



## Special Needs Transportation Committee Agenda

Date: January 17, 2024 from 9:30 a.m. to 11:30 a.m.

**Online Meeting Only: Use Zoom Connection Information Provided Below**

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1. **Welcome and Introductions (9:30 a.m.) – Susan Carter, Chair**
  
2. **Action: Approval of Meeting Summary (9:40 a.m.)\***
  - November 15, 2023 SNTC Meeting
  
3. **Discussion: Preparation for the 2024 PSRC Regional Priority Ranking Process (9:45 a.m.)\***

PSRC is preparing for its regional priority ranking process to support the upcoming Consolidated Grant (call for projects expected in the summer of 2024). At the meeting, PSRC staff will review:

  - PSRC’s existing process for developing regional priorities for the statewide Consolidated Grant program.
  - Regional priority ranking factors used in the 2022 process and early discussion on potential updates to the factors.
  
4. **Discussion: Regional Specialized Transportation Inventory Survey (10:15 a.m.)**

Updating an inventory of services is a federal and state requirement for the Regional Coordinated Transit-Human Services Plan (or Coordinated Mobility Plan). For the next plan development, PSRC is reaching out to specialized transportation providers in the region to collect information on available transportation services, usage of those services, and other relevant information. Staff will seek feedback from the committee on key elements of the upcoming survey.
  
5. **Discussion: Update on the Connecting People to Transit Work (10:45 a.m.)**

Staff will provide an update on the transit access work program including draft recommendations sought from the Transit Access Working Group and key messages of the final report. The committee will be asked to provide feedback on the key elements of the case study report with implications for next steps.
  
6. **Discussion: 2024 SNTC Planned Meeting Topics (11:00 a.m.)\***

PSRC staff will provide an overview of the potential discussion topics for 2024, providing notice on the upcoming SNTC work plan.

7. **Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:15 a.m.)**
8. **Next Meeting: March 20, 2024, from 9:30 a.m. to 11:30 a.m.**
9. **Adjourn (11:30 a.m.)**

\*Supporting materials attached

### **Zoom Participation Options:**

#### **To join audio/video conference:**

<https://psrc-org.zoom.us/j/84845082947?pwd=WVpBdDhaSWx1MStZaGEyN2Z6NUFvZz09>

#### **To join via cellphone (1-touch dial):**

One tap mobile

8335480282,,84845082947#,,,,\*478388# US Toll-free

8778535257,,84845082947#,,,,\*478388# US Toll-free

#### **To join via phone:**

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 848 4508 2947

Passcode: 478388

#### **Other Formats:**

- Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>.



Puget Sound Regional Council

## **Special Needs Transportation Committee Meeting Summary**

**Date: November 15, 2023 from 9:30 a.m. to 11:30 a.m.**

**Location: Remote – Online Meeting Only (Zoom Meeting)**

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### **Welcome and Introductions**

Susan Carter, Chair, welcomed everyone at 9:30 a.m. and took a roll call of the membership in attendance.

### **Approval of Meeting Summary**

The September 20, 2023 meeting summary was approved as presented.

### **Discussion: Regional Safety Action Plan Briefing**

Gary Simonson, PSRC, provided an overview of the Regional Safety Action Plan that PSRC will be developing with funds awarded by the USDOT Safe Streets and Roads for All (SS4A) Grant Program. Gary provided a draft scope of work of the regional plan and responded to SNTC member questions.

*For more information, contact Gary Simonson, PSRC, at [gsimonson@psrc.org](mailto:gsimonson@psrc.org)*

### **Discussion: Regional Mobility On Demand (MOD) Work Program & Inventory**

Gary Simonson, PSRC, and Jean Kim, PSRC, shared the draft Mobility On Demand (MOD) glossary and an early plan for the MOD inventory survey which will help the development of the next Regional Transportation Plan. Staff walked the committee through PSRC's MOD work program and discussed potential elements of the upcoming inventory survey.

*For more information, contact Gary Simonson, PSRC, at [gsimonson@psrc.org](mailto:gsimonson@psrc.org) or Jean Kim, PSRC, at [jkim@psrc.org](mailto:jkim@psrc.org)*

### **Discussion: Connecting People to Transit**

Jean Kim, PSRC, provided a status update on the PSRC's regional transit access case study work. The Transit Access Working Group will hold its next meeting on December 1, 2023. Jean shared preliminary findings from the draft transit access case study with the committee. She also mentioned that the working group will discuss how PSRC's existing transit access tools and resources could be improved and otherwise reimagined to better assess transit access needs across the region at their upcoming meeting.

For more information, contact Jean Kim, PSRC, at [jkim@psrc.org](mailto:jkim@psrc.org).

**Roundtable: Opportunity for SNTC members to share information on their programs and coalition news**

During the local coalition reports, the committee received updates and announcements from the following attendees:

- Brock Howell, Snohomish County (SNOTRAC)
- Bree Boyce, King County (KCMC) & RARET

**Adjourn**

The meeting adjourned at approximately 11:30 a.m.

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**\*Members and Alternates Represented**

See attached attendance roster.

**\*Alternates, Guests and PSRC Staff Present**

Bree Boyce, Hopelink; Juli Rose, Homage; Adiam Woldu, Hopelink (KCMC); Amanda Dodd, SNOTRAC; Amy Biggs, Snoqualmie Valley Transportation; Arman Rajaeian, SDOT; Brandy Arojo, Sound Transit.

PSRC

Gary Simonson, Gil Cerise, Jean Kim, Nick Johnson, Alexa Leach

*All attendees were present via remote participation.*

# SNTC Attendance Roster

(Members and Alternates represented)

Date: November 15, 2023 9:30am - 11:30am

Online/Remote Meeting Only

Representation	Name	Representation	Name
<b>King County - Transit</b>		<b>Snohomish County - Transit</b>	
King County Metro (1)	Mitchell Brown, King County Metro	Community Transit/Everett Transit (1)	Margaret Keckler, Community Transit
	Penny Lara, King County Metro (Alt.)		Brian Senyitko, Everett Transit
<b>King County - Local Coalition</b>		<b>Snohomish County - Local Coalition</b>	
KCMC (1)	Jonny Procriv, Volunteer Services of CCSWW-KC (KCMC)	Representative from SNOTRAC (1)	x Brock Howell, SNOTRAC
	x Staci Sahoo, Hopelink (KCMC) (Alt.)		Amanda Dodd, SNOTRAC (Alt.)
<b>King County - Area Agency on Aging/ADRC</b>		<b>Snohomish County - Area Agency on Aging/ADRC</b>	
Seattle-King County Aging and Disability Services (1)	x Dinah Stephens, Seattle ADS	Snohomish County Long-Term Care and Aging (1)	x Stefanie Novacek, Snohomish Co LTC & Aging
	Suzy Miller, Seattle ADS (Alt.)		Michal Glauner, Snohomish Co LTC & Aging (Alt.)
<b>King County - Disability Advocacy Group</b>		<b>Snohomish County - Disability Advocacy Group</b>	
King County Persons with Disabilities/Advocacy Groups for Persons with Disabilities (1)	Aaron Morrow, KCMC	Snohomish County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x Leigh Spruce, Arc of Snohomish County
	x Dorene Cornwell, KCMC (Alt.)		Don Vanney, Arlington councilmember and disability advocate (Alt.)
<b>King County - Other Special Needs Group</b>		<b>Snohomish County - Other Special Needs Group</b>	
Available county seat to be chosen by KCMC* (1)	x Phirun Lach, Sound Generations	Available county seat to be chosen by SNOTRAC* (1)	Melissa Johnson, Snow Goose Transit
	Amy Biggs, Snoqualmie Valley Transportation (Alt.)		x Christina Robertson, Catholic Community Svcs Snohomish (Alt.)
<b>Pierce County - Transit</b>		<b>Kitsap County - Transit</b>	
Pierce Transit (1)	x Ausha Potts, Pierce Transit	Kitsap Transit ^ (1)	Jeff Davidson, Kitsap Transit
	Cherry Thomas, Pierce Transit (Alt.)		x Jeff Vinecourt, Kitsap Transit (Alt.)
<b>Pierce County - Local Coalition</b>		<b>Kitsap County - Local Coalition</b>	
Representative from PC Human Services (f/k/a PCCC) (1)	Daevlene May, Pierce County, Human Services	KIRN - Kitsap County Coalition ^ (1)	Kelly Schwab, KIRN
	Jodie Moody, Catholic Community Services (Alt.)		VACANT (Alt.)
<b>Pierce County - Area Agency on Aging/ADRC</b>		<b>Kitsap County - Area Agency on Aging/ADRC</b>	
Pierce County Aging and Disability Resources (1)	x Brian Guthrie, Pierce Co. Aging & Disability Resources	Kitsap County Dept. of Aging and Long-Term Care ^ (1)	VACANT
	VACANT (Alt.)		VACANT (Alt.)
<b>Pierce County - Disability Advocacy Group</b>		<b>Kitsap County - Disability Advocacy Group</b>	
Pierce County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x Francie Peltier, PCCTC	Kitsap County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities ^ (1)	VACANT
	Tara Zink, Pierce County, Human Svcs. Developmental Disabilities Dept (Alt.)		VACANT (Alt.)
<b>Pierce County - Other Special Needs Group</b>		<b>Kitsap County - Other Special Needs Group</b>	
Available county seat to be chosen by PCCTC* (1)	Steve Hutchins, Around the Sound	Available county seat to be chosen by Kitsap Group* ^ (1)	VACANT
	Penni Belcher, UWPC/South Sound 211 (Alt.)		VACANT (Alt.)
<b>State and Regional Representation</b>			
<b>Medicaid Transportation – Pierce and Kitsap Counties</b>			
Paratransit Services (1)	x Ann Kennedy, Paratransit Services		
	Christie Scheffer, Paratransit Services (Alt.)		
<b>Medicaid Transportation – King and Snohomish Counties</b>			
Hopelink (1)	x Susan Carter, Chair (Hopelink)		
	Darryl Sierra, Hopelink (Alt.)		
<b>Washington State Ferries (WSDOT)</b>			
Ferries - WSDOT (1)	Sarah Rose, WSF		
	Jared Fernley, WSF (Alt.)		
<b>Regional Transit</b>			
Sound Transit (1)	x Beth Hamby, Sound Transit		
	VACANT (Alt.)		
<b>Regional Education</b>			
Educational Service Districts (1)	x Jacque Mann, PSESD		
	Davina Miller-Leach, PSESD (Alt.)		
<b>Tribal Representation **</b>			
Tribes (1)	VACANT		
	VACANT (Alt.)		

as of 10/2023

\*This is suggested to be a representative from a transportation provider or other special needs populations listed in coordinated plan including seniors, low income, youth, veterans, and limited english proficiency groups.

\*\* Representative is chosen by local Tribal Transportation Planning Organizations (TTPO)

^Role does not include WSDOT Consolidated Grant Voting



# Puget Sound Regional Council

Item 3  
January 10, 2024

## MEMORANDUM

**TO:** Special Needs Transportation Committee (SNTC)

**FROM:** Jean Kim, PSRC

**SUBJECT:** Preparation for the 2024 PSRC Regional Priority Ranking Process

### IN BRIEF

At the January meeting, staff will seek feedback on PSRC’s regional priority ranking process for the upcoming WSDOT 2025-27 Consolidated Grant program. WSDOT is expected to issue a call for projects in July 2024.

### BACKGROUND

PSRC provides regional priority rankings to WSDOT for specialized transportation projects seeking WSDOT Consolidated Grant funds in King, Pierce, and Snohomish counties. The SNTC advises PSRC’s Transportation Operators Committee (TOC) on the prioritization of specialized transportation projects in these counties for funding. Between each grant cycle, PSRC reviews its method for allocating regional priority rankings and makes changes, as appropriate, based on stakeholder feedback.

In the past Consolidated Grant cycles, PSRC reviewed grant applications using the following regional priority ranking factors that were updated in 2022 for the 2023-25 process (Table 1).

**Table 1. PSRC Regional Priority Ranking Factors and Evaluation Questions Used for the 2023-25 Biennium**

Priority Ranking Factors	Evaluation Questions
Project Type (Preservation vs. New or Expansion)	Is the application for funding needed to support the ongoing operations of an existing program? This includes fleet replacement and maintenance, or other capital needs to support an existing program at existing service levels.
Support for PSRC’s Coordinated Mobility Plan	Does the application support PSRC’s Coordinated Mobility Plan by addressing at least one “High” Prioritized Strategy as identified in the plan?
Uniqueness of Service	Does the application provide information demonstrating that no other operating or mobility management programs are serving the same target populations within the same geographic area?  If other operating or mobility management programs are serving the same populations within the same geographic area, does

Priority Ranking Factors	Evaluation Questions
	the application demonstrate the uniqueness of the project and how it meets the needs that are not met by the other services in existence in the same geographic area serving the same target populations?
Financial Sustainability	Does the application demonstrate that it is providing more than the federal minimum required match from local sources in its project budget?

Factors identified in Table 1 are assessed by PSRC staff in a review of information included in grant applications. As such, factors in Table 1 need to be easily quantified and articulated in grant application materials, traditionally supplied by WSDOT. In addition, these factors are designed to help implement the [Coordinated Mobility Plan](#), which is the region’s Coordinated Transit-Human Services Transportation Plan.

In addition to the above factors, SNTC identified additional factors for consideration in the committee’s deliberation meeting as shown in Table 2 below. Committee members use these additional factors (found in Table 2) to refine the initial array of grant applications assessed based on regional priority ranking factors (found in Table 1).

**Table 2. Additional Factors for Consideration in Deliberation Used for the 2023-25 Biennium**

Additional Factors	Description
Geographical Distribution of Regional Rankings	This factor addresses the distribution of regional priority rankings over the three counties participating in the Consolidated Grant competition in the PSRC region.
Project Types	This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).
Agency Equity	This factor addresses the number of projects recommended to receive funding by an agency.
Compelling Cases for Agencies with Limited Resources	This factor addresses projects that provide valued services/ programs, but which are challenged to provide the minimum local match. Small agencies or community-based organizations might have less local support compared to larger agencies that have local partners providing sufficient local matching funds or local governments/transit agencies that have their tax bases.
Strategic Application of Federal/State Funds	This factor includes stakeholders’ assessment of possible program eligibility for state/federal funding programs found within the Consolidated Grant program.
Coordination	This factor addresses projects that work together to make the most efficient use of limited resources. There are many levels of coordination, ranging from the basic sharing of training resources to the full integration of services. The Committee can discuss the full range of coordination for this topic.
Acknowledge Importance of the Largest County Service Providers	This factor identifies the importance of larger specialized transportation operators in providing critical safety net mobility services to priority populations in King, Pierce, and Snohomish counties.

## **DISCUSSION**

WSDOT typically conducts these grant processes every 2 years, allowing projects to apply for either 2 or 4 years. Based on past grant cycles, we anticipate a notice of funding opportunity available this summer with initial applications due in the fall of 2024. PSRC typically seeks stakeholder input before the state's call for projects. Therefore, discussion on factors for PSRC and the committee to use in assessing proposals for regional ranking will be important in early 2024.

WSDOT provides a set of ABC regional priority rankings (PSRC received 21 rankings in the past: 7A's, 7B's, and 7C's) for sponsors seeking funding in the last competition. The number of available rankings may change later based on WSDOT's analysis but since several projects were funded for four years in the 2022 competition, our region is expected to have less than 7 rankings for the 2024 process. Regional rankings are typically assigned points based upon the letter assigned to projects (An "A" ranking has traditionally been awarded 50 points, B=25 points, C=12 points, D=0 points). The regional priority points are added to the statewide scoring.

At the meeting, staff will seek feedback from the committee on the priority ranking process and factors. Also, the committee will have an opportunity to discuss developing a regional consensus on how regional priorities are allocated for the statewide Consolidated Grant competition. Potential issues and discussion topics include:

- A wide variety of project types (operations, mobility management, and capital) and the difficulty of recommending projects with a limited number of ABC rankings;
- How to further incorporate racial equity into the staff review and ranking recommendation process similar to other PSRC's other work on equity;
- Methods to better assess how the sponsors track the performance of the projects and set targets to achieve desired outcomes; and
- A more effective method of sharing the application review results with the committee before their deliberation. How to better distinguish higher or lower priority projects (based on the initial staff review and sponsor presentations) to help committee members develop recommendations on rankings.

For more information before the January meeting, please contact Jean Kim at (206) 971-3052 ([jkim@psrc.org](mailto:jkim@psrc.org)).



# 2024 SNTC Planned Meeting Topics (DRAFT)

## Ongoing

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- Preparation for the Next Regional Transportation Plan/Coordinated Mobility Plan Update
- PSRC Regional Priority Ranking Process for the 2025-27 Consolidated Grant
- Regional Safety Action Plan Coordination
- Regional Mobility On Demand Work Program Coordination
- Possible Information items:
  - WSDOT Statewide Human Services Transportation Plan Update
  - Regional Mobility Survey for Priority Populations
  - PSRC's Equity Tracker Tool Update
  - PSRC's Demographic Profile Update

## Quarter 1 (January – March 2024)

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- Coordinated Mobility Plan – Regional Inventory of Services
  - Brainstorm and scoping of early survey elements.
  - Coordination with WSDOT, Hopelink, and other relevant agencies.
- Consolidated Grant Regional Priority Ranking Process
  - Review existing process and regional priority ranking factors for initial discussion. The Equity Advisory Committee will also review this topic (tentatively scheduled for their March 8<sup>th</sup> meeting).
- Updates to SNTC membership and operating procedures
- Updates on Transit Access Work Program
  - Review early draft of case study findings (January).
  - Potential next steps based upon final report (tentative March).

## Quarter 2 (April – June 2024)

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- Coordinated Mobility Plan – Regional Inventory of Services
  - Review early findings and discuss the next steps.

- Consolidated Grant Regional Priority Ranking Process
  - Follow-up discussion on ranking factors.
- Updates to SNTC membership and operating procedures

### **Quarter 3 (July – September 2024)**

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- Coordinated Mobility Plan – Regional Inventory of Services
  - Review survey results and preliminary analysis of existing conditions.
  - Discuss specialized transportation needs and gaps.
- Consolidated Grant Regional Priority Ranking Process
  - Call for projects materials posted online.
  - Committee discussion on the application review and deliberation process.
- Updates to SNTC membership and operating procedures
  - Possible stakeholder interview conducted by PSRC.
  - Updates from staff.

### **Quarter 4 (October – December 2024)**

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- Coordinated Mobility Plan – Mobility Needs and Gaps
  - Specialized transportation providers' perspectives on mobility needs and gaps.
  - Brainstorm public engagement ideas.
- Consolidated Grant Regional Priority Ranking Process
  - Consolidated Grant Regional Priority Ranking Deliberation and Recommendation (TBD, potential need for a special meeting)