




STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: June 29, 2021
SUBJECT: **FY 2022 Unified Planning Work Program Amendment – Human Services Transportation Plan Update, Resolution 07-21-20**

AT A GLANCE - ACTION

To amend the FY 2022 Unified Planning Work Program (UPWP) adding \$40,000 in funding provided through WSDOT for RTC to work on a federally-required update to the region's Human Services Transportation Plan. This work was anticipated in the adopted FY 2022 UPWP.

INTRODUCTION

RTC has been awarded a \$40,000 grant from the statewide 2021-2025 Coordinated Public Transit–Human Services Transportation Planning funds to update the region's Human Services Transportation Plan (HSTP) and to continue participation in human services transportation planning. RTC's HSTP covers the three-county Regional Transportation Planning Organization (RTPO) region that includes Clark, Skamania and Klickitat Counties.

RTC Board action is requested to amend the FY 2022 UPWP to add a Human Services Transportation Plan (HSTP) work element to the UPWP (see attached) and to authorize RTC's Executive Director to enter into an agreement with WSDOT to allow for the receipt of the \$40,000 in funds to carry out the work.

Coordinated Human Services Transportation Planning

Initially a requirement of the 2005 federal transportation act, SAFETEA-LU, regular update of a Coordinated Human Services Transportation Plan (HSTP) continues to be a federal requirement. The intent of the Human Services Transportation Plan is to identify transportation needs and solutions and thereby improve transportation services for people with disabilities, seniors, teens, low income residents, those in rural areas who cannot provide transportation for themselves and others who use public transportation. The RTC Board adopted the region's first Human Services Transportation Plan for Clark, Skamania and Klickitat Counties in January 2007 with subsequent Plan updates adopted by the RTC Board in December 2010 and November 2014. The current Human Services Transportation Plan was adopted in November 2018.

From the needs identified in the HSTP, human services transportation providers can develop projects to submit to WSDOT for funding consideration through the Consolidated Public Transportation Grant Program. Applications for this consolidated funding program are usually solicited every two years. Within Washington state, the Consolidated Grant Program combines applications for funding from several Federal Transit Administration (FTA) and state programs:

- FTA 5310, Enhanced Mobility of Seniors and Individuals with Disabilities,
- FTA 5311, Formula Grants for Rural Areas

- FTA 5339(a) Grants for Buses and Bus Facilities Formula Program, and
- Washington state Paratransit/Special Needs and Rural Mobility formula grants

Development of an HSTP is also a condition for this region receiving FTA Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities, program funds that are received by C-TRAN with some of these funds being sub-allocated to non-profits helping to provide special needs transportation services. Projects funded under this program must be derived from a locally developed public transit-human services transportation plan. RTC, as the Regional Transportation Planning Organization, must work with the local stakeholders and human service transportation providers to update the Plan and decide on project priorities.

In FY 2022 (July 1, 2021 through June 30, 2022) and continuing into FY 2023 (beginning July 1, 2022) RTC is expected to develop an update to the consolidated Human Services Transportation Plan for Clark, Skamania and Klickitat Counties. Plan update is required by federal law at least every four years. WSDOT has not yet provided RTC with a timeline for completion of the 2022 HSTP update but if the timeline follows that of previous years the draft HSTP update will be required in early fall 2022. Transportation providers and agencies will then have time to develop grant funding requests. The final HSTP update and special needs transportation grant applications will need to be submitted to WSDOT.

A coordinated plan can help to enhance transportation access, minimize duplication of services, and encourage the most cost-effective transportation. Development of the Human Services Transportation Plan brings together service providers, agencies that distribute funds, riders, and the community at-large to improve special needs transportation throughout the region.

WSDOT's Public Transportation Division will be providing a guidebook to guide the RTC in updating the Plan. Each Human Services Transportation Plan update will include the following elements:

- Stakeholder involvement.
- Emergency management collaboration and coordination.
- Data and information on common trip origins and destination, and existing transportation services. Note: this may require collaboration and sub-contracting with County GIS departments to update Plan maps.
- Identify unmet transportation needs including technology.
- Develop strategies to meet public transportation needs including unmet needs. This should include coordination, and community project priorities.
- Meet Title VI requirements.

With the 2022 HSTP update, WSDOT is again requiring significant outreach efforts.

Statewide Human Services Transportation Plan

The regional Human Services Transportation Plan is developed in coordination with WSDOT. WSDOT published a Washington Statewide Human Services Transportation Plan (July 2013) to coordinate the transportation needs and interests of all Washington residents. The plan has a number of purposes:

- Identifies service gaps and challenges.

- Compiles and consolidates best practices from around the state and beyond.
- Recommends strategies to improve access to transportation throughout the state.
- Focuses on delivering transportation services to people with special needs; and to those who are unable to transport themselves due to physical or mental limitations, income or age.

A 2021 update to the Statewide Human Services Transportation Plan is now underway, focused on continuing to identify service gaps, strategies to address transportation gaps for populations with special transportation needs, highlighting best practices and emerging trends and helping to inform the next cycle of regionally-coordinated Human Services Transportation Plans.

POLICY IMPLICATION

Development and update of the region’s Human Services Transportation Plan is a requirement of the federal transportation act and Washington state laws. By identifying the transportation needs of the aged and youth, low income and people with disabilities, the Plan provides a framework for definition of project solutions to meet these transportation needs.

BUDGET IMPLICATION

Action on this UPWP amendment will grant RTC \$40,000 in funding through WSDOT to update the region’s Human Services Transportation Plan. No local matching funds are required.

ACTION REQUESTED

Adoption of Resolution 07-21-20, authorizing the FY 2022 Unified Planning Work Program Amendment: Human Services Transportation Plan Update.

ADOPTED this 6th day of July 2021, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

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Scott Hughes
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Scott Hughes
Chair of the Board

ATTEST:

DocuSigned by:
Matt Ransom
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Matt Ransom
Executive Director

Attachment

- FY 2022 UPWP HSTP work element

IJ. HUMAN SERVICES TRANSPORTATION PLAN UPDATE

Regular update of the region's Coordinated Human Services Transportation Plan (HSTP) continues to be a requirement of the federal transportation act; currently Fixing America's Surface Transportation Act (the FAST Act). The intent of the Human Services Transportation Plan is to identify transportation needs and solutions and thereby improve transportation services for people with disabilities, seniors, and individuals with lower incomes as well as those in rural locations who cannot provide transportation for themselves. The RTC Board adopted the region's first Human Services Transportation Plan for Clark, Skamania and Klickitat Counties in January 2007 and subsequent Plan updates in 2010, 2014 and 2018. From the needs identified in the HSTP, human services transportation providers can then develop projects to submit to WSDOT for funding consideration through the consolidated public transportation grant program. Development and update of an HSTP is a condition for receiving Federal Transit Administration Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities program, funds. In Washington State, the Consolidated Grant Program combines applications for FTA 5310 funds as well as FTA Section 5311, Formula Grants for Rural Areas, and FTA 5339(a), Grants for Buses and Bus Facilities Formula Program, and Washington State Paratransit/Special Needs and Rural Mobility formula grants. Projects funded under the Consolidated Grant Program must be derived from a locally developed public transit-human services transportation plan. The MPO/RTPO must work with the local stakeholders and human service transportation providers to develop the Plan and prioritize projects.

Work Element Objectives

- Develop an update to the consolidated Human Services Transportation Plan for Clark, Skamania and Klickitat Counties. A coordinated plan can help to enhance transportation access, minimize duplication of services, and encourage the most cost-effective transportation. Development of the Human Services Transportation Plan brings together service providers, agencies that distribute funds, riders, and the community at-large to improve special needs transportation throughout the region. Following guidance provided by WSDOT Public Transportation Division, the Plan should, at a minimum, include the following elements:
 - Stakeholder involvement.
 - Emergency management collaboration and coordination.
 - Data and information on common trip origins and destination, and existing transportation services. Note: this may require collaboration and sub-contracting with County GIS departments to update Plan maps.
 - Identify unmet transportation needs including technology.
 - Develop strategies to meet public transportation needs including unmet needs. This should include coordination, and community project priorities.
 - Meet Title VI requirements.
- Outreach, engage and coordinate with stakeholders because stakeholder involvement is the key to successful human service transportation planning. Primary stakeholders include public transportation providers in the region such as C-TRAN, Skamania County Senior Services, and Klickitat County Senior Services. Additional stakeholders may include the Area Agency on Aging and Disabilities of Southwest Washington, assisted living communities, city councils, community action programs, community colleges, County Councilors and Commissioners, disability organizations, DSHS, foundations, group homes, hospitals and other health care providers, local Medicaid brokers and/or providers, local school districts, major employers or employer organization, non-profit transportation providers, organizations that service low income people, other non-profit organizations, nursing homes, private bus operators, public transit districts, Retired Senior Volunteer Program, senior centers,

student/teen organizations, taxicab operators, tribal governments and work-first local planning area representatives. Notable opportunities to engage with local stakeholders in the region include with Gorge Translink for the Columbia Gorge area, with C-TRAN Citizens Advisory Committee, with Clark County’s Commission on Aging, the Southwest Washington Healthy Living Collaborative and through the region’s Accessible Transportation Coalition Initiative (ATCI).

- Coordinate with regional decision-makers through the Klickitat County Transportation Policy Committee, Skamania County Transportation Policy Committee, the Regional Transportation Advisory Committee in Clark County and the RTC Board of Directors.
- Continue to coordinate with Washington State Department of Transportation (WSDOT) to learn of funding opportunities, data availability and statewide decision-making regarding special needs transportation.

Relationship To Other Work Elements

The HSTP work element is related to the Regional Transportation Plan for Clark County, the Metropolitan Transportation Improvement Program for project programming, Coordination and Management, and the Skamania County RTPO and Klickitat County RTPO work elements.

FY 2022/23 Products

- An updated Human Services Transportation Plan for Clark, Skamania and Klickitat Counties to be adopted in late 2022. The updated HSTP will be used as the basis for applying for funds through the state’s Consolidated Public Transportation Grant Program to meet the transportation needs of people with disabilities, seniors, individuals with lower incomes as well as those in rural locations who cannot provide transportation for themselves.

FY 2022/23 Expenses:

	\$
RTC	\$40,000
Total	<u>\$40,000</u>

FY 2022/23 Revenues:

	\$
through WSDOT - formula allocation	\$40,000
	<u>\$40,000</u>