/17/22	33.50
	V122021	Washington Trust Bank	Sftwr subscptns; Office splys/eqpt; Admin phone; Staff Reg's	2,113.57
	V122022	Adventures in Advertising	Staff SRTC logo'd shirts, jackets, bag	445.79
		Reimbursement(s)		
		Salaries/Benefits	Pay Periods Ending: 11/26/22, 12/10/22 & 12/24/22	109,316.94
11/30/22		Spokane County Treasury	Monthly SCIP fee - 2022	18.50
TOTAL December 2022				\$205,255.62

Recap for December 2022:

Vouchers: V121999 - V122022	\$ 95,920.18
Salaries/Benefits Pay Periods Ending: 11/26/22, 12/10/22 & 12/24/22	\$ 109,316.94
Spokane County Treasury Monthly SCIP fee - 2022	\$ 18.50
	\$205,255.62

As of 1/12/23, the Spokane Regional Transportation Council Board of Directors approves the payment of the December 2022 vouchers included in the list in the amount of: **\$202,255.62**

Chair _____

To: Board of Directors

01/05/2023

From: Eve McMenamy, Deputy Executive Director

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

Requested Action:

Approve Resolution R-23-01 adopting the 2023-2026 Transportation Improvement Program January amendment.

Key Points:

Three agencies have amendments to the 2023-2026 TIP for the following projects. See the **Attachment** for more details.

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

Board/Committee Discussions:

This is the first time the 2023-2026 TIP September amendment has been discussed by the Board. On 12/22/22 both the Transportation Technical Committee and Transportation Advisory Committee unanimously recommended Board approval of the January TIP Amendment.

Public Involvement:

The proposed amendment was published for a public review and comment period from 12/14/22 through 12/23/22. On 12/14/22 notice of the amendment will be published in the Spokesman Review, posted to the SRTC website (www.srtc.org), and posted to social media platforms. No public comments were received.

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-01

**APPROVING AN AMENDMENT TO THE CY 2023-2026
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and is responsible for developing a 4-year Transportation Improvement Program (TIP)

WHEREAS, the CY 2023-2026 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), Spokane Transit Authority (STA), and with input from various groups and members of the general public; and

WHEREAS, the SRTC Board approved the CY 2023-2026 TIP on 10/13/2022; and

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council adopts the proposed amendments to the CY 2023-2026 TIP to be incorporated into the Statewide Transportation Improvement Program (STIP) of Washington State, as documented in Attachment 1.

ADOPTED: January 12, 2023

Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

2023-2026 Transportation Improvement Program

January Amendment (23-01)

Consent Agenda

AGENDA ITEM 4c

Attachment

01/12/2023 Board Meeting

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

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

- 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 proposed January 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 January amendment will be incorporated into the STIP on or around 02/17/2023.

To: Board of Directors

01/05/2023

From: Greg Griffin, Administrative Services Manager

TOPIC: CALENDAR YEAR (CY) 2022 QUARTERLY BUDGET UPDATE (4TH QUARTER: OCT-NOV-DEC)

Requested Action:

Approval of the Calendar Year 2022 4th Quarter Budget Update.

Key Points:

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenue and expenditures for the preceding quarter and year to date.
- SRTC began CY 2022 with a cash balance of \$639,721 and ended the fourth quarter of 2022 with a balance of \$652,068.
- Due to timing, the revenues portion includes funds received in CY 2022 that were for expenditures made near the end of CY 2021. The following spreadsheet (**see Attachment**) provides a comparison of the adopted CY 2022 budget as amended on 03/10/22, and a summary for the Fourth Quarter (Q4) of actual 2022 revenues and expenditures, as well as a column showing 2021 year to date revenues/expenses for comparative purposes.

Board/Committee Discussions:

The CY 2022 Budget was approved by the Board on 11/11/21 and amended by the Board on 03/10/22.

Public Involvement:

All meetings at which the CY 2022 Budget and/or quarterly budget updates were presented to the Board were open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370

SRTC CY 2022, Report through December 31, 2022

	CY 2022 Approved	CY 2022					CY 2021 Year-to-Date	CY 2022 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
REVENUES								
SRTC Cash Balance 12/31/21						639,721		
Designated Local Funds carried over from 2021	20,250							
FHWA PL (Federal Public Law Funds)	698,741	36,055	154,710	221,841	138,073	550,679	609,504	79%
FTA (Federal Section 5303 Funds)	280,223	61,535	51,841	81,507	51,488	246,371	258,751	88%
STBG Planning Funds	350,000	249,210	105,034	-	-	354,243	382,505	101%
STBG Data & Study Project Funds	735,250	81,798	150,241	258,111	201,961	692,111	142,535	94%
RTPO (State Planning Funds)	144,651	48,715	31,586	42,312	38,660	161,273	173,213	111%
Local Dues	272,705	272,471	180	-	-	272,651	231,464	100%
Grants - Other	850,000	-	463	-	-	463	650	0%
Other Local Study Project Funds (STA 2020 Division Study)	50,000	-	-	160,487	11,011	171,498	213,355	343%
Spokane County Treasury Interest	10,000	1,430	1,738	2,392	2,030	7,590	8,650	
TOTAL REVENUES (Received in 2022)	3,411,820	751,213	495,794	766,649	443,223	2,456,879	2,020,627	72%
EXPENDITURES								
Personnel								
Salaries	924,323	213,344	198,063	242,786	241,758	895,951	881,410	97%
Accrued Leave Payouts (includes unemployment)	1,500	-	-	-	-	-	14,017	0%
FICA	70,711	16,507	15,363	18,694	18,651	69,215	70,770	98%
WA State Retirement System	92,931	22,478	22,176	22,668	23,131	90,453	102,630	97%
Insurance	154,552	33,566	33,925	33,756	33,682	134,930	150,254	87%
Total Personnel	1,244,017	285,895	269,526	317,905	317,222	1,190,548	1,219,080	96%
Contractual and Professional Services								
Legal Services	25,000	7,371	3,851	5,232	5,845	22,299	31,090	89%
Consultants & Professional Svcs	57,108	3,181	1,061	521	396	5,159	144,438	9%
Professional Services - ETS Grant Work	850,000	-	-	-	-	-	-	0%
MTP Update	20,000	731	-	-	-	731	25,897	4%
Consultant Svcs & D.A.T.A.	700,000	74,427	215,423	212,197	110,393	612,440	58,738	87%
Consultant & Division St Study	200,000	65,283	111,862	165,282	-	342,426	384,808	171%
State Audit Charges	15,000	-	-	14,745	-	14,745	14,477	98%
Total Contractual and Professional Services	1,867,108	150,992	332,197	397,976	116,634	997,799	659,448	53%
Materials and Services								
Publications	500	130	32	48	64	274	150	55%
Postage	300	179	4	-	120	303	121	101%
Operating Supplies	4,500	91	-	548	1,316	1,955	1,916	43%
Minor Furniture	1,000	43	-	-	489	532	611	53%
Telephone	6,120	3,149	3,140	730	1,045	8,065	7,474	132%
Advertising	2,620	496	192	835	1,461	2,984	2,857	114%
Rent - Office Space	87,600	21,945	14,105	27,617	20,597	84,264	91,223	96%
Rent - Meeting Rooms	500	-	-	-	-	-	653	0%
Lease - Copier	2,200	461	502	540	333	1,837	2,081	83%
Property and Liability Insurance	15,500	-	-	15,583	-	15,583	14,509	101%
Printing	750	-	-	-	-	-	59	0%
IF Charges	4,860	66	63	56	55	240	249	5%
Total Materials and Services	126,450	26,561	18,038	45,958	25,479	116,036	121,903	92%
Travel, Training, and Staff Development								
Mileage & Parking	1,900	58	-	672	601	1,331	509	70%
Travel / Training (Staff)	33,650	2,010	6,535	4,982	6,822	20,350	10,514	60%
Educational Speaker Series	5,000	-	-	3,326	-	3,326	-	67%
Board/Staff Retreats, Facilitators, Food	3,700	30	72	100	191	393	1,396	11%
Dues, Subscriptions, and Memberships	8,625	328	1,816	4,957	600	7,701	9,531	89%
Total Travel, Training, and Staff Development	52,875	2,427	8,423	14,037	8,213	33,100	21,949	63%
IT Operations								
IT Professional Svcs	54,500	6,225	5,448	27,376	4,992	44,041	25,811	81%
Software	43,501	24,668	8,971	(255)	7,269	40,652	40,798	93%
Hardware - New and Replacement; Repairs/Maint.	12,250	801	762	3,326	5,940	10,829	2,906	88%
Online Services	11,120	3,157	3,168	3,725	1,475	11,525	14,072	104%
Total IT Services	121,371	34,851	18,349	34,172	19,677	107,048	83,587	88%
TOTAL EXPENDITURES (Paid in 2022)	3,411,820	500,726	646,533	810,048	487,225	2,444,531	2,105,968	72%
CASH BALANCE 12/31/22						652,068	666,630	

Supporting Information

TOPIC: CALENDAR YEAR (CY) 2022 QUARTERLY BUDGET UPDATE (4th QUARTER: OCT-NOV-DEC)

Revenues

- Through the Fourth Quarter (100% of Calendar Year) of CY 2022 (January – September), SRTC collected \$2,454,116; 72% of the anticipated revenues for the year.
- STBG planning funds exceed 2022 budget due to timing of November 2021 reimbursement in 2022.
- RTPO funds exceed 2022 budget due to timing of November 2021 reimbursement in 2022.
- Other Local Study Funds (STA Division Study) exceed budget due to timing of 2021 reimbursements arriving in Q-3 of 2022.
- WA Department of Commerce Electrification of Transportation Systems (ETS) grant reimbursements have not yet been initiated.

Expenditures

Through the Fourth Quarter of CY 2022 SRTC spent \$2,444,531 or 72% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditures were \$1,190,548 through Q4, or 96% of the CY 2022 budget amount.
- Contractual and Professional Services: Total services expenditures were \$997,799 year-to- date, or 53% of the total budget amount. Professional Services (ETS Grant Work) and Consultant services are subject to task progression and contract billing. Consultant/Division St Study 2021 Q-4 consultant activity was less than anticipated and pushed into 2022.
- Materials and Services: Total materials and services expenditures were \$116,036 year-to-date or 92% of the total budget amount. Telephone expenses are higher than anticipated due to an IT related delay in transitioning (completed in June 2022) to less expensive telecom services provider. Advertising for Job Recruitment was slightly higher than anticipated. Property and Liability Insurance variance is related to annual billing.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$33,100 thru Q4, or 63% of the total budgeted amount. This category continues to be impacted by COVID-19 related travel restrictions and the move to online conferences, training sessions, etc.
- IT Operations: Total expenditures were \$107,048 thru Q4, or 88% of the total budgeted amount. Online Services was slightly higher (4%) than budgeted.

To: Board of Directors

01/05/2023

From: Jason Lien, Principal Transportation Planner

TOPIC: WSDOT CONSOLIDATED GRANT PROJECT RANKINGS

Requested Action:

Approve Resolution R-23-02 adopting the 2023-2025 Consolidated Grant project rankings submitted through the Spokane County RTPO (Regional Transportation Planning Organization).

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 tiered A-B-C allocations from the state.
- Staff assembled a team of four TTC and four 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 committee letter grade recommendations are shown in the Resolution attachment. 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. The TTC and TAC voted in favor of the recommended rankings at their December meetings.

Public Involvement:

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

Staff Contact: Jason Lien, SRTC | jlien@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-02

**APPROVING THE 2023-2025 WSDOT CONSOLIDATED GRANT PROJECT RANKINGS SUBMITTED
THROUGH THE SPOKANE COUNTY RTPO**

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the WSDOT Consolidated Grant Program utilizes state and federal funds to support public transportation related projects across the state and local project guidance is from the Spokane County Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP); and

WHEREAS, WSDOT manages a competitive call for projects every two years and requires RTPOs to submit project letter grade rankings as allotted by the state to indicate local priority for applications submitted to the Consolidated Grant Program; and

WHEREAS, local Consolidated Grant applications have been evaluated by SRTC committees and recommended letter grade rankings are shown in the Attachment; and

NOW THEREFORE, BE IT RESOLVED that the Board of the Spokane Regional Transportation Council approves the 2023-2025 WSDOT Consolidated Grant project rankings submitted through the Spokane County RTPO as shown in the Attachment.

ADOPTED: January 12, 2023

Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

Attachment 1
WSDOT Consolidated Grant Applications (2023-2025) - Recommended Ranking and Scoring Summary
December 2022

Ranking Recommendation

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

Scoring Summary

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

*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
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

Organization Contact Information

Organization Contact Information

Organization Director

Name*:

Fred Stoffer
First Name Last Name

General Manager freds@sms1.org
Title Email Address

Applicant Contact

Name*:

Elizabeth Mulcahy Elizabeth Mulcahy
First Name Last Name

Contracts Administration Manager bethm@sms1.org
Title Email Address

Project Contact

Name*:

Rusty Koontz
First Name Last Name

Regional Manager 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

Dependent on other 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*: 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

		** 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
Expenses	If Other, Please List							
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%
		\$294,082.00	\$361,958.00	\$656,040.00	\$754,406.00		\$792,908.00	

Revenue and/or Match

		** 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)
Revenue and/or Match Sources	If Other, Please List					
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
		\$29,408.00	\$36,198.00	\$65,606.00	\$75,441.00	\$79,291.00

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%

Variances:

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. Variances 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

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

July 1, 2025 - June 30, 2027

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

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%
Passenger trips should be entered as whole numbers only.							
Passenger Trips	4643	4736	9379	9758	4.04%	10002	2.50%
Volunteer Hours	0	0	0	0	0.00%	0	0.00%
					10.69%		2.50%

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	Special Mobility Services Audit Report 6.30.2021.pdf	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	Deer Park Service Area Map.pdf	pdf	123 KB	10/25/2022 03:51 PM
Population density map	✓	Deer Park Population Density Map	Deer Park Population Density Map.pdf	pdf	99 KB	10/25/2022 03:52 PM
Letters committing matching funds		Deer Park Match Commitment	LOS Deer Park.pdf	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	LOS Deer Park_20221026_0001.pdf	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	SMS Cost Allocation Plan.pdf	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

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

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
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

June

Last day of*:

Organization Contact Information

Organization Contact Information

Organization Director

Name*:

Fred Stoffer
First Name Last Name

General Manager freds@sms1.org
Title Email Address

Applicant Contact

Name*:

Elizabeth Mulcahy
First Name Last Name

Contracts Administration Manager bethm@sms1.org
Title Email Address

Project Contact

Name*:

Elizabeth Mulcahy
First Name Last Name

Contracts Administration Manager 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

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
BuyReplacements - Capital Bus 11.12	.04 Bus < 30 FT	5	12	4	Gas	\$180,000.00	\$162,000.00	\$18,000.00
BuyReplacements - Capital Bus 11.12	.04 Bus < 30 FT	5	12	4	Gas	\$180,000.00	\$162,000.00	\$18,000.00
							\$324,000.00	\$36,000.00

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
		\$36,000.00

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
---------------------	--------------

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
Revenue Vehicle Hours	1840	1925	3765	3850	2.26%
Revenue Vehicle Miles	25122	27425	52547	54850	4.38%
Passenger trips should be entered as whole numbers only.					
Passenger Trips	2321	2368	4689	4879	4.05%
Volunteer Hours	0	0	0	0	0.00%
					10.69%

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	1FDFE4FS7CDB18888	Active	260373
Replace	Light-duty Cutaway (Van Chassis)	-5	Ford Aerotech	2012	1FDFE4FS9CDB18889	Active	279091

Milestones

Milestones

CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
EQUIPMENT		
Equipment - Request for Proposal / Invitation for Bid	N/A	
Equipment - Contract Award	N/A	
Equipment - Contract Complete	N/A	
VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.		
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	Special Mobility Services Audit Report 6.30.2021.pdf	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	Deer Park Service Area Map.pdf	pdf	123 KB	10/26/2022 10:06 AM
Population density map	✓	Service Area Map	Deer Park Service Area Map.pdf	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	LOS Deer Park_20221026_0001.pdf	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	SMS Cost Allocation Plan.pdf	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

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
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

June

Last day of*:

1-Organization Contact Information

Organization Contact Information

Organization Director

Name*:

Fred Stoffer
First Name Last Name

General Manager freds@sms1.org
Title Email Address

Applicant Contact

Name*:

Beth Mulcahy
First Name Last Name

Contracts Administration Manager bethm@sms1.org
Title Email Address

Project Contact

Name*:

Holly Chilinski
First Name Last Name

Mobility Manager 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

Expenses	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
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%
		\$0.00	\$0.00	\$0.00	\$567,511.00		\$0.00	

Revenue

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

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

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

Future Biennium 2

Expense Total:	\$0.00
Revenue Total:	\$0.00
Requested Amount - 2nd Biennium:	\$0.00
	Expense Total minus Revenue Total.
Percentage of Match:	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	Special Mobility Services Audit Report 2019.pdf	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	Service Area Map-Spokane County.docx	docx	437 KB	10/28/2020 05:29 PM
Population density map	✓	Map of Spokane County Population Density	Spokane County Population Density Map.docx	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	LOS Mob Man_20201030_0001.pdf	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
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

Mailing Address*:

Spokane Washington 99224-5203
City State/Province Postal Code/Zip
3102 Fort George Wright Drive

Remit to Address*:

Spokane Washington 99224-5203
City State/Province Postal Code/Zip
3102 Fort George Wright Drive

Phone*:

Spokane Washington 99224-5203
City State/Province Postal Code/Zip
(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
Title Email Address

Applicant Contact

Name*:

Lucy Lepinski
First Name Last Name

Chief Operating Officer Lepinski@snapwa.org
Title Email Address

Project Contact

Name*:

Garrett Havens
First Name Last Name

Resource Rides Coordinator 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%
		\$188,423.00	\$316,284.00	\$504,707.00	\$615,949.00		\$1,123,382.00	

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	\$67,236.00	\$124,764.00
Local: In-kind		\$0.00	\$245.00	\$245.00	\$133,796.00	\$251,981.00
		\$94,304.00	\$159,265.00	\$253,569.00	\$201,032.00	\$376,745.00

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

Variances

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

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

Variances:

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

Expense Total: \$615,949.00

Revenue Total: \$201,032.00

Requested Amount \$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

:

Percentage of Match: 32.64%

July 1, 2025 - June 30, 2027

Expense Total: \$1,123,382.00

Revenue Total: \$376,745.00

Requested Amount \$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.

:

Percentage of Match: 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 Mles	0	0	0	0	0.00%	0	0.00%
Passenger trips should be entered as whole numbers only.							
Passenger Trips	3310	4256	7566	10080	33.23%	12096	20.00%
Volunteer Hours	3208	4064	7272	9792	34.65%	11750	20.00%
					67.88%		40.00%

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 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.

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

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report	✓	SNAP's 2021 Audit	2021 SNAP Audit.pdf	pdf	462 KB	10/26/2022 02:03 PM
501(c) IRS Letter of Determination (for new non-profit applicants only)		IRS Determination Letter	IRS_501c3_SNAP_2012.pdf	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	NotG_Service_Area_Map.pdf	pdf	854 KB	10/26/2022 02:05 PM
Population density map	✓	Population density map.	SNAP_PopDensity.pdf	pdf	854 KB	10/26/2022 02:07 PM
Letters committing matching funds		Letter Committing Matching funds	2023-27_WSDOT_Match_Proposal.pdf	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	2023-27_WSDOT_Match_Proposal.pdf	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.	NotG_Letters_of_Support.pdf	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	Financial_Handbook_Cost_Policy_Statement.pdf	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: Board of Directors

01/10/2023

From: Lois Bollenback, Executive Director

TOPIC: RESOLUTION R-23-03 OPPOSING DELAYS TO THE NORTH SPOKANE CORRIDOR PROJECT

Requested Action:

Approve Resolution R-23-03 opposing state funding delays for the North Spokane Corridor.

Key Points:

- A proposed budget was released by Washington State Governor Jay Inslee on December 14, 2022 that included a delay in the construction schedule for the North Spokane Corridor from the 2027-2029 Biennium to the 2033-2035 Biennium.
- The NSC represents a significant infrastructure investment and has been a top priority for SRTC as well as many others in the Spokane Region with more than 50% of the project already complete.
- Funding for the project was accelerated during the previous legislative session (2022) and significant funding was also identified for Division Connects, a complimentary project that will transform the Division Street corridor as higher speed and through traffic moves to the NSC.

Board/Committee Discussions:

This is the first discussion of this topic by the Board.

Public Involvement:

All SRTC Board meetings are open to the public.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3823

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-03

OPPOSING DELAYS TO THE NORTH SPOKANE CORRIDOR

WHEREAS, the Spokane Regional Transportation Council (SRTC) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, SRTC is the designated agency to lead a continuing, coordinated and cooperative (3-C) planning process in the Spokane region; and

WHEREAS, completion of the North Spokane Corridor (NSC) has consistently been a top transportation investment priority for the region to support mobility and economic vitality; and

WHEREAS, delays in the construction of this project will increase overall costs and have detrimental impacts on other projects and community initiatives being pursued in coordination with construction of the NSC.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Spokane Regional Transportation Council oppose proposed delays to completion of the North Spokane Corridor.

ADOPTED: January 12, 2023

Chair, SRTC Board of Directors

ATTEST

Julie Meyers-Lehman, Clerk of the Board

To: Board of Directors

01/05/2023

From: Eve McMenamy, 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 02/10/23.
- 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 to a not to exceed level of \$1.5M; and
 - Limit total awards for any one jurisdiction to a not to exceed level of \$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:

The Transportation Technical Committee and Transportation Advisory Committee discussed this topic at their meeting on 12/21/22; they will be asked to make a recommendation to the Board on 01/25/23. The SRTC Board will be asked to take action on 2/09/23.

Public Involvement:

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

Staff Contact: Eve McMenamy, SRTC | evemc@srtc.org | 509.343.6370

**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	Provides a <u>Project location is a</u> critical connection within or <u>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 employment transportation center (see employment center map e.g. park and rides, airport, transit centers)	Improving or enhancing the movement of workers, freight, and/or services to/from an employment center. <u>access to terminals (air, transit, or multimodal).</u>
1	Serves a regional transportation center (see transportation center map) <u>Project location is a critical connection to a local activity center.</u>	<u>Increasing the efficiency of one or more modes.</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 ≥ 7) -and Areas of Potential Disadvantage from Horizon 2045, Figure 2.10.

Supporting Information

TOPIC: SRTC 2024-2026 PRESERVATION CALL FOR PROJECTS

SRTC 2024-2026 Preservation Call for 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 & Application (Informational)

2023

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

To: Board of Directors

01/05/2023

From: Mike Ulrich, Principal Transportation Planner

TOPIC: TRANSPORTATION PERFORMANCE MANAGEMENT: PM1 - SAFETY

Requested Action:

None. For information and discussion.

Key Points:

- At the November SRTC Board meeting staff introduced Transportation Performance Management including regulatory requirements and SRTC's role in setting targets for Safety (PM-1), Infrastructure (PM-2), and System Performance (PM-3).
- Discussion at the January meeting will focus on safety where staff will present background information, historical data, target setting options, and discuss upcoming long-range planning efforts.
- The following five statewide safety performance measures are set annually and use a five-year rolling average:
 1. Number of fatalities
 2. Rate of fatalities per 100 million VMT (vehicle miles traveled)
 3. Number of serious injuries
 4. Rate of serious injuries per 100 million VMT
 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 which 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 Board will be asked to take action on safety targets on 02/09/2023.

Board/Committee Discussions:

The Transportation Technical Committee and Transportation Advisory Committee discussed this topic on 12/21/2022 and will be asked to make a recommendation to the Board on 01/25/2023.

Public Involvement:

Data reporting across all the federally mandated performance management categories is included in a [System Performance Report](#) as an appendix to the Metropolitan Transportation Plan (MTP). A formal public comment period for the MTP was open from October 12 – November 13, 2020.

Staff Contact: Mike Ulrich, SRTC | mulrich@srtc.org | 509.343.6370

To: Board of Directors

From: Lois Bollenback, Executive Director

TOPIC: EXECUTIVE DIRECTOR'S REPORT

01/05/2023

Requested Action:

None. For information.

Key Points:

- **Funding Opportunities**

- **RAISE Grants**

The U.S. Department of Transportation has published a Notice of Funding Opportunity (NOFO) for \$1.5 billion in grant funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program for 2023. The deadline for applications is 11:59 PM EST on February 28, 2023. Please let SRTC know in advance if you're preparing an application and will be requesting a letter of support.

- **Bridge Funding Call for Projects**

WSDOT Local Programs office expects to issue a Call for Projects funding opportunity for local bridges in the first few months of 2023. SRTC does not have a specific role in prioritizing needed projects, however staff have gathered and shared information with TTC members to prepare for this opportunity.

- **Washington Department of Transportation Changes in the Eastern Region**

- Mr. Mike Gribner, Eastern Region Administrator and member of the SRTC Board of Directors has been promoted to the position of Assistant Secretary of Regions/Chief Engineer for the Washington State Department of Transportation (WSDOT). This change was effective on January 1, 2023. Mr. Mike Frucci will serve as the Eastern Region Acting Regional Administrator and will be attending SRTC meetings on behalf of WSDOT. We express our thanks to Mike for his support over the years and we welcome Mike (2.0) to SRTC.

Staff Contact: Lois Bollenback, SRTC | lbollenback@src.org | 509.435-3823



**Washington State
Department of Transportation**

Eastern Region
2714 N. Mayfair Street
Spokane, WA 99207-2090
509-324-6000 / FAX: 509-324-6005
TTY: 1-800-833-6388
www.wsdot.wa.gov

December 27, 2022

The Honorable Paul Schmidt
Board Chair
Spokane Regional Transportation Council
421 West Riverside Avenue, Suite 500
Spokane, WA 99201

Dear Mr. Schmidt,

Effective January 1, 2023, Mike Frucci is the WSDOT Eastern Region Acting Regional Administrator and will be attending the Spokane Regional Transportation Council Policy Board Meetings. He should have the same voting rights I currently have with SRTC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael R. Gribner'.

Michael R. Gribner
Assistant Secretary-Regions/Chief Engineer

MRG:grc

cc: Lois Bollenback
Julie Meyers-Lehman
Mike Frucci

ACTION ITEMS

Human Services Transportation Plan: Consolidated Grant Rankings – Staff summarized the WSDOT Consolidated Grants program and noted RTPOs are asked to assign rankings to project applications received in their planning areas. Four applications were received; three are projects which have received funding from this program in the past. Staff in collaboration with volunteers from the TTC and TAC scored the applications and the ranking recommendation is:

<u>Project Title</u>	<u>Ranking Grade</u>
Deer Park Dial-A-Ride & Community Shuttle	A
Neighbors on the Go	A
Replacement Buses to Sustain Deer Park Services	A
Spokane County Mobility Management	B

A motion to recommend Board approval of 2023-2025 Consolidated Grant project rankings through the Spokane County RTPO as shown passed unanimously.

2023-2026 TIP January Amendment – Staff shared information about the projects in the proposed amendment. A motion to recommend Board approval of the January amendment passed unanimously.

Recommend Board Presentation of Rail Corridor Identification Program – Members discussed the recent presentation from All Aboard Washington (AAWA) about their efforts to gain support from the Governor’s office for a comprehensive study on restoration of long-distance passenger rail and establishing inter-city passenger rail in Washington.

A motion to recommend that the SRTC Board be presented with information from AAWA regarding the study of intercity passenger rail in Washington State and the Corridor Identification & Development Program passed unanimously.

INFORMATION & DISCUSSION ITEMS

Preservation Call for Projects – Staff reported that the Board set aside \$9.2M from the 2024-2026 call for projects for a separate call for preservation and maintenance projects in 2023. In collaboration with the TIP Working Group, staff has developed three proposed principles of investment for discussion and input:

- Limit project applications to include grind and overlays, chip seals, and other sealant projects;
- Limit project awards not to exceed \$1.5M; and
- Limit any one jurisdiction total awards not to exceed \$3M

The group reviewed the draft application and scoring areas.

DATA Project Update: Household Travel Survey Final Report – The household travel survey is one of six tasks of the DATA (Data Applications for Transportation Analysis) project. The survey final report has just been released and is posted to the SRTC website. Staff shared details about the sampling plan, response rates, survey design, materials, and survey results.

Bridge Formula Program – Staff shared information about estimated funding to be available regionally in 2023 for bridge projects. The group discussed bridge needs in the county and ways in which SRTC could help member agencies access funding.

Transportation Performance Measures: PM1 Safety – Staff explained the background of transportation performance management and provided details about regional safety data. By 2/27/23 the SRTC Board must decide to plan and program projects which support the state’s safety targets or set a quantifiable target of its own.

ACTION ITEMS

Human Services Transportation Plan: Consolidated Grant Rankings – Staff provided an overview of the WSDOT Consolidated Grants program, gave details about the four projects which submitted applications, and spoke about the scoring process. The group discussed available funding for the grant program.

A motion to recommend Board approval of 2023-2025 Consolidated Grant project rankings through the Spokane County RTPO as shown passed unanimously.

Recommend Board Presentation of Rail Corridor Identification Program – The group discussed the efforts of AAWA to access funds for a more detailed and current study of improved passenger rail service in Washington, particularly in the eastern side of the state.

A motion to recommend that the SRTC Board be presented with information from AAWA regarding the study of intercity passenger rail in Washington State and the Corridor Identification & Development Program passed unanimously.

2023-2026 TIP January Amendment – Staff explained the TIP amendment process and shared information about the projects in this proposed amendment. There were no questions or discussion.

A motion to recommend Board approval of the January amendment passed unanimously.

INFORMATION & DISCUSSION ITEMS

Preservation Call for Projects – Staff provided a background of the \$9.2M in funding set aside by the Board from SRTC's 2021 Call for Projects to be used for a call for projects in 2023 focusing on preservation projects. The group reviewed key dates, draft principles of investments as discussed by the TIP Working Group, and the draft application/scoring. Members discussed equity as part of the scoring criteria.

DATA Project Update: Household Travel Survey Final Report – The presentation included a summary of the survey timeline and objectives. Staff shared details about survey sampling, oversampling, response rates, survey design and materials. Members reviewed the survey results; they discussed the demographic responses by gender and the impact on the transportation system of residents from outside Spokane County commuting in for work or school.

Transportation Performance Measures: PM1 Safety – Staff reported on the development of transportation performance management by FHWA and provided details about regional safety data. By February the SRTC Board must either agree to plan and program in support of state safety targets or commit to a quantifiable target of its own.

2023 Draft Board Agenda Items

FOR ACTION

FEB

- Transportation Performance Management: PM1 Safety
- Preservation Call for Projects
- Consent Agenda: Minutes, Vouchers, TIP Amendment

MAR

- Transportation Performance Management: PM2 Infrastructure
- Consent Agenda: Minutes, Vouchers, TIP Amendment

APR

- Transportation Performance Management: PM3 System Performance
- Consent Agenda: Minutes, Vouchers, TIP Amendment, 2023 Q1 Budget Update

MAY

- Consent Agenda: Minutes, Vouchers, TIP Amendment

FOR INFORMATION & DISCUSSION

- Transportation Performance Management: PM2 Infrastructure
- SFY 2024-2025 Unified Planning Work Program Development Overview

- Transportation Performance Management: PM3 System Performance

- 2022 Transportation Improvement Program Obligation Report

- TIP Obligation Target Update
- Draft SFY 2024-2025 Unified Planning Work Program