



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director *MR*
DATE: August 29, 2017
SUBJECT: **FY 2018 Unified Planning Work Program Amendment – Human Services Transportation Plan Update, Resolution 09-17-13**

AT A GLANCE - ACTION

The RTC Board is being asked to take action to amend the FY 2018 Unified Planning Work Program (UPWP) to add \$40,000 of FTA funds provided through WSDOT for RTC to work on a federally-required update to the three county region's Human Services Transportation Plan. This work was anticipated in the adopted FY 2018 UPWP.

INTRODUCTION

RTC was recently notified by WSDOT that RTC is to receive \$40,000 as its portion of FTA funds allocated statewide to update the Human Services Transportation Plan (HSTP). RTC's HSTP covers the three-county RTPO region that includes Clark, Skamania and Klickitat Counties. RTC Board action is requested to amend the FY 2018 UPWP to add a Human Services Transportation Plan (HSTP) work element to the UPWP (see attached) and to allow 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.

The Unified Planning Work Program (UPWP) is prepared annually to describe transportation activities to be completed as part of the regional transportation planning process. During the course of the fiscal year, the work program is kept current through UPWP amendments. The FY 2018 UPWP was adopted by RTC Board Resolution 05-17-07 at the May 2, 2017 RTC Board meeting with work to update the Human Services Transportation Plan anticipated in the UPWP with a brief description offered under the Regional Transportation Plan UPWP work element.

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 in November 2014.

The current Plan is available on RTC's website at: <http://www.rtc.wa.gov/programs/hstp/>

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 FTA 5310 funds as well as FTA Section 5311, Rural Area Apportionments and Rural Transit Assistance Program, and state transit funds for paratransit and special needs and rural mobility competitive programs. Development of an HSTP is also a condition for this region receiving Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program funds direct to the region. 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 project priorities.

In FY 2018 (July 1, 2017 through June 30, 2018) and continuing into FY 2019 (beginning July 1, 2018) 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 2018 HSTP update but if the timeline follows that of previous years the draft HSTP update will be required by September 1, 2018. Transportation providers and agencies will then have time to develop grant funding requests before the year's end. The final HSTP update and special needs transportation grant applications will need to be submitted to WSDOT by December 31, 2018.

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 has provided a Plan template to guide the MPO/RTPO in updating the Plan. Each Human Services Transportation Plan update is to 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 this 2018 HSTP update, WSDOT is again requiring significant outreach efforts. Good resource materials and data are available to MPO/RTPOs at:

<http://www.wsdot.wa.gov/acct/HSTP/library.html> In addition, a first statewide HSTP was published in July 2013 and made available at <http://www.wsdot.wa.gov/acct/HSTP/default.htm>

POLICY IMPLICATION

Development and update of the 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 HSTP provides a framework for definition of project solutions to meet these transportation needs.

BUDGET IMPLICATION

Action on this UPWP amendment will allow RTC to receive \$40,000 in FTA funding through WSDOT to update the region’s Human Services Transportation Plan. RTC may need to enter into an agreement with Clark County GIS department for maps that need to be a part of the Plan. No local matching funds are required.

ACTION REQUESTED

Adoption of Resolution 09-17-13, “FY 2018 Unified Planning Work Program Amendment: Human Services Transportation Plan Update”.

ADOPTED this _____ day of _____ 2017,
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Jeanne E. Stewart
Chair of the Board

Matt Ransom
Executive Director

Attachment: FY 2018 UPWP HSTP work element

IG. 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 and 2014. 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 Rural Area Apportionments and Rural Transit Assistance Program, and state transit funds for paratransit, special needs and rural mobility competitive programs. Projects funded under this 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 the template provided by WSDOT Public Transportation Division, the Plan should 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 2018/19 Products

- An updated Human Services Transportation Plan for Clark, Skamania and Klickitat Counties (likely draft Plan by September 1, 2018 and final Plan update by December 31, 2018). 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 2018/19 Expenses:

	\$
RTC and GIS Dept.	\$40,000
Total	<u>\$40,000</u>

FY 2018/19 Revenues:

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