Peninsula RTPO
2022 Consolidated Grants Project

Click here for presentation video

Project Name: **Thurston/Mason County ADA/Van Replacement**

Organization Name: Coastal CAP

Contact Name: Tony Russell

Project Description (from WSDOT form)

Driven to Opportunity would provide the only rural 24 hour, 7 days a week work-related on-demand public transportation in Thurston and Mason counties. It would provide curb to curb services to jobs, interviews and trainings needed to help residents who don't have easy access to Transit route because they are so rural.

Project Need (from WSDOT form)

Driven To Opportunity (DTO) in Thurston and Mason Counties seeks 2 vehicles to ensure operational reliability for the program. Through preventative maintenance, we will be able to extend the life span of our vehicle. Reliable job access is associated with economic progress- housing, quality food and healthcare. This project is a lifeline to gaining employment and staying employed. DTO improves livelihood, reduces poverty and promotes economic vitality in our community. Lack of access to affordable and reliable transportation has been one of the biggest hurdles to finding and keeping a job, particularly for individuals with limited income, single parents, and others transitioning to work. Children can be dropped at child care with a qualifying adult going to work/training to help working parents maintain their employment and provide for their families. DTO staff coordinates with local transit to avoid duplication of services and help only those who cannot utilize transit.

Special Needs Transportation (from WSDOT form)

The project helps alleviate the following unmet needs identified in the HSTP- sustain transportation for low income, TANF, and underemployed individuals during off-transit hours and access to job and job training needs to be expanded for rural residents. DTO has access to a wheelchair accessible vehicle to serve our special needs riders. The project advances efficiencies and accessibility of special needs transportation through a user-oriented, curb-to-curb form of public transportation. It is characterized by flexible routing and scheduling in shared-ride mode according to passenger needs. Its flexibility makes it more suitable to serve areas of low passenger demand, such as rural areas, where a regular bus service would not be sustainable. DTO provides special needs riders, such as but not limited to clients with developmental disabilities, essential access to employment and educational opportunities not always offered by transit so can become part of the community and perhaps someday live on their own. All DTO drivers and dispatchers take an ADAPTS passenger assistance training to assist in safely transporting passengers with special needs.

Service Connections with Other Modes and Systems (from WSDOT form)

DTO connects riders to both Intercity Transit and Mason County transit at their stations for a first mile/last mile partnership. While transit helps provide the core of rides to and from work or school, it's not always an option for both portions of the trip. The rural layout of both counties presents challenges reaching fixed route transit and walking/bicycling is not always feasible due to distance. Most shift-work employees are working late at night or on weekends when conventional transit services are either reduced or non-exist. DTO enhances public transportation by connecting riders to transit with a safe, affordable, flexible service that operates 24/7, including holidays. It supplements fixed route transit and increases employment transportation access. Most employment related trips are complex and involve multiple destinations including reaching childcare centers. Children can be dropped at child care with a qualifying adult going to work/training to help working parents maintain their employment and provide for their families. DTO staff coordinates with transit to connect riders, avoid duplication of services and help only those who cannot utilize transit.

Thurston/Mason County ADA/Van Replacement

Type of Project
Select one project type

- ☐ Operating
  - ○ Two-year
  - ○ Four-year
- ☒ Capital
  - ○ Expansion
  - ◉ Replacement
- ☐ Mobility Management
- ☐ Planning

Project Funding Summary

Match is required for Consolidated Grants funding.

	July 1, 2023 - June 30, 2025	July 1, 2025 - June 30, 2027 (if applicable)
Total Project Cost	$ 100,000	
Grant Request	$ 100,000	
Match Amount	$ 0	
Match Percent	0.0%	0.0%

Applicant just began program in 2021/22 with new vehicle. Unclear what service area replacement vehicles will support.

SUPPORT FOR PRTPO HUMAN SERVICES TRANSPORTATION PLAN

Applicable HSTP Coordination Strategies this project will support.
NOTE: Ranked projects will be amended into the HSTP upon approval by the Executive Board.

Maintain Existing Transportation Services
- ☐ Maintain and replace vehicles
- ☐ Maintain infrastructure and facilities
- ☐ Maintain existing services & recruit/retain operators
- ☐ Coordinate siting of facilities with existing services
- ☐ Sustain shared-cost programs for service providers

Enhance or Expand Transportation Services
- ☐ Increase hours of service
- ☐ Increase days of service
- ☐ Increase frequency of existing service
- ☐ Expand service into new areas
- ☐ Recruit/retain operators, drivers to expand services
- ☐ Enhance or introduce first- / last-mile connections
- ☐ Expand long-distance single-seat services
- ☐ Improve special needs traveler amenities
- ☐ Deploy ZEV benefiting special needs populations
- ☐ Increase broadband access
- ☐ Reduce travel cost as barrier to accessing services
- ☐ Improve NEMT services for discharged patients

Increase Public Awareness of Available Resources
- ☐ Develop and deploy travel training programs
- ☐ Promote existing 2-1-1 call center resources
- ☐ Develop coordinated on-line resources and brochures
- ☐ Promote long-distance one-seat options to target pops
- ☐ Educate human services providers about client travel
- ☐ Establish consolidated call center for travelers

Increase Cooperation, Coordination Among Providers
- ☐ Expand service provider-referral agency communication
- ☐ Support coordination between service providers
- ☐ Enhance capacity for coordination scheduling, dispatch
- ☐ Enable vehicle & maintenance sharing agreements
- ☐ Enhance special needs emergency mgmt coordination
- ☐ Expand tribal transit-tribal health service coordination
- ☐ Coordinate services with vets' transportation programs
- ☐ Reduce duplication of services or consolidate services

16759 - Thurston/Mason County ADA/Van Replacement

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: Editing
Stage: Final Application

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

Contact Information

Primary Contact Information

Name: Salutation Tony R Russell
First Name Middle Name Last Name

Title: DTO Transportation Coordinator

Email*: tonyr@coastalcap.org

Address*: 101 E Market St.

Aberdeen Washington 98520-5208
City State/Province Postal Code/Zip

Phone*: (360) 500-4524 124
Phone Ext.
###-###-####

Fax: ###-###-####

Organization Information

Legal Name*: Coastal Community Action Program

DBA Name*: Coastal CAP

Organization Type*: Non Profit

DUNS #: 039270673
#########

Unique Entity Identifier (UEI): KM6FKH3XN3P5

Organization Website: http://coastalcap.org/
(Please enter http://... for this field)

Physical Address*: 101 East Market St

Aberdeen Washington 98520-5208
City State/Province Postal Code/Zip

Mailing Address*: 101 East Market St

Aberdeen Washington 98520-5208
City State/Province Postal Code/Zip

Remit to Address*: 101 East Market St

Aberdeen Washington 98520-5208
City State/Province Postal Code/Zip

Phone*: (360) 500-4524 Ext.
###-###-####

Fax: ###-###-####

Fiscal Year End Last day of*: June

Organization Contact Information

Organization Contact Information

Organization Director

Name*: Craig Dublanko
First Name Last Name

CEO craigd@coastalcap.org
Title Email Address

Applicant Contact

Name*: Tony Russell Tony Russell
First Name Last Name

DTO Transportation Coordinator tonyr@coastalcap.org
Title Email Address

Project Contact

Name*: Lucy Machowek
First Name Last Name

CFO lucym@coastalcap.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)*: 02,20,22,35

Congressional District*: 10,3,6

County(ies)*: Mason, Thurston

Dependency on Other Projects

Dependent projects?	Project Title
Yes	Thurston/Mason County Driven To Opportunity Operating

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 RTPO

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.*:

Driven to Opportunity would provide the only rural 24 hour, 7 days a week work-related on-demand public transportation in Thurston and Mason counties. It would provide curb to curb services to jobs, interviews and trainings needed to help residents who don't have easy access to Transit route because they are so rural.

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*:

Driven To Opportunity (DTO) in Thurston and Mason Counties seeks 2 vehicles to ensure operational reliability for the program. Through preventative maintenance, we will be able to extend the life span of our vehicle. Reliable job access is associated with economic progress- housing, quality food and healthcare. This project is a lifeline to gaining employment and staying employed. DTO improves livelihood, reduces poverty and promotes economic vitality in our community. Lack of access to affordable and reliable transportation has been one of the biggest hurdles to finding and keeping a job, particularly for individuals with limited income, single parents, and others transitioning to work. Children can be dropped at child care with a qualifying adult going to work/training to help working parents maintain their employment and provide for their families. DTO staff coordinates with local transit to avoid duplication of services and help only those who cannot utilize transit.

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*:

Coastal CAP actively participates in the Southwest Washington RTPO that covers a five county region, including Thurston and Mason County. The Driven To Opportunity program in Thurston and Mason County, is listed in WSDOT Human Services Transportation Plan (HSTP). We have collaborated with WSDOT regional staff, Elizabeth Safsten and Bill Bauman our community liaison. In addition, CCAP has made connections and established relationships with Mason Transit Authority and Intercity Transit. We are in collaboration with both Cowlitz-Wahkiakum Council of Governments and Peninsula RTPO. Coastal CAP actively tries to work with all transportation companies to help communities find solutions at the local level to improve transportation access with the ultimate goal of enhancing the quality of life for its residents.

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 helps alleviate the following unmet needs identified in the HSTP- sustain transportation for low income, TANF, and underemployed individuals during off-transit hours and access to job and job training needs to be expanded for rural residents. DTO has access to a wheelchair accessible vehicle to serve our special needs riders. The project advances efficiencies and accessibility of special needs transportation through a user-oriented, curb-to-curb form of public transportation. It is characterized by flexible routing and scheduling in shared-ride mode according to

passenger needs. Its flexibility makes it more suitable to serve areas of low passenger demand, such as rural areas, where a regular bus service would not be sustainable. DTO provides special needs riders, such as but not limited to clients with developmental disabilities, essential access to employment and educational opportunities not always offered by transit so can become part of the community and perhaps someday live on their own. All DTO drivers and dispatchers take an ADAPTS passenger assistance training to assist in safely transporting passengers with special 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*:

CCAP has been offering the Driven To Opportunity Program in Thurston and Mason county residents since September 2021. During this time our program has been highly successful. Coastal CAP's DTO program does not solely determine success based on the number of trips, miles and hours of the project, but also on the success of our riders. Rider success includes: obtaining and/or maintaining jobs, promotion of better working hours that are in sync with public transportation, attainment of a driver's license, paying off fines to get a license reinstated and/or purchasing a vehicle. In short we succeed if our clients succeed. DTO enhances public transportation with a safe, affordable, flexible service that operates 24/7 including holidays to fill the work transportation gap. DTO's short term goal is to support riders while they become self-sufficient. The ultimate goal of the project is to provide safe, reliable and cost effective employment transportation that improves our communities and economic vitality for people and businesses.

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*:

DTO connects riders to both Intercity Transit and Mason County transit at their stations for a first mile/last mile partnership. While transit helps provide the core of rides to and from work or school, it's not always an option for both portions of the trip. The rural layout of both counties presents challenges reaching fixed route transit and walking/bicycling is not always feasible due to distance. Most shift-work employees are working late at night or on weekends when conventional transit services are either reduced or non-exist. DTO enhances public transportation by connecting riders to transit with a safe, affordable, flexible service that operates 24/7, including holidays. It supplements fixed route transit and increases employment transportation access. Most employment related trips are complex and involve multiple destinations including reaching childcare centers. Children can be dropped at child care with a qualifying adult going to work/training to help working parents maintain their employment and provide for their families. DTO staff coordinates with transit to connect riders, avoid duplication of services and help only those who cannot utilize transit.

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*:

Lucy Machowek CFO, worked at CCAP for 12yrs handling and dealing with grant management with Federal, State, County funds Tony Russell DTO Transportation Coordinator, Been with CCAP for 6yrs driving for the DTO Program. First time learning the Grant writing systems.

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

Coordinated Public Transit- Human Services Transportation Plan	Page number(s) or TBD
Southwest Washington RTPO	TBD
Peninsula RTPO	TBD

Budget

Transit Vehicles

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	Wheelchair stations	Fuel Type	Total Cost	Requested Amount	Match
Buy Replacements - Capital Bus 11.12	.15 Vans	4	7	0	Hybrid gas	$50,000.00	$50,000.00	$0.00
Buy Replacements - Capital Bus 11.12	.15 Vans	4	7	0	Hybrid gas	$50,000.00	$50,000.00	$0.00
							$100,000.00	**$0.00**

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

No Data for Table

Scalable

Is your project scalable?*: No

Specify the minimum funds needed and explain the scalability.: $0.00
Round to the nearest dollar

Describe the scalability of your project.:

ADA Accessibility

ADA Accessibility*:

DTO has access to a wheelchair accessible vehicle to serve our special needs riders.

Procurement Plan

Procurement Plan*:

Products and services with cost between $20,000 and $100,000: The manager shall obtain written quotes from two or more vendors. The Manager shall s elect the vendor and place order for the product or service with approval from the Board of Directors.

Other Sources

Other Sources*:

Revenue from other fees for service programs within the agency.

Summary

Requested Amount

Vehicle Requested Amount:	$100,000.00
Equipment Requested Amount:	$0.00
Other/Training Requested Amount:	$0.00
TOTAL Requested Amount:	$100,000.00

Match Amount

Match Amount:	$0.00
Percentage of Match:	0.00%

Total

TOTAL PROJECT COST:	$100,000.00

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	1770	1900	3670	3900	6.27%
Revenue Vehicle Miles	42600	45800	88400	91100	3.05%
Passenger trips should be entered as whole numbers only.					
Passenger Trips	880	970	1850	1970	6.49%
Volunteer Hours	0	0	0	0	0.00%
					15.81%

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?*:

Services estimates are figured through the Daily Manifest that the drivers use each day. With these we can figure Mileage, Trips, Hours each day and then figure which way the numbers are trending month to month.

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
	Van (Non-ADA)	-5	Dodge Caravan	2013	2C4RDGBG9DR694407	Active	116136
	Van (Non-ADA)	-4	Dodge Caravan	2014	2C4RDGCG1ER360243	Active	189547
	Van (Non-ADA)	4	Kia Carnival	2022	KNDNB4H37N6186792	Active	14889

Acquired with a 2021 Consolidated Grant for the new Mason County program.

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 Compete	N/A	
VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.		
Vehicle - Request for Proposal / Invitation for Bid	Yes	09/23
Vehicle - Contract Award	Yes	11/23
Vehicle - First Vehicle Received	Yes	03/24
Vehicle - All Vehicles Received	Yes	06/25
Vehicle - Contract Complete	Yes	06/25

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	✓	Coastal Community Action Program 2021 Audit report	2021 Audited Financial Reporting Package 3.pdf	pdf	400 KB	09/19/2022 02:43 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	✓	Coastal Community Action Program current service areas	CCAP Coverage area.jpg	jpg	527 KB	09/19/2022 03:20 PM
Population density map	✓	2022 Washington state population density map by county	2022 Thurston-Mason county Pop density.pdf	pdf	210 KB	09/19/2022 03:12 PM
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)						
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan						

Supplemental Information

Supplemental Information

Supplemental Information:

While we see the need to replace our whole aging fleet due to the number of average miles and repair/maintenance costs, we see the urgent need for at least one replacement vehicle at this time. The program relies on punctuality and reliability to assist our clientele with their transportation barriers to ensure they are able to arrive at their employment or other destination on time. Replacing this vehicle will help continue the reputation that we have built over the years of this program of being on time and very reliable. If we had mechanical breakdowns this could result in the clientele that we serve losing their jobs and possibility even their housing. Vans have a shorter life expectancy than most transit vehicles. All DTO vehicles have surpassed their useful minimum useful life of four years or 100,000 miles per the FTA Vehicle Disposition Schedule.

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 Driven To Opportunity program provides a way for low-income populations, and realistically all populations in the areas that we serve to better their lives by giving them a chance to improve their situations that they find themselves in. Which leads to a better living conditions also health conditions may change. WSDOT may offer more assistance or incentives in getting smaller transportation companies to switch to a hybrid gas/electric or all electric vehicles. Especially the Non-Profits. Helping them get set up for an all electric fleet, have a WSDOT group that travels around WA that has every type of person needed to get a company switch over as smooth as possible.

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:

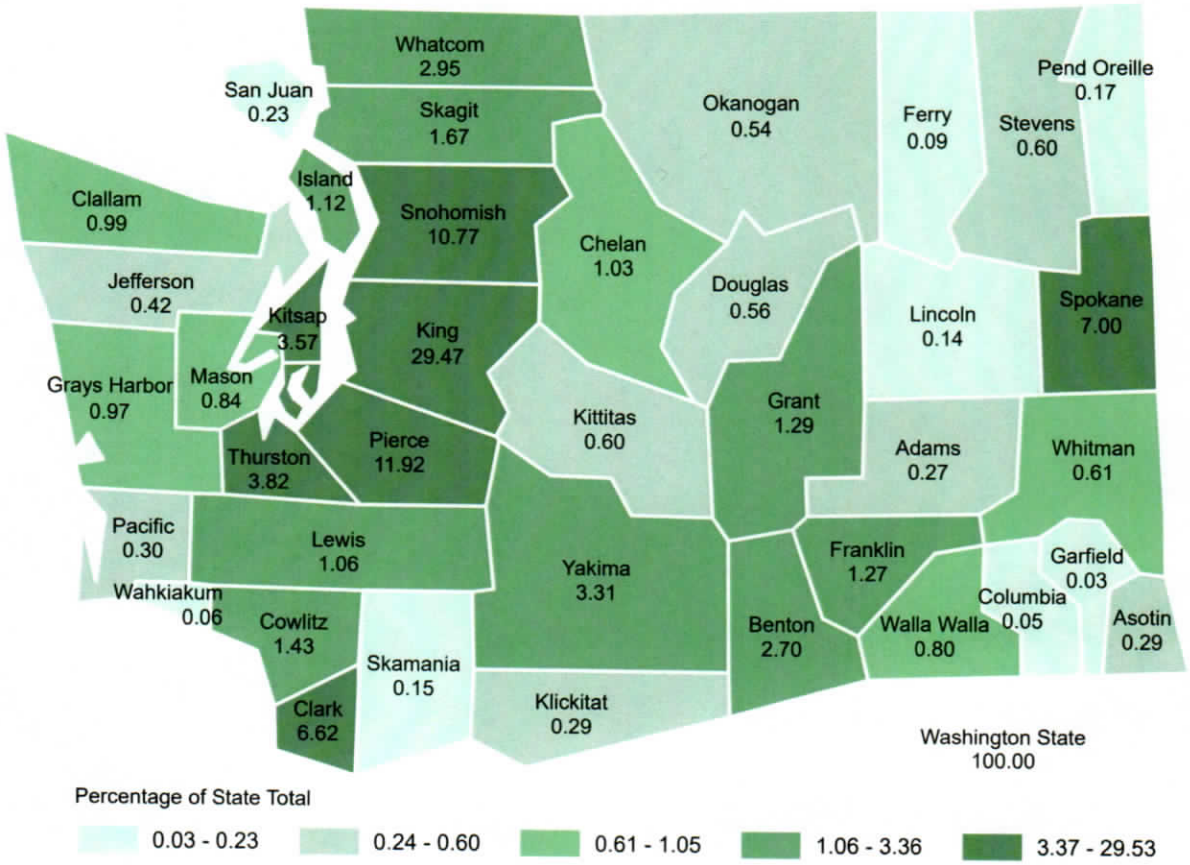
Certification*: Yes

Application Authority*: Craig (First Name) Dublanko (Last Name)

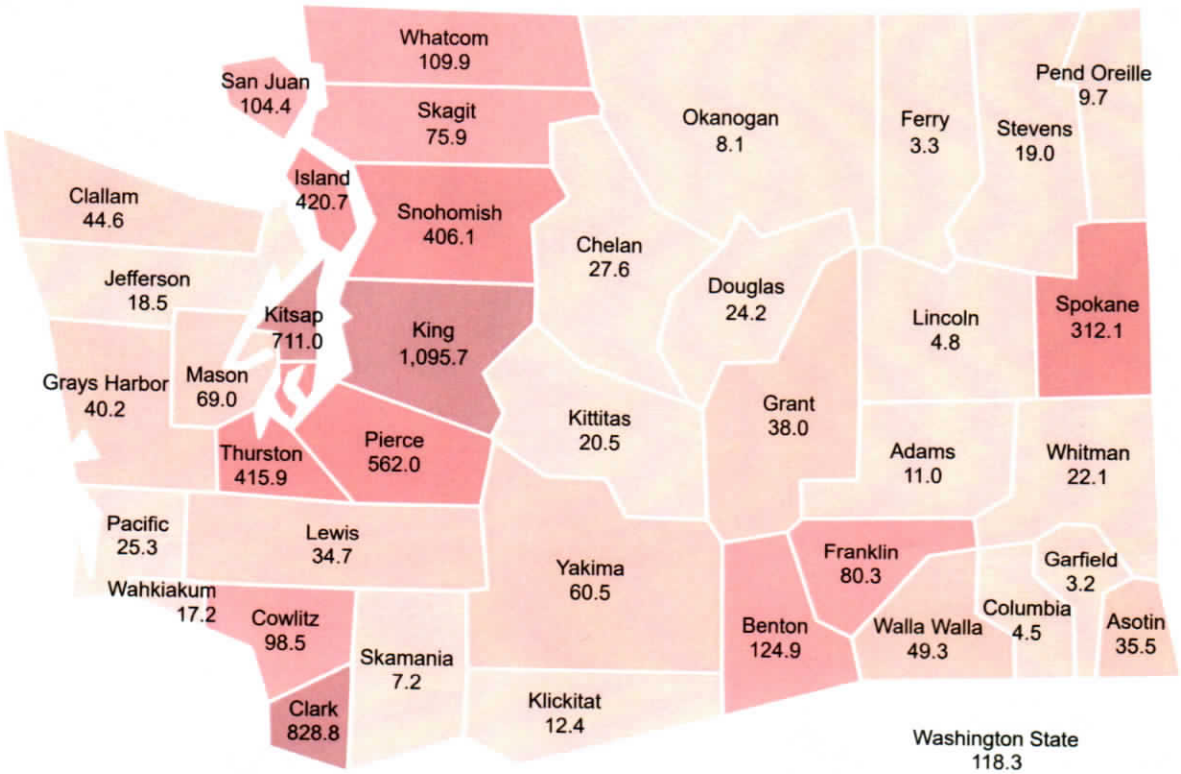
Title*: CEO

Date*: 10/26/2022

Percentage of State Total Population: 2022



Population Density: 2022



GRAYS HARBOR

Aberdeen, Amanda Park, Elma, Hoquiam, McCleary, Montesano, Oakville, Westport

