

## 2022

# WHATCOM TRANSPORTATION AUTHORITY

## Transit Access Fund

### BACKGROUND

The presence and condition of non-motorized infrastructure significantly impacts Whatcom County residents' ability to access transit safely and comfortably. Improving and expanding multimodal transportation networks may foster increased transit ridership, improves the overall transit experience, and benefits residents who use alternatives to motorized travel. Currently, many Whatcom Transportation Authority (WTA) bus stops lack safe and convenient access to neighboring residences, businesses, medical facilities, social services, and other destinations. This presents a significant safety and equity issue within our communities, as many individuals require the presence of appropriate infrastructure to get to their destinations. Effectively addressing the issue of transit access within Whatcom County will help our community achieve goals surrounding improved transportation options, traffic safety, transportation equity, sustainability, and public health.

WTA is offering a creative and flexible approach to providing financial assistance for local multi-modal transportation projects through its Transit Access Fund (TAF). The TAF provides financial assistance to qualifying infrastructure projects that are located within a quarter mile walking distance of any WTA bus stop. Any non-motorized infrastructure project funded through the TAF must provide safe and comfortable access to WTA facilities and enhance overall conditions for those who secure such access by walking, biking, and/or rolling.

### OVERVIEW OF PROCESS

Government organizations serving Whatcom County, including local, state, and tribal governments are eligible to apply. Given the limited amount of funding available through the TAF, an application must be submitted for each project, which will be evaluated and scored by a committee of WTA staff.

For the 2022 calendar year, WTA has budgeted \$300,000 to be awarded to eligible projects with a maximum award of up to \$100,000 for any selected project, unless there are fewer than three eligible recipients, in which case WTA can decide to provide more than the maximum award. Funds will be allocated in WTA's discretion, and generally based on WTA staff application evaluations, estimated project construction costs, anticipated project

execution and completion timeline, and geographic distribution. A local match of at least 10% of the costs associated to the construction of the eligible non-motorized infrastructure is required. Funding will be made through a competitive process and is not guaranteed.

Award recipients will be required to enter into a Contract with WTA, and, at a minimum, submit regular status reports and provide a walkthrough inspection upon completion. WTA reserves the right to require additional reporting, inspections, or any other information to ensure project success and contract adherence.

WTA will award the funds as a reimbursement of pre-approved costs actually paid, upon completion of the project, provided that all WTA conditions of approval of the award are met. The failure by any awarded party to comply with all contract requirements or conditions shall entitle WTA the discretion to rescind its award.

Questions about eligibility and other questions about the TAF should be directed to Michael Harpool at [michaelh@ridwta.com](mailto:michaelh@ridwta.com) or 360-788-9312.

**Deadline to submit application and supporting documents is Friday, September 16<sup>th</sup>, 2022.**

# ELIGIBILITY RULES/REQUIREMENTS & SELECTION CRITERIA

## A. ELIGIBILITY RULES AND REQUIREMENTS

- Proposals must be submitted and the underlying project managed by a recognized state, local, or tribal governmental entity.
- Projects must be located within a quarter mile of an existing WTA stop or station (Stop proximity buffers can be displayed in the [TAF Webmap](#)).
- Projects must not adjoin a parcel that is subject to an active or pending development application.
- Projects must either:
  1. Provide a non-motorized infrastructure improvement at a WTA bus stop or station,
  2. Provide a connection to existing non-motorized infrastructure with continuous pedestrian access to a WTA stop or station, or
  3. Improve existing non-motorized infrastructure with continuous pedestrian access to a WTA bus stop or station.
- Eligible project types include, but are not limited to: sidewalks, intersection improvements, mid-block crossings, curb cuts, sidewalk ramps, shared-use paths, pedestrian crossing signals, bicycle parking, and bicycle and pedestrian lighting.
- Ineligible project types include, but are not limited to, on-street bicycle lanes, shared lane marking, paved shoulders, bicycle boxes, and landscaping only type projects.
- Projects must meet ADA standards. Where possible, projects involving sidewalk installation or improvements at a WTA bus stop must include the installation of a 5'x8' ADA bus boarding pad.
- Applicants must acknowledge funding from WTA on any public communications for the project (newsletters, websites, email blasts, etc.), as follows: "This project funded in part by the Whatcom Transportation Authority."
- Applicants must complete each section of the application.

Questions about eligibility and other questions about the TAF should be directed to Michael Harpool at [michaelh@ridwta.com](mailto:michaelh@ridwta.com) or 360-788-9312.

## **B. SELECTION PROCESS**

### **Selection Committee**

A committee of WTA staff will review and evaluate the eligible applications based on the criteria below. WTA reserves the right to request additional information and/or a meeting with the applicant to properly evaluate a submission.

**Improved Access** – How well does the proposed project improve the conditions for non-motorized access to WTA bus stops and/or stations? Does the proposed project improve access for priority populations (i.e., low-income households, zero-vehicle households, senior populations, individuals living with a disability, etc.)? What risks are identified and what is the risk mitigation plan for those risks?

**Community Need** – Does the proposed project address an identified transportation barrier or gap? Has the proposed project been identified in existing plans or programs? How does the project align with the TAF goals?

**Ability to Fund and Administer** – Does the applicant demonstrate the ability to fully fund and administer the project if awarded financial assistance through the TAF? Is there significant detail outlining the applicant's ability to complete the project? Is the project ready for execution or is it still in the planning phases?

**Clarity and Quality of Application** – Is the application clear, legible, and complete including proper spelling, grammar, and punctuation? Does the applicant include the appropriate data and documentation needed to support the proposed project? Is there significant enough detail for staff to evaluate the application properly and completely for competitive award?

**History and Geographic Diversity** - In addition to the above specific criteria, geographic distribution, diversity in population groups served and previous grant award(s) will be considered in evaluating the application.

### **Public Disclosure Law (RCW 32.56)**

WTA complies with RCW Chapter 42.56. All proposals, supporting documentation, Contract documents, and reports will be disclosed if a Public Disclosure Request (PDR) is submitted, unless a proper exception applies. It is the Applicants responsibility to be familiar with RCW Chapter 42.56 and what WTA's confidentiality limitations are.

WTA will not execute non-disclosure agreements.

# WHATCOM TRANSPORTATION AUTHORITY

## Transit Access Fund

### Application for Non-Motorized Project Funding

#### SECTION 1: GENERAL INFORMATION

Primary Applicant Organization: \_\_\_\_\_

Department Name: \_\_\_\_\_

Primary Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 2: DESCRIPTION OF PROPOSED PROJECT

### **Project Location**

1. Please provide the 'Stop ID' of the nearest stop or station (Stop IDs can be found in the [TAF Webmap](#)): \_\_\_\_\_
2. Please provide a detailed map of the proposed project site (attach to the application and label 'Element 1').
3. Please provide the following demographic data for the census tract(s) in which your project is located. If your project is located in multiple tracts or borders multiple tracts, please provide a sum for each category. (ACS 5-year estimates provided in the [TAF Webmap](#))

Census tract(s): \_\_\_\_\_  
Total population: \_\_\_\_\_  
Minority population: \_\_\_\_\_  
Disabled population: \_\_\_\_\_  
Population over the age of 65: \_\_\_\_\_  
Total households: \_\_\_\_\_  
Low-income households: \_\_\_\_\_  
Zero-vehicle households: \_\_\_\_\_

4. Does the project connect origins or destinations that specifically serve priority populations, like low-income housing, schools, or social services? Y/N

If yes, please identify those facilities.

### **Project Description**

5. Please provide a detailed description of the proposed project:
6. Is the proposed project in your Transportation Improvement Program and/or other plans (projects not listed in TIPs are eligible)? Y/N

If yes, please provide a link to the plan and relevant page numbers:

7. Have the permits required to begin construction of the proposed project been approved (including environmental permits)? Y/N

If yes, please attach all approved permit applications (attach to the application and label 'Element 2').

If not, please list the permits required for the proposed project and the anticipated approval schedule.

8. Have the planning and design phases been completed for the proposed project? Y/N

If yes, please attach detailed project plans, including engineering drawings and specifications (attach to the application and label 'Element 3').

If not, please provide the anticipated completion of the planning and design phases and describe the available funding resources:

9. Please provide an itemized breakdown of the estimated costs (detailed project costs. Design, materials, labor, etc.) associated with the proposed project (attach to the application and label 'Element 4'). Note: WTA will only consider the costs associated with the non-motorized infrastructure portion of the project.

### **Project Funding and Administration**

10. Is there existing funding committed to the proposed project? (For example, City budget, federal grants, state grants, etc.) Y/N

If yes, please provide a detailed explanation, and documentation, of the available funding and the funding gap that the TAF will address:

11. Is your organization currently seeking additional grants for this project? Y/N

If yes, please identify the grants, granting agency, and requested funding amount:

12. Does your staff have the capacity to administer the proposed project? Y/N

If yes, please provide a detailed explanation of how the proposed project will be administered, including staff roles:

13. Will external consultants or contractors be needed to complete the proposed project?  
Y/N

If yes, please explain and provide names and which portion of the work scope they are providing:

14. Please provide a detailed timeline for the proposed project:

Questions about the application questions or questions regarding demographic data collection should be directed to Michael Harpool at [michaelh@ridwta.com](mailto:michaelh@ridwta.com) or 360-788-9312.



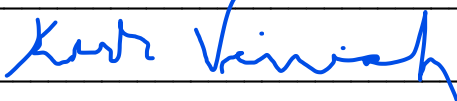
### SECTION 3: CERTIFICATION

I certify that, to the best of my knowledge, the information in this application is true and accurate. This agency/organization has the necessary financial and managerial capability to adequately fund and administer the proposed project. I am duly authorized to commit this agency/organization to the contract requirements and understand that my name will be under contract should an award be granted.

#### Signature of Agency/Organization

Department Director/Executive: \_\_\_\_\_

Typed Name/Title: \_\_\_\_\_

Signature:  \_\_\_\_\_

Date: \_\_\_\_\_

**WHATCOM TRANSPORTATION AUTHORITY**  
**Transit Access Fund**  
**Application Submission Check List**

**Have you:**

- ☐ INCLUDED THE COMPLETED APPLICATION
- ☐ IDENTIFIED YOUR ORGANIZATION
- ☐ INCLUDED REQUIRED SIGNATURES
- ☐ INCLUDED ANY SUPPORTING DOCUMENTATION
- ☐ POSTMARKED OR EMAILED THE APPLICATION BY DEADLINE  
DATE & TIME OF Friday, September 16<sup>th</sup>, 2022.

**Return all items to:**

**Michael Harpool**

**Whatcom Transportation Authority**

**4011 Bakerview Spur**

**Bellingham, WA 98226**

**[michaelh@ridewta.com](mailto:michaelh@ridewta.com)**

**Application deadline: Friday, September 16<sup>th</sup>, 2022**

**Duo-Gard Industries**  
40442 Koppernick Road, Canton, MI 48187  
Ph: 734-207-9700, Fax: 734-207-7995

Shelter Style:	3-Sided Transit Shelter	Shelter Size:	Width:	5'	Length:	7
Roof Style:	Hip Roof - wta style cantilever	Door Style:	No Door		# of Doors:	0
		<u>Quantity</u>	<u>PER</u>	<u>Unit Price</u>	<u>Cost</u>	
Walls, Roof			S.F.		\$6,631.00	
		0.00	S.F.			
		0.00	S.F.			

WTA Style Shelter - Model 3-1-1  
Clear Anodized Aluminum  
clear and tinted tempered safety glass  
bench seating

Ships knocked down and requires assembly.  
ships to Bellingham WA - FOB

Sub Total:	\$6,631.00
Packaging, Handling, and Delivery (F.O.B. Destination):	\$3,788.00
Number of Units:	1
Sub Total:	\$10,419.00
Sales Tax:	
Duo-Gard Installation Services:	
Sales Tax not included - please provide tax exempt certificate	

Grand Total: \$10,419.00

**Installation, stamped drawings, calculations, permits, unloading & concrete are not included in this price.  
50% deposit required with order, balance due 1 week prior to shipment.**

**There will be a MINIMUM 20% charge for all cancelled orders - 50% Deposit Required**  
**Note: A forklift and loading dock are required for unloading. Fork extensions *could* be needed.**  
**Contact us if this needs to be revisited to accommodate your needs**

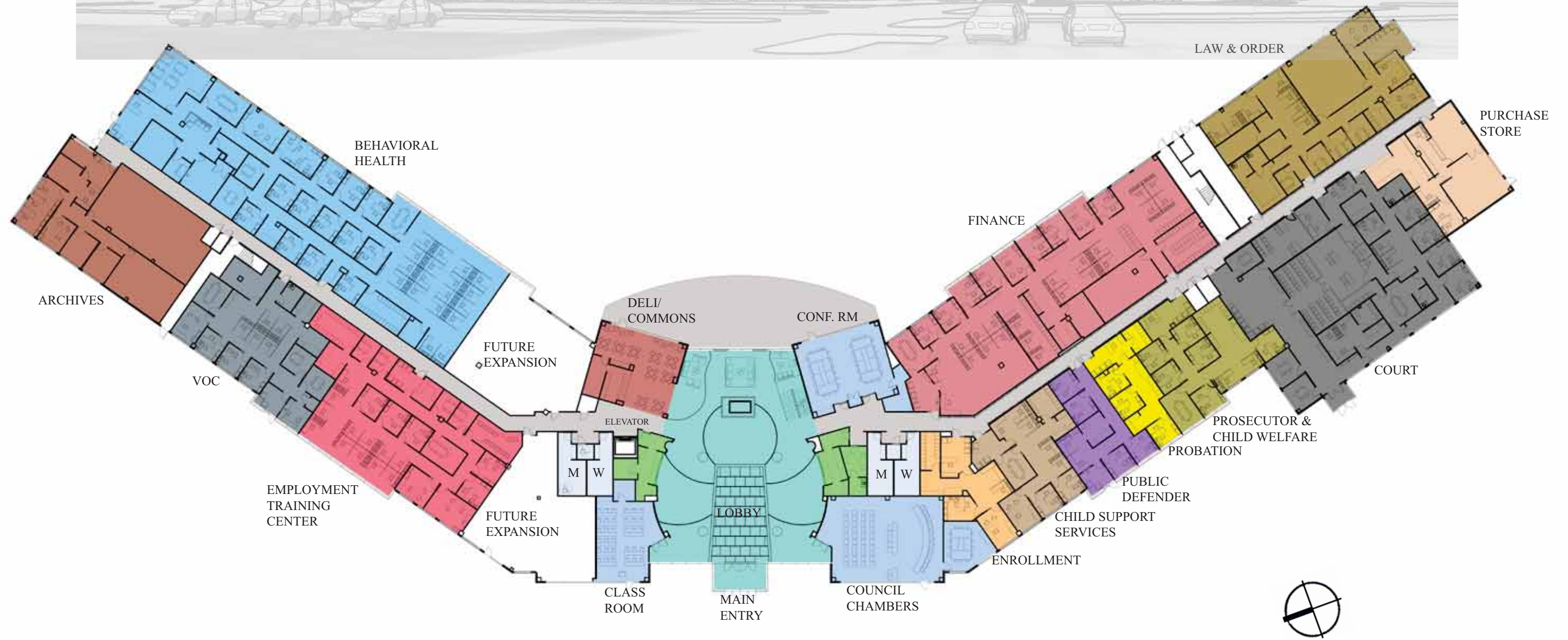


OVERALL SITE PLAN

# Lummi Tribal Administration Building

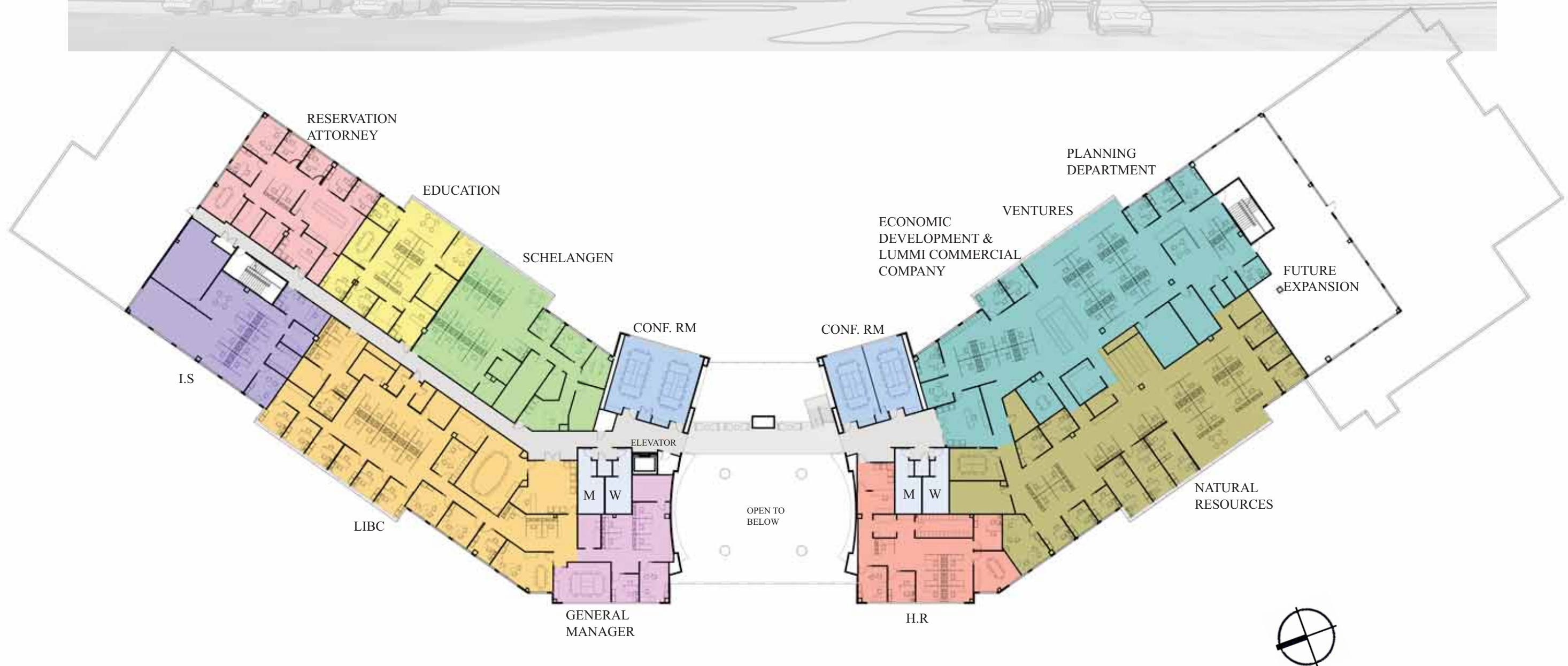
JUNE-24-2010





FIRST LEVEL FLOOR PLAN





SECOND LEVEL FLOOR PLAN





EXTERIOR FRONT ELEVATION



EXTERIOR BACK ELEVATION

# Lummi Tribal Administration Building

JUNE-24-2010