



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 29, 2022
SUBJECT: **Coordinated Public Transit - Human Services Transportation Plan 2022 Update**

AT A GLANCE

This Memo provides background information on an update to the state and federally-required Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) for the region due later in 2022. Project applications submitted by resource agencies for the next round of WSDOT's Public Transportation Consolidated Grant program funding must be identified in the Human Services Transportation Plan as a precondition for grant eligibility.

INTRODUCTION

Federal and state transportation regulations require the development of a regional Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). The CPT-HSTP addresses the transportation needs of those with mobility challenges and special transportation needs, including the elderly, the young, people with disabilities, low income populations, and rural residents unable to provide their own transportation. The first Human Services Transportation Plan for this region—which includes Clark, Skamania and Klickitat counties—was adopted in 2007. Plan updates followed in 2011 and 2014, and the current Plan was adopted in November 2018. A Plan update is required at least every four years; and completion of a draft update is scheduled before September 1, 2022.

While RTC develops the CPT-HSTP for this region, WSDOT publishes a statewide HSTP. The State is currently in the process of updating the statewide HSTP, has recently hosted an online open house for the HSTP update and made the draft available for public and tribal comment from January 5 through March 21, 2022. WSDOT will use comments received to finalize the HSTP update.

CPT-HSTP AND FUNDING PROGRAMS

Development of a CPT-HSTP is a condition for receiving funding through WSDOT's statewide competitive Consolidated Public Transportation Grant program. The goals of the WSDOT Public Transportation Consolidated Grant Program are to address deficiencies in paratransit/special needs or rural public transportation, to provide a community benefit, to provide funding to special needs or rural public transportation where there is a demonstrated need and measurable benefit, to make community connections supporting a sustainable network of transportation services within and between communities, to establish opportunities for collaboration and financial partnerships, and to coordinate services with other transportation providers and organizations in the area.

Coordinated Public Transit - Human Services Transportation Plan 2022 Update

March 29, 2022

Page 2

WSDOT created a consolidated grant application process in 2003 to combine the applications for state and federal public transportation grants. Applicants for WSDOT's public transportation grant program are required to participate in the CPT-HSTP planning process with their local Regional Transportation Planning Organization (RTPO). Through the consolidated program, WSDOT distributes a variety of state and federal grants to support public transportation programs. These programs are Federal Transit Administration 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), FTA 5311 (Formula Grants for Rural Areas), and FTA 5339(a) (Grants for Buses and Bus Facilities Formula Program), as well as State Rural Mobility Grants and State Paratransit/Special Needs program funds. Most recently, \$79 million was made available through the statewide Consolidated program for 147 projects statewide; \$44 million for 57 continuing four-year projects awarded in the 2019-2021 cycle, and \$35 million for 90 new projects in the 2021-2023 cycle.

CONSOLIDATED PROGRAM and FTA 5310: CURRENT FUNDING RECIPIENTS IN RTC REGION

Current Consolidated Public Transportation Grant program recipients in the RTC region include Community in Motion (formerly the Human Services Council), Skamania Senior Services, Mt. Adams Transportation Service (Klickitat County Senior Services), and Mid-Columbia Economic Development District. C-TRAN is a designated recipient of a direct allocation of FTA 5310 funds to the region. The 5310 program has helped to fund C-TRAN's Travel Trainer and Ambassador programs, as well as subrecipient programs for Community in Motion's projects: Mobility Management, Reserve-a-Ride and Volunteer Driver Project-Volunteers in Motion. This region is currently receiving over \$3.4 million to fund projects awarded in the 2019-2021 and 2021-2023 Consolidated Grant funding cycles. In addition, about \$373,500 per year comes to C-TRAN from FTA's Section 5310 program.

CPT-HSTP: OUTLINE

Washington State Department of Transportation provides guidance on elements that must be covered in developing the Human Services Transportation Plan to meet state and federal requirements. The latest Coordinated Public Transit - Human Services Transportation Plan Guidebook was published by WSDOT in July 2021. The required HSTP elements are described in the following table:

Elements in a CPT-HSTP	
Elements	Description
Element 1	Contact Information
Element 2	Title VI and ADA Statements
Element 3	Conducting and Documenting Community Outreach: WSDOT places heavy emphasis on reaching out to stakeholders during the Plan development process to determine transportation needs and gaps in service.
Element 4	Regional Context: Include maps and demographic data to describe the region.
Element 5	Assessment of Transportation Services: Describe existing transportation services and resources, current mobility projects in the region, emergency management planning, transportation gaps, and unmet needs for people with special transportation needs.
Element 6	COVID-19: Describe lasting changes due to the COVID-19 pandemic anticipated in the region.
Element 7	Strategies and Activities Identified to Address Gaps: Describe strategies and/or activities identified through the planning process.
Element 8	Regional Priorities for Implementation: Describe the process and criteria to prioritize projects.
Optional	Ongoing Coordination: Describe ongoing coordination efforts between social service providers and transportation providers for 2022-2026.

TIMELINE

Key dates in developing the CPT-HSTP update and WSDOT Consolidated Grant Program applications are provided below:

Timeline for CPT-HSTP Development and Consolidated Program Project Applications	
Date/Timeline	Description
2022	
By September 1	Draft CPT-HSTP due to stakeholders and WSDOT
Late October/ early November	Public transportation provider applications due to WSDOT for the 2023-2025 Consolidated Grant Program
December 1	Final, board-approved CPT-HSTPs due to WSDOT
2023	
Late January	RTPO/MPO Consolidated Grant Program rankings due to WSDOT

NEXT STEPS

Over the next few months, RTC staff will be working on the element of the Plan update and will be conducting outreach efforts to stakeholders and the public. The draft CPT-HSTP update for the three-county region is scheduled for completion by September 1. The Plan will support project grant requests. When the draft CPT-HSTP update is complete, the RTC Board will have opportunity to review the draft Plan before final approval by the Accessible Transportation Coalition Initiative (ATCI) and adoption by the RTC Board by December 1.