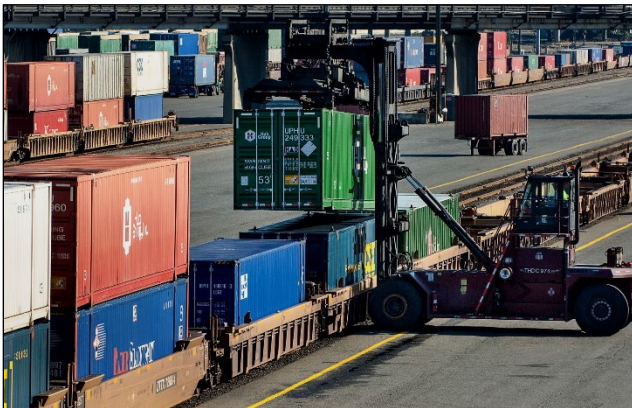


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# 2023-2025 Port Electrification Call for Projects

## Port Electrification Program



## APPLICATION PACKET

Funding available for the 2023-2025 biennium



# Port Electrification Program Application

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# Port Electrification Program Application

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## I. BACKGROUND

The Washington State Department of Transportation (WSDOT) provides funding for capital projects at public port districts across the state.

**The Port Electrification Program** is a grant program that is only available to public port districts created pursuant to [Title 53 RCW](#). It is intended to fund either entire projects or a part of a larger project, where state funds would enable the project to be completed. This grant program is funded by the Carbon Emissions Reduction Account established by the Washington Climate Commitment Act of 2021.

### Timeline

Applications for the Port Electrification program must be submitted by **4 p.m. PT on July 8, 2024**. If your project is selected, reimbursable work may begin after contract execution in 2024.

### Available funding

For the 2023-2025 biennium, the Legislature has allocated a total of \$26.5 million for Port Electrification grants from the state's Carbon Emissions Reductions Account.

WSDOT's administrative costs are calculated based on the level of effort, and those costs are deducted from the total available funds for the Port Electrification program.

Grantees may be offered the full amount or part of the full amount requested in their application in the event their project is selected. WSDOT will endeavor to award the full amount to each applicant, but this is dependent on the overall number and size of the grant requests.

### Eligibility

All public port districts within the state of Washington are eligible. However, those ports seeking to use grant funds to install shore power must adopt a policy that requires vessels that dock at the port facility to use shore power, if such vessel is capable of using such power and when such power is available at the port facility.

### Desired state benefits

WSDOT will evaluate projects that benefit the state's interests. Examples of desired benefits include:

- Supporting Washington State's Healthy Environment for All (HEAL) Act and Climate Commitment Act objectives through measurable reduction of greenhouse gas emissions (see question 6 in the FAQ for more information)
- Enhancing environmental protection
- Leveraging state participation by allocating cost responsibilities among beneficiaries
- Increasing economic development opportunities
- Increasing domestic and international trade
- Preserving or adding jobs

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## Types of projects

Examples of projects that will be considered for funding include:

- Replacing fossil fuel-powered equipment with zero- or reduced-emission equipment
  - Includes removing fossil fuel-powered equipment from active use.
  - If your project includes purchasing zero-emission cargo-handling equipment, Revised Code of Washington (RCW) [53.58.010](#) applies.
- Upgrading or improving infrastructure to prevent ships, trucks, and/or locomotives from idling.
- Zero-emission drayage trucks.
- Electric power upgrades and zero-emission charging infrastructure (including shore power).
- Building or improving terminals, yards, roadway buildings, fuel stations, or railroad wharves or docks, including attached fixtures and equipment used exclusively in the facility, in order to reduce carbon emissions.
- Necessary upgrades to electrical transmission and distribution systems.
- In-house staff directly managing a capital construction or equipment/vehicle procurement project.
- Planning activities. Planning may include, but is not limited to, zero-emission fleet transition planning, alternatives analyses, major investment studies, preliminary design/engineering, project-level environmental assessment and documentation, final design, and property acquisition. **Note:** projects that do not directly result in a reduction of carbon emissions (such as plans or studies) will be evaluated based on the same set of scoring criteria as those that do result in emissions reductions (see Section VII below). Therefore, projects that directly result in carbon reduction (construction, implementation, etc.) will be prioritized.

## Acknowledgment of contractual agreement upon the award

Should your application be funded, you will be required to enter into an agreement with WSDOT to receive reimbursement for approved expenses. Any agreements with sub-recipients of the grant funds must include flow-down provisions between you and the sub-recipient(s).

The agreement has several provisions that are designed to ensure the state receives the benefits described in your application. They include:

- **Contingent Interest** – The project benefits outlined in your application must be achievable. Following completion of the project, WSDOT will require you to verify over the next 10 years, on an annual basis, that project benefits are being achieved. During this 10-year period, WSDOT will retain a Contingent Interest that allows it to recover state funds if the project benefits are not met or they are terminated in any way. The contingent interest can be pursued in several ways. Typically, either a lien is issued against the improved assets, or a commitment must be made by the applicant to pay back funds for the remaining benefits period.
- **Maintenance Obligation** – Any new or improved assets that result from the completion of the project must be maintained for a period of at least 10 years. The application requires you to describe how the improvements will be maintained and sustained, with annual reporting

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to WSDOT. WSDOT may conduct independent periodic project reviews to ensure maintenance is occurring in compliance with the agreement.

- **Reporting Requirements (Greenhouse Gas Emissions Reductions)** – WSDOT will require you to report the following, on an annual basis:
  - a) whether the project produced any verifiable reduction in greenhouse gas emissions or other long-term impact to emissions, and if so,
    - (i) the quantity of reduced greenhouse gas emissions and
    - (ii) the cost per carbon dioxide equivalent metric ton of reduced greenhouse gas emissions.

A tool for calculating greenhouse gas emissions reductions will be provided by WSDOT.
- **Reporting Requirements (Overburdened Communities and Vulnerable Populations)** – WSDOT will require you to report the outcomes for direct and meaningful benefits to overburdened communities as defined in the Climate Commitment Act ([RCW 70A.65.010\(54\)](#)). These requirements will be provided in the grant agreement with WSDOT. See question 4 in the FAQ for information on identifying these populations.
- **Reinvestment of Monies Earned through Energy/Environmental Credits** – To the extent you receive any monies from the sale or disposition of energy credits, decarbonization credits, environmental credits, etc., you will agree to reinvest those monies into services and projects consistent with the carbon emissions reduction account ([RCW 70A.65.240](#)).

## Review and award process

A team consisting of members from WSDOT and selected partner agencies will review the applications and will score them based on the evaluation criteria in this document. WSDOT will rank applications and offer funding to the highest-ranking applicants.

## II. APPLICATION ELEMENTS

**Applicants must include a sentence in their application that says:** “The grant applicant has read and understands WSDOT’s Grant Agreement expectations related to Contingent Interest, Maintenance Obligations, Reporting Requirements, and Reinvestment of Monies.”

Below is the outline of the proposed structure that you must use when submitting your application(s). Please include thorough information under each item that applies to your project. Please submit a maximum of 25 pages for the application packet. Your response to these items will be used to evaluate your project for funding. Any item that does not apply to your project should be noted with the words “Not Applicable.”

### 1. Contact Information

Please include:

- Contact name and title
- Organization name
- Address

# Port Electrification Program Application

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- Phone number
- E-mail address

List all organizations and companies that are involved in planning, funding, and/or providing in-kind support for the proposed project – and provide contact information for each one. (Funding match is not required, but will result in a more competitive application, per the evaluation criteria in Section VII.)

## 2. Project description

Please provide a one to two-page description of the project, including:

- Existing conditions/purpose and need
- General Scope of Work
- Map illustrating where the project is located
- Public involvement/community engagement plan
  - Include a description of your responsibility for formal tribal consultation and community engagement (if tribal boundaries are located in the same county as the project site).
  - WSDOT’s Community Engagement Needs Assessment Form (see Appendix A) is available as a resource to help you determine the resources that will be needed and set the direction for community engagement. A completed form is not required as part of your application.
- Community engagement activities to date (applications showing that meaningful community engagement has been partially or fully completed will be more competitive)
- The intended outcome(s)
- Public benefits intended for the project (see Sections III and V below)

## 3. Project schedule

Provide actual or target completion dates for each milestone. Some items may not be applicable to your proposed project and can be modified or removed from the example below.

Project Milestone	Month/Year
Complete project definition	
Begin preliminary engineering	
Complete preliminary engineering	
Complete NEPA or SEPA environmental documentation	
Complete right of way certification (may include acquisition)	
Begin final design	
Complete final design	
Acquisition of materials and equipment	
Start construction	
Construction complete and/or project in service	



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## 4. Project costs

Provide an estimate of project costs using this matrix. Some items may not be applicable to your proposed project and can be modified or removed from the table. Note: funding matches are not a prerequisite for receiving grant funding but will make your application more competitive. **Labor match is subject to prevailing wage requirements per [RCW 53.08.120](#).**

	Project Administration	Design Engineering	Construction	Equipment purchase	Other	Total
Other Committed Funds						
WSDOT Funds Requested						
Estimated Total Project Cost						

## 5. Tribal Consultation Requirements

This program is funded with money from the Climate Commitment Act. According to [RCW 70A.65.305](#) applicants are required to conduct early, meaningful, and individual consultation with any affected federally recognized tribe on all funding decisions and funding programs that may impact tribal resources, including tribal cultural resources, archaeological sites, sacred sites, fisheries, or other rights and interests in tribal lands and lands within which a tribe or tribes possess rights reserved or protected by federal treaty, statute, or executive order.

See Appendix B for Tribal Consultation Guidance.

## 6. Application Attachments

### Related attachments required with the application:

- Estimate of project cost (reviewed and signed by an engineer licensed in the State of Washington).
- A brief business plan for the project (including management profiles, customer communication plan, and operations and maintenance plan; see Section IV below).
- A summary of community engagement and environmental justice activities undertaken for the project to date.
- Detailed vicinity map clearly showing site plan and project limits (if applicable) and any tribes, overburdened communities, or vulnerable populations that may be impacted positively or negatively by the project. See question 4 in the FAQ for information on identifying these populations.
- The names of other agencies or governments (including affected tribes) that are involved.
- Documentation of tribal consultation efforts for any affected tribes (see list item #4 of Appendix B for detailed requirements).

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## Related optional attachments with the application:

- Source(s) of additional funding, including that portion of a project's cost paid for with private and/or public funds.
- Photographs of the site of the project that identify specific landmarks, buildings, and/or freight/shipping areas.
- Documentation of a tribal resolution that formally supports the proposed project. (Refer to questions 4 and 6 in the FAQ for more information.)

Please limit the application to the information requested above.

## III. PUBLIC BENEFIT

Public benefit may be benefits to the state, the natural environment, the local community, and/or the system-wide shipping and freight network. Public benefits should be quantified whenever possible.

### 1. Reduction in carbon dioxide and other pollutants

The Washington State Department of Ecology has provided interim guidance to use California Air Resources Board (CARB) methodology for calculating emissions reductions. Using the quantification methodology and calculator tool for the appropriate project type from [CARB's website](#), calculate the project's projected total reduction over a ten-year period (after project completion) of carbon dioxide (CO<sub>2</sub>) (in metric tons), volatile organic compounds (VOCs) (in pounds), nitrogen oxides (NO<sub>x</sub>) (in pounds), particulate matter (PM<sub>2.5</sub>) (in pounds), and sulfur dioxide (SO<sub>x</sub>) (in pounds).

If the grant application is for a portion of a larger project, adjust the ten-year total to represent the percentage of the project funded by the grant (e.g., if your overall project will cost \$10 million and your application is for a grant of \$2 million, multiply the project's total emissions reductions by 0.2).

Please include documentation of your calculations and the tool you selected.

### 2. Other environmental effects

Explain the environmental benefits and effects that will result from the project. Answer the following questions as part of your application:

- Are there wetlands or streams on or near your project site? If yes, how close is your project site to those wetlands or streams?
- Has your project site been evaluated for archaeological or historic resources? If yes, please submit the cultural resources report.
- What animals, birds, and plants are present on your project site (particularly those species that would be considered endangered, threatened, or monitored by state or federal agencies)?
- Have you completed the National and/or State Environmental Policy Act (NEPA and/or SEPA) process? If yes, please submit a copy of the documentation.
- What federal, state, and local environmental permits will be needed for your project? Of these, which permits have you already obtained?



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## 3. Other public benefits

Describe other public benefits not already listed in this Section. Please quantify benefits, if possible.

## IV. PROJECT BUSINESS PLAN

### 1. Management profile

Provide a profile of management experience and qualifications for the port district project manager(s).

### 2. Customer Communication plan

- Describe how the port will communicate the availability of additional reduced-emission technology to its shippers and other partners.
- Provide a profile of types of customers that will find value in the new/expanded services.
- What additional value will customers derive from this plan?

### 3. Operations and maintenance plan

Provide a ten-year operations plan for services to be provided upon completion of the proposed project, including items such as:

- What new or modified services will be provided?
- Projected service metrics and how the port will report actual performance against service metrics.
- Safety plans.
- Equipment maintenance plans.
- Financial plan for ongoing operations and maintenance for the next 10 years.

## V. OTHER QUANTIFIABLE PUBLIC BENEFITS

Many projects have additional benefits that can be quantified and provide value to the users and/or public benefits. In detail, describe the other involved benefits of the project and document how the completed project achieves that goal. Be as detailed as possible and make sure to show all work when monetizing the benefit.

### 1. Coordination with regional and statewide goals

If your project already has been included in a regional or statewide planning document, include details about where it is identified in the plan. If not documented in any existing plan, identify which priorities apply to your project from either the [Washington Transportation Plan](#) or the [2022 Washington State Freight System Plan](#).

Also describe how the project is consistent with the applicable local comprehensive plan, including specific local policies and initiatives the project supports.

### 2. Benefits to overburdened communities and vulnerable populations

Indicate whether the project will provide direct and meaningful benefits to vulnerable populations within the boundaries of overburdened communities, and if so, describe those benefits. Additionally, specify whether the project is formally supported by a resolution of a federally recognized tribe.

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Please refer to question 4 in the FAQ for guidance on how to identify overburdened communities and vulnerable populations.

### 3. Additional Comments

Please provide any additional information or reasoning that you would like to be considered in support of your project.

## VI. Q&A PERIOD

Applicants are encouraged to ask questions about the Port Electrification Program and the contents of this Call for Projects. The Q&A period will begin on the Call for Projects posting date and will end on May 6, 2024 at 4 p.m. PT.

All questions, and their corresponding responses, will be published within two weeks of receiving the question on the Port Electrification webpage where this Call for Projects is posted. Identifying information will be removed from published questions. If a response results in an amendment to the Call for Projects, WSDOT will publish the amendment.

Please submit your questions to [RFPgrants@wsdot.wa.gov](mailto:RFPgrants@wsdot.wa.gov).

## VII. APPLICATION SCORING AND SUBMITTAL

### Application Scoring

WSDOT will use the following scoring format to score applications; projects will be ranked by highest to lowest scores.

50 points	Environmental and carbon reduction benefits.
20 points	Economic benefits and business plan.
20 points	Environmental justice objectives.
10 points	Comprehensive and transportation plan alignment.

Section 1 – Eligibility	Yes/No
Was the application submitted by the stated deadline? AND	(If “No” to any question, application is disqualified, and no points are awarded)
Does the application contain all the required elements listed in Section II? AND	
Is the applicant a public port created pursuant to Title 53 RCW?	

# Port Electrification Program Application

<b>Section 2 – Environmental and Carbon Reduction Benefits – Maximum 50 points.</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Ten-year carbon reduction per dollar of grant funding             <ul style="list-style-type: none"> <li>○ Highest score gets 50 points, all other scores get proportional number of points out of 50 (see question 5 in the FAQ for how this is calculated)</li> </ul> </li> </ul>	
<b>Section 3 – Economic Benefits and Business Plan – maximum 20 points Each Yes scores 5 points each</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Response includes a detailed scope of work and shows how the project can achieve defined economic goals, measurable objectives, and anticipated positive results. Yes/No</li> <li>• Customer communication plan (business plan component) demonstrates effective strategy for promoting the use of new/expanded carbon emission reduction technology and services. Yes/No</li> <li>• Ten-year operations and maintenance plan (business plan component) is detailed, comprehensive, and feasible. Yes/No</li> <li>• Project expands domestic and/or international trade and/or project preserves/adds jobs in WA State. Yes/No</li> </ul>	
<b>Section 4 – Environmental Justice Objectives – Maximum 20 points. Each Yes scores 5 points each</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Does the project provide direct and meaningful benefits to vulnerable populations within the boundaries of overburdened communities? (See question 4 in the FAQ for more information on how to identify these communities.) Yes/No</li> <li>• Is the project formally supported by a tribal resolution? Yes/No</li> <li>• Does the application demonstrate that robust community engagement has been completed, in whole or in part, for the proposed project? Yes/No</li> <li>• Does the project include a plan for outreach to neighboring communities and tribes? Yes/No</li> </ul>	
<b>Section 5 – Comprehensive &amp; Transportation Plan Alignment – Maximum 10 points. Each Yes scores 5 points each</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Is the project consistent with a local comprehensive plan, including specific local policies and initiatives? Yes/No</li> <li>• Is the project included in a regional or statewide planning document, or does it support any of the priority goals identified in one of those plans? Yes/No</li> </ul>	
<b>SUBTOTAL (maximum 100)</b>	

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State Procurement Priority Scoring:	Additional Points
Matching Funds (rounded to the nearest 10%): 10% match – additional 2 points 20% match – additional 4 points 30% match – additional 6 points 40% match – additional 8 points 50% match – additional 10 points (maximum)	
<b>TOTAL SCORE (maximum 110)</b>	

## Submitting your application

Please submit applications by email or mail. Faxed applications cannot be accepted.

Application packets must be postmarked no later than **July 8, 2024**. E-mail submissions must be received by **4 p.m. PT on July 8, 2024**. Applications will not be accepted after the deadline. Choose one of the submittal options below for your applications.

Email: [RFPgrants@wsdot.wa.gov](mailto:RFPgrants@wsdot.wa.gov)

Mail completed applications to:

Washington State Department of Transportation  
Rail, Freight, and Ports Division  
310 Maple Park Ave SE, Box 47407  
Olympia, WA 98501-2348

If you have any questions regarding the application process, please contact:

Megan McIntyre, Capital Program Manager  
Rail, Freight, and Ports Division  
360-705-6916 Office  
[mcintyrm@consultant.wsdot.wa.gov](mailto:mcintyrm@consultant.wsdot.wa.gov)

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## VIII. FREQUENTLY ASKED QUESTIONS

### 1. Am I limited to one application?

No, you may submit more than one application. However, please keep in mind that if your projects have separate matching funds, the same match cannot be used for more than one project. Each submission must be for a separate and standalone project.

### 2. How does WSDOT evaluate applications?

A team consisting of members from WSDOT and selected partner agencies will review the applications to determine whether they meet the minimum criteria as set out in this packet. Those that do will be rated against the application criteria. Staff may ask the applicant for more information and may contact regional stakeholders to secure additional information or to verify the information. WSDOT staff may visit the project site to verify information or develop further information.

### 3. Can I protect confidential information?

All successful applications are subject to public records disclosure laws for the state of Washington. If any information contained in the application is confidential or proprietary, please identify those components clearly. Please note that only specific information may be marked as proprietary; it is not acceptable to mark the whole application as such. The state of Washington will protect information to the extent allowable by law.

If there is a public records request, WSDOT will notify the applicant that such information will be released on a specified date. If the applicant wants to keep the information confidential, it is the applicant's responsibility to obtain a court injunction within 10 business days of the notice to protect proprietary data. If the applicant fails to obtain the court order prohibiting disclosure, WSDOT will release the requested information on the date specified.

### 4. How can I determine if my project benefits a vulnerable population within the boundaries of overburdened communities?

[RCW 70A.65.230](#) sets the State's carbon emissions reduction account investment goals (based on percentage of total spending) for (a) providing direct and meaningful benefits to vulnerable populations within the boundaries of overburdened communities and (b) using investments for projects/programs that are formally supported by a tribal resolution. WSDOT is committed to supporting these goals in the awarding of Port Electrification grants and the administration of the grant program.

"Direct and meaningful benefits" are described in [RCW 70A.65.030\(1\)](#) and [RCW 70A.65.230](#).

"Vulnerable populations" and "overburdened communities" are defined in [RCW 70A.02.010\(14\)](#) and [RCW 70A.65.010\(54\)](#), respectively.

The Washington State Department of Health has developed an [Environmental Health Disparities map](#) that can be used to identify these communities. To use the map, first ensure that the topic labeled "Environmental Health Disparities V 2.0" is selected and that the feature for tribal boundaries is on. Then examine the area within a 0.5 mile radius of the project for shaded census tracts with a rating of 9 or above, as well as any tribal boundaries located within the same county as the project.

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## 5. How are the Environmental and Carbon Reduction Benefits scored?

WSDOT will use the ten-year carbon dioxide emissions reduction per dollar described in Section III to score these benefits. The application with the greatest total will receive 50 points, and all other applications will receive a proportionate number of points. For example, if the greatest total is 3 metric tons per dollar, an application with a total of 2.4 metric tons per dollar would receive 40 points (2.4 is 80% of 3). The Washington State carbon emission reduction calculators are not yet available (expected later in 2024). Suggested resources available on the California Air Resource Board (CARB) website for quantifying emission benefits include:

- [Quantification Methodology \(QM\) and Calculator Tools](#)
- [CARB Clean Mobility Benefits](#) and [Clean Mobility User Guide](#)
- [CARB Low Carbon Transportation Advanced Technology Demonstration and Pilot Projects](#)
- [ALEET CFI Tool](#)
- [CAPCOA Handbook](#)

## 6. What are the state's primary HEAL Act and Climate Commitment Act objectives?

The Healthy Environment for All (HEAL) Act, passed in 2021, is found in [Title 70A.02 RCW](#). The Act requires the state to incorporate environmental justice principles into decisions related to budget development, expenditures, and granting or withholding environmental benefits. It establishes a goal of directing 40% of grants and expenditures that create environmental benefits toward vulnerable populations and overburdened communities. It also sets the threshold requirements and standards for conducting environmental justice assessments (which include community engagement activities). Grant awards under \$15 million dollars do not require environmental justice assessments to be completed as part of the scope; however, community engagement may be needed to meet NEPA or SEPA requirements. The HEAL Act also sets a requirement for the WA Department of Health to publish the environmental health disparities map, as provided in the answer to question 4 above.

The Washington Climate Commitment Act (CCA) was also passed in 2021 and is found in [Title 70A.65 RCW](#). It establishes the legal framework for the state's greenhouse gas emissions cap and invest program, administered by the Department of Ecology. It also requires the Department of Ecology to collect environmental data for overburdened communities, establish air quality targets, and achieve the targets through emission control strategies. The CCA also establishes five accounts with the revenue from the cap and invest program that are used to fund projects, grants, and programs to improve air quality and curb sources of climate change (such as this Port Electrification Program). The Act reiterates the goal of directing 40% of expenditures towards projects and programs that provide direct and meaningful benefits to vulnerable populations and overburdened communities, as well as a 10% of investment goal for programs formally supported by a tribal resolution.

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## APPENDIX A: COMMUNITY ENGAGEMENT NEEDS ASSESSMENT FORM

### Community Engagement Needs Assessment

*[Insert Date]*

Note: Community engagement is an essential part of project development and delivery. Relationships with the community need to be fostered and maintained throughout this process. To further promote that success, this form is part of the initial phase of the community engagement process. It is to be completed at the beginning of scoping to help determine the amount of resources that will be needed (staff, duration, and anticipated cost) for community engagement necessary to support the advancement of project development.

1.
  - a. What are the needs identified during the planning and/or internal needs identification phase?
  - b. What is the local and/or community vision for the project area?
  - c. Is there alignment in determining the project focus or is additional outreach needed?
2. Provide the sociodemographic profile from the proposed action area. Attach [Washington State Environmental Health Disparities mapping tool](#) data and other appropriate demographic data.
3. If Limited English Proficiency populations exist in the area, what language services needs are anticipated?
4. Are there any vulnerable communities or overburdened population in the proposed action area? (See question 4 in the FAQ for guidance on how to identify these communities.)
5. Describe the current and potential level of controversy associated with the proposed action.
6. State the community engagement goal(s) of the action.
7.
  - a. Determine the level of complexity anticipated for community engagement. The level of complexity will reflect the diversity, duration, and intensity of community engagement needed to support meaningful community involvement to address potential project impacts, political issues, and an understanding of the history of the area in relation to past transportation projects. Are there any known contentions with the proposed action?
  - b. Are there other Port and/or partner agencies actions that may be soliciting input from the community?
8. Describe existing opportunities for collaboration with partners, stakeholders and public.
9. Based on the current anticipated duration of this action (including preliminary engineering, right of way, and construction project phases), determine the frequency of checkpoints with the affected communities that are anticipated.
10. Provide a cost estimate for community engagement activities related to this action. Identify anticipated staffing needs, communication outreach methods (mailers, emails, advertisements, etc.) and materials, translation services, facilities, etc.



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## APPENDIX B: TRIBAL CONSULTATION GUIDANCE

The law requires that applicants shall engage in a preapplication consultation process with all affected federally recognized tribes within the project area at the earliest possible date prior to submittal of an application. For guidance in the process, please follow the steps below:

1. Start by identifying potentially affected tribes by using the table below.
2. Send a consultation letter to the tribes listed in the county that your project is located.
  - a. The letter should outline the scope, timeline and purpose for your project as well as offer an opportunity to meet to discuss the project or application.
  - b. The letter should be addressed to the Tribal Chair (find [here](#)) and copied to staff from cultural resources, natural resources and planning. WSDOT has a list of tribal staff we work with on our website at: [Tribal contacts | WSDOT \(wa.gov\)](#). We recommend you email a copy of the letter to tribal staff.
3. If you have not received a response from the tribes in 30 days, follow-up with them. If you do not hear back from the tribe note the lack of response in your documentation.
4. Document your consultation efforts in a memo and include it with your application. Include the tribes you contacted, outreach details such as the date(s) and method(s) used, any response including concerns identified and how any concerns were addressed.

Counties	Potentially Affected Tribes
ADAMS	Colville Tribes, Nez Perce Tribe, Spokane Tribe, Yakama Nation
ASOTIN	Colville Tribes, Nez Perce Tribe, Umatilla Tribes
BENTON	Nez Perce Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
CHELAN	Colville Tribes, Sauk Suiattle Tribe, Yakama Nation
CLALLAM	Hoh River Tribe, Jamestown S’Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, Port Gamble S’Klallam Tribe, Quileute Tribe, Skokomish Tribe
CLARK	Cowlitz Tribe, Grand Ronde Tribe, Nez Perce Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs, Yakama Nation
COLUMBIA	Colville Tribes, Nez Perce Tribe, Umatilla Tribes, Yakama Nation
COWLITZ	Cowlitz Tribe, Grand Ronde Tribe, Nez Perce Tribe, Nisqually Tribe, Squaxin Island Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
DOUGLAS	Colville Tribes, Yakama Nation
FERRY	Colville Tribes
FRANKLIN	Colville Tribes, Nez Perce Tribe, Umatilla Tribes, Yakama Nation
GARFIELD	Colville Tribes, Nez Perce Tribe, Spokane Tribe, Umatilla Tribes
GRANT	Colville Tribes, Nez Perce Tribe, Yakama Nation
GRAYS HARBOR	Chehalis Tribe, Hoh River Tribe, Port Gamble S’Klallam Tribe, Quileute Tribe, Quinault Nation
ISLAND	Jamestown S’Klallam Tribe, Lummi Nation, Port Gamble S’Klallam Tribe, Samish Nation, Snoqualmie Nation, Stillaguamish Tribe, Suquamish Tribe, Swinomish Tribe, Tulalip Tribes, Upper Skagit Tribe

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JEFFERSON	Hoh River Tribe, Lower Elwha Klallam Tribe, Lummi Nation, Makah Tribe, Port Gamble S'Klallam Tribe, Quileute Tribe, Quinault Nation, Skokomish Tribe, Suquamish Tribe, Tulalip Tribes
KING	Muckleshoot Tribe, Puyallup Tribe, Snoqualmie Nation, Squaxin Island Tribe, Stillaguamish Tribe, Suquamish Tribe, Tulalip Tribes, Yakama Nation
KITSAP	Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Port Gamble S'Klallam Tribe, Puyallup Tribe, Skokomish Tribe, Squaxin Island Tribe, Suquamish Tribe, Tulalip Tribes
KITTITAS	Nez Perce Tribe, Yakama Nation
KLICKITAT	Grand Ronde, Nez Perce Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
LEWIS	Chehalis Tribe, Cowlitz Tribe, Nisqually Tribe, Puyallup Tribe, Squaxin Island Tribe, Yakama Nation
LINCOLN	Colville Tribes, Spokane Tribe
MASON	Chehalis Tribe, Hoh River Tribe, Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Port Gamble S'Klallam Tribe, Puyallup Tribe, Quileute Tribe, Quinault Nation, Skokomish Tribe, Squaxin Island Tribe, Suquamish Tribe
OKANOGAN	Colville Tribes, Sauk Suiattle Tribe, Upper Skagit Tribe, Yakama Nation
PACIFIC	Chehalis Tribe, Grand Ronde Tribe, Nez Perce Tribe, Shoalwater Bay Tribe
PEND OREILLE	Colville Tribes, Kalispel Tribe, Spokane Tribe
PIERCE	Muckleshoot Tribe, Nisqually Tribe, Puyallup Tribe, Squaxin Island Tribe, Yakama Nation
SAN JUAN	Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Lummi Nation, Suquamish Tribe, Swinomish Tribe, Tulalip Tribes
SKAGIT	Lummi Nation, Nooksack Tribe, Samish Nation, Sauk Suiattle Tribe, Stillaguamish Tribe, Suquamish Tribe, Swinomish Tribe, Tulalip Tribes, Upper Skagit Tribe
SKAMANIA	Cowlitz Tribe, Grand Ronde Tribe, Nez Perce Tribe, Squaxin Island Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
SNOHOMISH	Jamestown S'Klallam Tribe, Muckleshoot Tribe, Samish Nation, Sauk Suiattle Tribe, Snoqualmie Nation, Stillaguamish Tribe, Suquamish Tribe, Swinomish Tribe, Tulalip Tribes, Upper Skagit Tribe
SPOKANE	Coeur d' Alene Tribe, Colville Tribes, Spokane Tribe
STEVENS	Colville Tribes, Spokane Tribe
THURSTON	Chehalis Tribe, Cowlitz Tribe, Nisqually Tribe, Puyallup Tribe, Squaxin Island Tribe, Yakama Nation
WAHKIAKUM	Cowlitz Tribe, Grand Ronde Tribe, Nez Perce Tribe, Shoalwater Bay Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
WALLA WALLA	Colville Tribes, Nez Perce Tribe, Umatilla Tribes, Confederated Tribes of Warm Springs Reservation, Yakama Nation
WHATCOM	Lummi Nation, Nooksack Tribe, Samish Nation, Sauk Suiattle Tribe, Suquamish Tribe, Swinomish Tribe, Tulalip Tribes, Upper Skagit Tribe
WHITMAN	Coeur d' Alene Tribe, Colville Tribes, Nez Perce Tribe, Spokane Tribe
YAKIMA	Cowlitz Tribe, Nez Perce Tribe, Yakama Nation