



Washington State  
Department of Transportation

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# 2015-2017 Public Transportation Consolidated Grant Application

Application Due Date: November 19, 2014



## **Americans with Disabilities Act (ADA) Information**

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

## **Title VI Notice to the Public**

It is Washington State Department of Transportation (WSDOT) policy to ensure no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For Title VI complaint forms and advice, please contact OEO's Title VI Coordinator at 360-705-7082 or 509-324-6018.

Additional copies may be obtained from:

Washington State Department of Transportation  
Public Transportation Division  
PO Box 47387  
Olympia, WA 98504-7387  
Phone: 360-705-7922  
Fax: 360-705-6820  
Email: [app-help@wsdot.wa.gov](mailto:app-help@wsdot.wa.gov)

Download forms from the grants section of the WSDOT Public Transportation Division's website at [www.wsdot.wa.gov/transit/grants](http://www.wsdot.wa.gov/transit/grants).

Please email [app-help@wsdot.wa.gov](mailto:app-help@wsdot.wa.gov) with questions regarding this application packet or to request assistance with preparing your application.

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**Summary and Authorization Form**

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**Project Form**

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# Overview of WSDOT's Public Chapter 1 Transportation Consolidated Grant Program

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The Washington State Department of Transportation (WSDOT) distributes a variety of state and federal grants to support public transportation programs. The programs covered by the 2015–2017 consolidated application process include, but are not limited to:

- Federal Transit Administration (FTA) Sections 5310, 5311, 5316, and 5317
- State Rural Mobility Competitive
- State Paratransit/Special Needs Competitive for nonprofit organizations

[Appendix A](#) contains a glossary of terms used in this document. [Appendix B](#) provides detailed information on each of these state and federal programs.

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*Note: This application should not be completed for transit agency formula funds grant requests, FTA 5339 Bus and Bus Facilities or FTA Section 5311(f) Intercity Bus grant requests.*

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## Overview

WSDOT uses a consolidated application for both state and federal public transportation grants. Applicants are asked to describe their project and provide relevant information. Based on the information provided by the applicant, WSDOT determines the appropriate type of funding when awarding projects. Timelines for all state and federal funding awards follow the state biennium, with applicants submitting grant applications every two years.

The Washington State Legislature requires WSDOT to assess the effectiveness and grant-distribution equity every two years. In 2014, WSDOT re-convened a Grant Program Advisory Committee (G-PAC). Based on G-PAC's recommendations, WSDOT made a few changes to the grant application. Additional edits were made to the application based on federal and state regulations, WSDOT policy, and to streamline the application process.

## Moving Washington

Moving Washington is WSDOT's proven approach for creating an integrated 21<sup>st</sup> century transportation system. The objectives are clear and measurable and rely on partnerships that invest for the long term. It is WSDOT's framework for making transparent, cost-effective decisions that keep people and goods moving and support a healthy economy, environment, and communities.

Moving Washington reflects the state's transportation goals and objectives for planning, operating, and investing. State law directs public investments in transportation to support economic vitality, preservation, safety, mobility, the environment, and system stewardship.

## Investment Principles

Moving Washington provides the principles for making responsible and sustainable decisions.

**Maintain and Keep Safe** – Our highest priority is maintaining and preserving the safe and long-lasting performance of existing infrastructure, facilities, and services. This is the heart of Moving Washington and the target of our investments.

**Integrate Investments for Cost-Effective Solutions** – Moving Washington combines three essential transportation strategies to achieve and align our objectives and those of our partners

- Operate Efficiently
- Manage Demand
- Add Capacity Strategically

## Consolidated Grant Program Goals

Specifically, the goals of the WSDOT Consolidated Grant Program are as follows:

- **Address Deficiencies** – Encourage communities to identify and address deficiencies in paratransit/special needs or rural public transportation.
- **Provide a Community Benefit** – Assist local areas with determining community benefits and support for paratransit/special needs or rural public transportation.
- **Preservation or Enhancement** – Provide funding to preserve or enhance paratransit/special needs or rural public transportation where there is a demonstrated need and measurable benefit.
- **Community Connections** – Support a sustainable network of transportation services within and between communities.
- **Financial Partnerships** – Establish opportunities for collaboration among local jurisdictions, regional organizations, private sector agencies, state and federal governments, and tribal governments. Ensure stakeholders have a voice in project development. Encourage appropriate cost sharing for projects.
- **Support Coordination and Multimodal Development** – Local organizations are required to coordinate services with other transportation providers in their area, as well as other organizations potentially able to use or purchase the services. Organizations are encouraged to consider all modes/forms of transportation beyond traditional sources to enhance the effectiveness of their services.
- **Maintain Fleets** – As part of Governor Inslee's *Results Washington*, WSDOT has been given the goal of maintaining the percentage of transit vehicles in the state that are within their minimum useful life.

## 2015–2017 Application Cycle

The 2015–2017 application differs from the 2013–2015 version. All applicants are strongly encouraged to read it carefully to ensure applications are completed properly and all requirements are met. [Chapters 2](#) through [Chapter 6](#) provide details on the requirements.

Competitive projects will be evaluated based on local and state criteria. All projects must be based on the needs and strategies identified in a regional Coordinated Public Transit-Human Services Transportation Plan before being submitted to WSDOT. [Appendix C](#) describes this planning process. A new or updated plan is required for the 2015–2017 biennium.

### **Transit Formula Funds**

Transit agencies that are eligible for formula funds should not submit a formula project through this process. Information for projects to be funded through the Rural Mobility Transit Formula Program or the Paratransit/Special Needs Transit Formula Program must be submitted in a separate application from the competitive process application. Please contact your organization's WSDOT project manager for information on how to submit formula project applications. For new applicants, a regional list of project managers is available on our website at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library).

There will be no pre-award authority for state formula funding. Therefore, it is crucial that state formula-funded projects are submitted and contracts signed at the earliest possible date.

### **Heavy-Duty Transit Coaches**

Due to the high acquisition costs of heavy-duty transit coaches, WSDOT has made a policy decision to not make these capital projects eligible for funding in this program. The existence of the FTA 5339 grant program as a funding source to support these vehicles and their failure to meet the intent of the special needs grant program were factors in this decision.

### **SAFETEA-LU and MAP-21**

On July 6, 2012, President Obama signed the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), reauthorizing surface transportation legislation that provides the federal funding distributed through this WSDOT grant program. Each reauthorization amends the Federal Transit Laws codified on 49 USC Chapter 53. MAP-21 took effect on 10/1/2012. WSDOT will assist grant recipients with any federal changes and new FTA compliance requirements, as necessary. For more information on current FTA requirements, see [Chapter 6](#).

The majority of funds awarded in this grant cycle are subject to MAP-21. However, some awarded funds may be subject to SAFETEA-LU. MAP-21 contains changes to the eligibility of some projects and grantees. Accordingly, WSDOT will implement these changes to align with the grant-award cycle for the 2015–2017 biennium. These changes will be more fully explained in the next edition of the *Guide to Managing Your Public Transportation Grant*.

### ***Application Due Date***

Completed applications must be received by WSDOT **no later than 5 p.m. Wednesday, November 19, 2014**. Applications received after the deadline will not be considered. All properly submitted applications will be reviewed by WSDOT for completeness. During the review process, WSDOT staff may contact an applicant to obtain additional information for clarity and/or to correct errors found. All requests for information or corrections to the application must be provided and submitted to WSDOT **no later than 5 p.m. on Wednesday, December 17, 2014** to be considered.

Projects awarded grants may begin July 1, 2015, and should be completed by June 30, 2017.

## Chapter 2

# Eligibility, Project Definitions, and Match Requirements

### Organization Eligibility

The chart below identifies the funding each type of organization is eligible to receive. If you cannot determine your organization type, check [Appendix A](#), Glossary of Terms, for definitions.

Organization Type	FTA 5310	FTA 5311	FTA 5316	FTA 5317	Paratransit/ Special Needs Competitive	Rural Mobility Competitive
Urban Public Transit	X <sup>3</sup>	X	X <sup>1</sup>	X <sup>1</sup>		
Small Urban Public Transit	X <sup>3</sup>	X	X	X		
Rural Public Transit	X <sup>3</sup>	X	X	X		X
Private Nonprofit Organizations	X <sup>1</sup>	X	X	X	X	X
Private For-Profit Transportation Providers		X	X	X		X
Tribal Governments	X <sup>3</sup>	X	X	X	X <sup>2</sup>	X
Other General or Local Governments	X <sup>3</sup>	X	X	X	X <sup>2</sup>	X

<sup>1</sup>Transit agencies and other organizations in large urbanized areas must apply for FTA 5310, FTA 5316 and/or FTA 5317 funding through the Metropolitan Planning Organization (MPO) in their area.

<sup>2</sup>Requires nonprofit status, 501(c), must be approved by the state to coordinate services for elderly and persons with disabilities, or certified to the Governor that no other nonprofit agency is available in the area to provide services to the elderly and persons with disabilities.

<sup>3</sup>Transit systems and other governmental agencies may receive remaining FTA 5310 funds if eligible nonprofit organizations have already been funded and no other nonprofits are available to provide the proposed service.

This chart is intended only to show which grant programs each organization type is potentially qualified to receive. For more information on program qualifications, see [Appendix B](#).

**Note:** Only organizations in compliance with the WSDOT's In Good Standing policy will be eligible to receive grant awards (see policy statement in [Appendix D](#)).

## Eligible Operating Projects

Operating assistance consists of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, fuel, etc. Operating grant funds cannot be used for the depreciation of vehicles purchased with federal or state dollars, or for costs associated with expenses incurred during timeframes outside of the grant period (such as prepaid insurance coverage). Examples of eligible operating grants include, but are not limited to:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services.
- Feeder bus service for the intercity network.
- Equipment to assist with mobility management activities.

## Eligible Capital Projects

All equipment purchased through the Consolidated Grant Program must be used to provide the passenger transportation services outlined in the project application. Examples of eligible capital projects include, but are not limited to:

- Purchasing buses, vans, and other passenger service vehicles.
- Refurbishing existing passenger service vehicles.
- Retrofitting vehicles for wheelchair lifts.
- Replacement parts for passenger service vehicles.
- Radios and communications equipment.
- Computer hardware and software, including dispatching software and data systems.
- Equipment needed for new technologies, through innovative and improved products, for public transportation that enhances operations, mobility, and access.
- Other equipment such as bicycle racks and fareboxes.
- Pre-owned or used wheelchair-accessible, passenger-service vehicles (only if it is clearly identified in the application).
- Bus shelters.
- Maintenance equipment (such as bus lifts and specialized diagnostic tools).
- Security equipment.

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*Note: Projects supporting single occupant vehicles are not eligible for funding through the Consolidated Grant Program.*

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## Eligible Mobility Management Projects

Mobility management describes projects that assist special needs populations maintain a quality of life by connecting them to vital services through outreach, information and education, and working to break down transportation barriers for special needs populations. These funds may be used to support salaries and administration of mobility management programs and staff, develop, and/or purchase educational and outreach materials, and support information sharing. Examples of mobility management projects include, but are not limited to:

- Planning and coordination and/or policy work addressing critical gaps in special needs transportation.
- Supporting travel training programs.
- Programs providing information and/or education about special needs transportation.

## Eligible Planning Projects

Planning projects consist of planning, coordination, or other activities to address the needs of the applicant and/or the community they serve. Examples of eligible planning projects include, but are not limited to:

- Local or regional marketing plan for special needs or rural public transportation.
- Development of a local or regional coordination plan (see [Appendix C](#) for information).
- Agency financial and operating plan.
- Comprehensive Transportation Plan.

Due to the current focus on the implementation and delivery of public transportation projects, WSDOT will award grants for planning activities based on the availability of funds. The maximum grant award for a planning project is \$40,000.

## Project Match Requirements

Projects that include local match and demonstrate local commitment are more likely to be funded. WSDOT strongly encourages all applicants to provide match. At a minimum, applicants with existing grants must provide a minimum of 10% project match from local sources for continuing projects. This is an increase of 5% from the previous grant period. New projects are required to have a 5% local match.

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*Note: Applicants receiving grant awards will be held to the matching ratio identified in their grant application regardless of whether matching funds were required.*

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## Federal Program Match Requirements

Levels and sources of matching requirements for FTA funded projects vary by the type of project. In general, other federal USDOT funds cannot be used as match. However, the 5310 and 5311 programs do allow the use of USDOT funds received through the Federal Lands Highway Program as match. The information below details the match requirements for different project types:

Project Type	Federal Grant	Match Requirement	Total Project Cost
Operating	\$50,000	\$50,000	\$100,000
Capital	\$80,000	\$20,000	\$100,000
Mobility Management	\$80,000	\$20,000	\$100,000
Planning	\$40,000	\$10,000	\$50,000

- Operating Projects Require a 50 Percent Match** – The percentage of match required is based on net operating expenses, which are calculated by adding all of the operating expenses and subtracting any revenue collected from passenger fares and donations. Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement. USDOT funds provided through the Federal Lands Highway Program may also be used as match for the 5310 and 5311 programs.
- Capital Projects Require a 20 Percent Match** – The local match must be cash and cannot be derived from sources that place any restrictions on the services provided with the equipment or that place a lien on the equipment.
  - The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA
- Mobility Management Projects Require a 20 Percent Match** – The percentage of match required is based on net operating expenses, which are calculated by adding all of the operating expenses and subtracting any project income. The match may consist of local, state, or federal (non-USDOT) funds. USDOT funds provided through the Federal Lands Highway Program may be used as match for the 5310 program.
- Planning Projects Require a 20 Percent Match** – The local match must be cash. USDOT funds cannot be used as match. Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement.

## State Program Match Requirements

As a continuing requirement for this grant cycle, all existing, grant-funded projects must secure a 10 percent (10%) minimum local funding match. New projects not grant funded previously must meet a 5 percent (5%) local match requirement. WSDOT's rationale behind this requirement is that communities not only demonstrate an appropriate level of commitment to funded public transportation projects, but develop and grow that commitment over time. Providing additional matching funds toward a project may improve the likelihood of award. WSDOT requires organizations awarded funding to adhere to the matching ratio identified in their application.

## In-Kind Contributions

In-kind contributions can only be used as match for operating grants. For the purposes of operating projects, in-kind contributions are the fair market value of noncash contributions received from a third party for goods and services directly benefiting and specifically identifiable to the project.

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*Note: In-kind contributions must be specific to the project identified in the application and cannot be used as match for other projects.*

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In-kind contributions must be included as project costs, and the value of the services must be documented. Certain conditions apply for grantees intending to use in-kind contributions as matching funds. These conditions are as follows:

- For match to be in-kind, it must be from a third party (not the applicant and not WSDOT. If the applicant are making the contribution, it is considered a cash match and not in-kind.
- An in-kind valuation plan must be submitted with your application to WSDOT for approval. This plan must be approved in writing before using the in-kind as match for the project. WSDOT can assist with writing this plan.
- The organization must keep detailed documentation that includes:
  - A written statement from the person or organization providing the goods or services. Signed timesheets must document volunteer hours donated.
  - The fair market value determination of the donated goods or services.
- The goods or services must be reasonable and necessary for the project.

## Passenger Fares and Donations

Passenger fares and donations are regarded as program income and cannot be used as match. Fares and donations must be deducted from gross expenses to determine net expenses. The total match is then deducted from the net expenses to determine the amount to be requested in the application.

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*Note: Donations received by your organization from someone other than a passenger are eligible to use as match.*

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### Application Availability

Applications are available from WSDOT Tuesday, August 19, through Wednesday, November 19, 2014.

### Obtaining an Application

Electronic application forms are available on WSDOT's Public Transportation Division website at [www.wsdot.wa.gov/transit/grants](http://www.wsdot.wa.gov/transit/grants). The copy of the grant application form included in the back of this packet is to be used for reference only. Hard copy applications will not be accepted.

### Number of Applications Allowed

Applicants are required to submit only one application regardless of the type or number of projects submitted (operating, capital, mobility management, or planning). The application consists of two sections:

- **Summary and Authority Section** – Generic information specific to your organization, as well as a checkbox certifying your organization is capable to implement and manage the projects associated with the application. Marking the checkbox certifies that the contact person is authorized to submit the application on the organization's behalf. **Submit only one signed Summary and Authority Section.**
- **Project Section** – Information on individual projects. Use this section to submit one or more projects in each category (operating, capital, mobility management, and planning). **Submit a separate project section for each project.**

If one project is contingent on another project contained in the application, be sure to identify and indicate within the application which projects are related. For example, a capital project to purchase a bus is necessary to provide service on a submitted operating grant.

### Application Due Date

Completed applications must be received by WSDOT no later than **5 p.m. on Wednesday, November 19, 2014**. Any late applications will not be considered eligible for grant funding. Applicants are encouraged to submit applications before the deadline. All applications submitted before the deadline will be reviewed by WSDOT to ensure they are complete and free of fatal flaws. If the application needs clarity or contains an error, WSDOT will contact the applicant and they may submit corrections up to **5 p.m. on Wednesday, December 17, 2014**.

## Electronic Submission

Applications may be submitted electronically or by DVD/CD or memory stick (i.e. thumb drive). WSDOT will not accept hard paper copies. Whether submitted on a DVD/CD or via email, the checkbox located in the application authority section must be marked. Selecting this checkbox certifies that the organization has the necessary fiscal, data collection, and managerial capabilities to implement and manage the projects associated with this application. The selected checkbox also certifies that the grant contact person is authorized to submit the application on behalf of the organization and that the information in the application is true and accurate.

Detailed instructions on how to submit an application can be found in [Chapter 4](#).

## Fatal Flaw Policy

WSDOT uses a formal Fatal Flaw policy for our grant programs. Applications containing fatal flaws will not be considered for funding. The following items are considered by WSDOT to be fatal flaws and will cause an application to be rejected:

- The checkbox in the application authority section is not marked.
- The application is submitted after the deadline.
- The applicant is not in compliance with WSDOT's In Good Standing policy, as of the application cut-off.
- The project(s) does not address needs and strategies identified in the regional Coordinated Public Transit-Human Services Transportation Plan and has not been ranked through the regional process.

## Transportation Planning

The application process includes several steps requiring advanced planning for grant proposals to be successful.

MAP-21 and SAFETEA-LU requires the establishment of local coordinated plans for all human services transportation programs. Applicants for WSDOT's public transportation grant program are required to participate in the planning process with their local regional transportation planning organization (RTPO) or metropolitan planning organization (MPO). For more information, see [Appendix C](#).

## Coordination of Services and Funding

In addition to the Coordinated Public Transit-Human Services Transportation Plan, organizations applying for funding are expected to coordinate services with other transportation providers in their area, as well as other organizations able to use or purchase services provided by the applicant. If the project is located within a public transit service district, it is highly recommended to notify the local transit system. Activity related to this requirement is verified in the application process.

## Documentation and Attachments

Attachments required for each application:

- Copy of your organization's last financial statements. Your financial statements should include:
  - Income Statement or Statement of Financial Activity;
  - Balance Sheet or Statement of Financial Position; and
  - Cash Flow Statement.
- 501(c) determination for new nonprofit applicants.
- Title VI Plan for new applicants only.
- Customer complaint process guidelines for new applicants only (see [Appendix E](#)).

Attachments required for each project:

- Service area map – Organizations applying for an operating or a capital grant are required to attach a map that clearly identifies the geographic area where the service will be provided and/or the location of each project described in the application.

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*Note: Organizations applying for funding for a specific route(s) must identify the route(s) on the service area map.*

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- Population density map – Organizations applying for an operating or a capital grant are required to attach a service area map that shows the population density for each project.
- Letters of acknowledgement from RTPO or MPO in the geographic area(s) of the project (only if the RTPO/MPO has not ranked the project).
- Letters committing matching funds from financial partners (if applicable).
- Indirect cost plan – operating projects only. Organizations charging indirect costs to an operating project must submit a plan documenting how charges were calculated and allocated between programs and projects. Projects awarded grant funding must have the plan or rate approved in writing by WSDOT prior to charging indirect costs to the grant. If WSDOT is not your cognizant agency (the public agency which provides the majority of your grant funding), a plan/rate approved by that agency must be submitted to WSDOT prior to charging indirect costs.
- In-kind valuation plan – operating and mobility management projects only. Organizations intending to use in-kind contributions for match must submit an in-kind valuation plan. This plan must include a list of donated goods and services, the fair market value of each, and how the values were determined. Projects awarded grant funding must have the in-kind valuation plan approved in writing by WSDOT before in-kind contributions can be applied to the project. WSDOT can assist with writing this plan.

Optional attachments:

- Letters of support – WSDOT recognizes that letters of support may be an important part of an application. Organizations may include current letters of support received from community agencies or the public. These letters should be addressed to your organization (not WSDOT), must clearly reference the specific project, and identify the benefits that will be gained if the project is funded. Letters received separate from the application will not be considered.

## **Contacting WSDOT for Help**

Please email [app-help@wsdot.wa.gov](mailto:app-help@wsdot.wa.gov) with questions regarding these documents and attachments or for assistance with preparing your application.

This chapter provides information on filling out the application form, the types of information to be included and assembling a complete application.

One application should be submitted regardless of the number or type of projects submitted (operating, capital, mobility management, and planning).

If one project is contingent on another project submitted in the application, each project should indicate which are related. For example: a vehicle (capital project) intended for use with an operating project.

Applications must be submitted electronically or on a DVD/CD or memory stick (thumb drive). Electronic forms are available online at [www.wsdot.wa.gov/transit/grants/grant\\_application.htm](http://www.wsdot.wa.gov/transit/grants/grant_application.htm). Updates are sometimes made to the electronic forms online during the open application period. WSDOT strongly encourages applicants to download the forms directly from the website prior to filling out and submitting their application.

## Summary and Authorization Section

All applicants must fill out this section. Complete one Summary and Authorization Section.

### ***I. General Organization Information***

**Legal Name of Organization** – Provide your organization’s legal name as it appears on file with the Washington State Secretary of State’s Office. If your organization has a “doing business as” (dba) name, please note the dba name after the legal name.

**DBA (Doing Business As)** – Provide your organization’s dba name, if applicable.

**Federal ID Number** – Provide your organization’s nine-digit number assigned by the Internal Revenue Service.

**DUNS (Data Universal Numbering System) Number** – Provide your organization’s nine-digit identification number provided by Duns & Bradstreet. [www.fedgov.dnb.com/webform/pages/ccrsearch.jsp](http://www.fedgov.dnb.com/webform/pages/ccrsearch.jsp)

**Statewide Vendor Number** – Provide your organization’s number assigned by the Washington State Office of Financial Management that allows funds to be reimbursed from WSDOT to your organization.

**Mailing Address** – Provide the address where all grant correspondence should be sent.

**Main Office Address** – Provide your organization’s main office address, if different from the mailing address.

**Payment Mailing Address** – Provide the address your organization would like payments mailed to, if different from the mailing address.

**Phone Number**

**Fax Number**

**Organization Director** – Provide the name of your organization’s director. This person should have signatory authority.

**Email Address** – Provide the email address of your organization’s director.

**Application Contact** – Identify the person in your organization who will answer questions regarding your application. This person must be familiar with the application’s content, proposed services and funding request.

**Email Address** – Provide the contact person’s email address.

**II. Type of Applicant**

Check the appropriate box listing that best describes your organization.

Organization Type		
Rural Public Transit	Private Nonprofit	General and Local Government Agencies (state, county, city)
Small Urban Public Transit	Private For-Profit	State Agency
Large Urban Public Transit	Special District (i.e., school or port)	Tribal Government

For private, nonprofit applicants that have not previously applied for grant funding, WSDOT asks that you attach a copy of your IRS Letter of Determination for 501(c) nonprofit status.

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*Note: For local governments, special districts, and tribal governments that are also 501(c) nonprofits, WSDOT advises that you identify your organization as a nonprofit on your application. This will expand your eligibility to a greater variety of funding sources.*

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**III. Organization Service-Level Information**

Complete the table of all transportation services your organization provides (not just for the projects submitted).

- **July 1, 2013, through June 30, 2014** – List actual service levels provided during this period.
- **July 1, 2014, through June 30, 2015** – List the budgeted service-level information for this period.
- **July 1, 2015, through June 30, 2017** – List the projected service-level information for the period, assuming your projects will be funded.

To properly calculate the service level information, refer to the Glossary of Terms, [Appendix A](#), for definitions of the different service level categories.

**IV. Application Authority**

Complete this section by checking the certification box, identifying the certifying authority, and listing all projects under Title(s) of Project(s) submitted.

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*Note: Applications submitted without the certification checkbox being selected will be rejected by WSDOT and will not be considered for grant funding.*

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*Note: Be sure to list all Project titles that are included in your application.*

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## Project Section

Submit one project section for each project.

### I. **Project Summary**

**Legal Name of Organization** – From Summary Section Part I, General Organization Information.

**Amount of Funds Requested** – Enter the amount of grant funds requested.

**Willing to Accept FTA Funds** – Check Yes or No.

**Project Title** – This must match the project title entered into the local RTPO/MPO Human Services Transportation Plan.

**Project Contact Name**

**Project Contact Phone Number**

**Project Contact Email Address**

**Legislative Districts** – List the legislative districts in which your project will operate. View a map of legislative districts by visiting <http://apps.leg.wa.gov/districtfinder>.

**Congressional Districts** – List the congressional districts in which your project will operate. View a map of congressional districts by visiting <http://apps.leg.wa.gov/districtfinder>.

### II. **Coordinated Public Transit-Human Service Transportation Plans**

Select the appropriate RTPO or MPO that ranked this project in its Public Transportation Human Services Transportation Plan(s). Include the page number on which the project is referenced.

RTPO		
Benton-Franklin RTPO	Palouse RTPO (Including Lewis-Clark Valley MPO)	Southwest Washington RTPO
North Central RTPO	Peninsula RTPO	Southwest Washington Regional Transportation Council
North East Washington RTPO	Puget Sound Regional Council	Thurston Regional Planning Council
Lewis-Clark Valley MPO	Skagit-Island RTPO/Skagit MPO	Whatcom Council of Governments
Quad County RTPO	Spokane Regional Transportation Council	Yakima Valley Conference of Governments
Walla Walla Valley Sub RTPO	San Juan County(No RTPO)	Okanogan County (No RTPO)

If the project is ranked in more than one plan, list all RTPO's/MPO's and plan pages. If the plan is not listed, use the "Other" field provided. If you are confused about what RTPO you belong to, see [www.wsdot.wa.gov/planning/regional](http://www.wsdot.wa.gov/planning/regional).

If this is a technology project that meets the definitions of an intelligent transportation system project, please identify the regional Intelligent Transportation System (ITS) architecture in which your project is referenced. Instructions for developing an ITS architecture can be found in [Appendix F](#).

### III. Type of Project

Select the appropriate type of project. Refer to the Glossary of Terms, [Appendix A](#), for definitions of each service type.

1. **Operating** – Select the appropriate check box that best describes your project.

**General Operating Assistance** – Select this option if your organization (e.g., transit agency) is submitting only one operating project that includes all of the transportation services your organization provides.

**Operating Assistance for a Specific Project** – Select this option if your organization is submitting an application for specific services you provide.

- a. **Service Type** – Check all that apply. Refer to the Glossary of Terms, [Appendix A](#), for service-type definitions.
- b. **Need for Service** – Select either “Preserve Existing Service” or “Expand Service.” If your organization’s project will provide new services, briefly describe them.

2. **Capital** – Select the appropriate check box that best describes your project.

Select the appropriate fields that best describe your capital project request. Indicate the type of vehicle including approximate length, passenger seats, and type of fuel. If this project is for the purchase of technology related equipment, please provide the Information Technology Architecture information, including title and page number. If you are applying for non-vehicle equipment, clearly describe the type of equipment requested in the application. If the capital item is not listed, please provide a description under other. Please refer to pages 4-12 for information on how to describe your vehicle.

Below are examples that are designated as ITS projects. For more information, please refer to [Appendix F](#).

- Automatic Vehicle Locators
- Mobile Data Terminals
- Traveler Information Systems
- Automatic Passenger Counters
- Automated Stop Announcement Systems
- Integrated Voice Response for Paratransit
- Electronic Farebox
- Integrated Security Camera Systems
- Transit Signal Priority
- Proximity On-Board Safety Awareness systems
- Automated Maintenance Reporting Systems
- Automated Rideshare Reporting
- Web based reporting systems
- Data Warehouses

3. **Mobility Management** – Check the box if your organization is applying for a mobility management project that does not include the purchase of capital equipment.
4. **Planning** – Check the box if your organization is applying for a planning project. The maximum amount of grant funding awarded for a planning project is \$40,000.

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*Note: Operating, capital, mobility management, and planning projects must be submitted in separate applications.*

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#### **IV. Project Description**

If additional space is needed for a response, use the supplemental page. Remember to note the question number on the supplemental page. Submit one supplemental page (8½" x 11") for each project.

1. Provide a detailed description of the project.

*Describe what your organization plans to do with the grant funding.*

- a. Operating

- i. *Describe the targeted population, type of service, days of week, hours of day, etc.*
- ii. *Is this for expansion of services, preservation of existing services, or restoration of prior service levels currently reduced due to lack of funding?*
- iii. *Describe the service area and attach a map.*

- b. Capital

- i. *Describe all capital assets your organization is proposing to acquire.*
- ii. *Will the new assets be used to expand or preserve existing services?*
- iii. *Is this a minor construction project, such as the purchase and installation of bus shelters?*

- c. Mobility Management and Planning

- i. *Explain the purpose of the project.*
- ii. *Describe the scope of the project and level of community participation.*
- iii. *Identify the expected outcomes.*

2. In regard to the community planning process, how does this project meet the needs of the community and the strategies addressed in the locally developed Human Services Transportation Plan? If this is an Intelligent Transportation System (ITS) project, is it included in an ITS architecture? If the project is for capital replacement or expansion, how does the replacement or expansion meet the needs of the community?

3. How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public or special-needs transportation? For continuing projects, please include information regarding the project's performance to date.

*Identify data sources and monitoring processes. How will you know if the project is successful? Explain how the project provides more efficient and effective transportation services to the target population within the community.*

4. Describe your organization's efforts to leverage funds from sources other than WSDOT to support the implementation of this project.

*Detail any efforts to leverage funds from other sources, plans to gain financial support from other organizations, or plans to request additional funding from the state or WSDOT.*

5. Is this project dependent on any other project submitted by your organization or other organizations? If so, identify the other organization(s) and describe the project and its relationship to the project for which you're requesting funding.

*If yes, describe how this project depends on the success of another project submitted for this or other competitive grant programs.*

6. Discuss the multimodal aspects of your project. Does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)? Describe.

*Illustrate how this project supports other transportation modes in your project area. Does this service, equipment, or plan enhance other transportation or social services within your organization?*

7. Identify the project staff for this project. What type of experience do these individuals have with grant management? Describe their experience managing FTA funds, state funds, or other funds.

## **V. Project Service Level Information**

This applies to operating, capital, and mobility management projects. Operating and capital projects should complete the table by providing information on the levels of transportation services only described in this project. Include only revenue service miles and hours.

1. Provide the service-level information requested below for this specific project.
2. How were service-level estimates developed?
3. For mobility management projects, summarize your service accomplishments either in qualitative narrative or quantitative statistics.

## VI. Financial Information – For Operating, Mobility Management, and Planning Grants

Complete this section only if you are requesting an operating, mobility management, or planning grant. If you are applying for a capital grant for equipment (vehicles, computer hardware, etc.), skip to Section VII, Equipment Request.

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*Note: The form will automatically calculate your totals.*

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For existing or restoration projects, complete all four columns. For new projects, complete only the last column labeled Projected Expenses, leaving the first three columns blank. Applicants needing assistance with this section should contact WSDOT at [app-help@wsdot.wa.gov](mailto:app-help@wsdot.wa.gov).

### 1. Expenses – Please complete the following information for this project only.

*An existing project* is already established and its scope of work from the previous period remains essentially unchanged. The funding may be from a previous WSDOT consolidated grant or other sources.

*A new project* has either not yet begun, or contains substantial changes in cost and scope of work to the original project.

**For Existing Projects** – Enter the actual and budgeted project expenses for each category (see definitions below) in the corresponding columns. Total the first two columns by category in the third column. If you received a WSDOT consolidated grant last biennium, this should match your project budget listed in your 2013–2015 Consolidated Grant Agreement. Use question 1 or the Supplemental Information page to explain variances in your budget.

**For All Projects** – Enter the projected expenses for each category in the fourth column.

- **Direct Operating** expenses are directly attributable and incurred solely to provide services identified in the project. For operating projects, these generally include:
  - **Labor and Benefits** – Wages, salaries, and fringe benefits paid to drivers, dispatchers, shop mechanics, and other employees.
  - **Fuel and Lubricants** – Gas, diesel, biodiesel, compressed natural gas, motor oil, and lubricants used in vehicles providing transportation services.
  - **Insurance** – Vehicle insurance expenses accrued during the specified time period (prepaid insurance costs outside the grant period should not be included and are not considered an eligible expense for reimbursement).
  - **Vehicle Maintenance** – You may include routine vehicle maintenance and repairs that are not capitalized by your organization. Refurbishments that substantially extend the useful life of the vehicle—such as new engines or complete vehicle restorations—should not be included. Those items are normally capitalized expenses and must be requested through a capital grant application.

- **Depreciation** – The amount of capitalized expenses recognized in a specified period (usually one year). Using the straight-line depreciation method, this expense is determined by dividing the acquisition cost (less salvage value) by the item’s useful life. The depreciation of capital equipment paid for completely or partially with state or federal grant funds cannot be included in the expenses.
- **Vehicle-Use Fees** – A vehicle-use fee is the cost remaining when a vehicle is used after it has been fully depreciated. Use fees must be approved in writing prior to finalizing the grant agreement.
- **Other** –All direct operating expenses not previously specified. You may list major expense items individually or combine smaller categories of expenses.
- **Contracted Services** are expenses paid to outside sources/vendors to provide services your organization does not perform. Services provided by brokerages should be included here. If you contract with an eligible DBE third-party contractor to provide transportation services or other transportation related expenses, you may receive additional consideration for funding.
- **Administrative Expenses** include salaries and related benefits of employees performing clerical duties and other administrative expenses. These expense categories generally include the following:
  - **Labor and Benefits** – Wages, salaries, and fringe benefits paid to program managers, clerical and support staff, and other employees.
  - **Rent and Utilities** – Includes rent/lease payments for office space and expenses incurred for but not limited to light, heat, water, and telephone.
  - **Consultant Services** – Expenses paid for professional and technical services rendered by a third party that support the project.
  - **Other** – Include all other administrative expenses not previously specified. You may list major expense items individually or combine smaller categories of expenses.

---

*Note: If administrative expenses benefit multiple projects and services, allocate them proportionately among the various projects.*

---

Select your expenses from the dropdown menus.

Expense Title	How it is listed in the dropdown menu
Direct Operating: Labor and Benefits	DO: Labor and Benefits
Direct Operating: Fuel & Lubricants	DO: Fuel and Lubricants
Direct Operating: Insurance	DO: Insurance
Direct Operating: Vehicle Maintenance	DO: Vehicle Maintenance
Direct Operating: Depreciation	DO: Depreciation
Direct Operating: Vehicle Use Fees	DO: Vehicle Use Fees
Contracted Services	Contracted Services
Administrative: Labor & Benefits	AD: Labor & Benefits
Administrative: Rent & Utilities	AD: Rent & Utilities
Administrative: Consultant Services	AD: Consultant Services

If a category is not listed, select the “Other” boxes. Please select “DO” for Direct Operating or “AD” for Administrative.

The form will automatically calculate and enter your totals on the “Total Gross Operating Expenses” line. Once you enter the passenger fares and donations collected for each period, the form will automatically subtract that amount from the total gross operating expenses and enter the difference on the “Total Net Operating Expenses” line. This is the maximum allowable amount for grant funding.

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*Note: Do not include capital expenses in the operating budget. Specific expenses may be deemed ineligible upon review.*

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2. **Revenues** – Please complete the following information for this project only.

**For Existing Projects** – Enter the actual revenue used only to support this project for each category (see definitions below) in the corresponding columns. The form will automatically calculate and enter your totals in the third column. If you were awarded a WSDOT consolidated grant last biennium, this should match your project budget listed in your 2013–2015 Consolidated Grant Agreement.

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*Note: Do not include passenger fares and donations in Revenue and/or Local Funds. Grant funds can only be used to reimburse an operating deficit.*

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**For All Projects** – Enter the projected revenues for each category in the fourth column.

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*Note: Do not include any WSDOT or FTA funds requested with this application. List the amount requested with this project application on the “Requested Operating/Development Grant” line.*

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Revenue sources are funding sources—other than passenger fares and ride donations—used to support the project and meet any match requirements. Do not include any revenue sources to be retained by your organization for transportation reserve accounts or revenues used for capital purchases.

- **Local Funds** – Your organization’s revenue generated from local sources, such as (but not limited to) taxing authority (i.e., transit taxes); funds received from county or municipal sources; other local or private grant awards; and income generated from other internal activities, such as freight or advertising. For existing projects, a minimum of 10% of the total project cost must be from local sources. For new projects a 5% local minimum will be required.
- **State Funds** – Funds received from WSDOT and other state agencies, excluding any WSDOT or FTA funds requested with this application.
- **Federal Funds** – Funds received from USDOT and other federal agencies, excluding any WSDOT or FTA funds requested with this application.
- **In-kind** – This includes the monetary value of donated goods and services received from a third party that directly benefit and are specifically identifiable to the project. An in-kind valuation plan must be attached to your application if you intend to use in-kind match.
- **Other (list)** – Includes all other revenue sources not identified above used to offset project expenses.

Select your revenues from the dropdown menus.

Revenue Title	How it is listed in the dropdown menu
USDOT FTA Earmark Funds Direct to You	Federal: FTA Direct
USDOT FTA Funds from WSDOT	Federal: FTA WSDOT
USDOT BIA Funds	Federal: BIA
USDOT IRR Funds	Federal: IRR
Non-USDOT Funds	Federal: Non-USDOT
Medicare	Federal: Medicare
Medicaid	State: Medicaid
WSDOT Rural Mobility Transit Formula	State: RM Transit Formula
WSDOT PTSN Transit Formula	State: PTSN Formula
WSDOT Regional Mobility	State: Regional Mobility
Transit Sales Tax	Local: Transit Sales Tax
Reserve Account	Local: Reserves
Contract Revenue (Freight or Advertising)	Local: Contract Revenue
University or local contribution	Local: University or Local

If a category is not listed, select the “Other” boxes. Please indicate whether it is federal, state, or local revenue.

The form will total each of the first three columns and enter the results in both lines titled “Subtotal Operating Revenue” and “Total Operating Revenue.”

The form will subtotal the last column and enter the result on the line titled “Subtotal Operating Revenue.” Enter the amount of grant funds requested for this specific project on the line titled “Requested Operating/Development Grant.” The “Subtotal Operating Revenue” and “Requested Operating/Development Grant” amounts are added together and the result is entered on the line titled “Total Operating Revenue.” When completed, the “Total Operating Revenue” should equal the “Total Net Operating Expenses” found on the previous page for each column. There is a checkbox at the bottom of the page to ensure revenues and expenses both amount to zero.

Please describe how the budget was developed. If there are variances between the current and requested budget, please explain. Are the funds requested being used to match federal funds already awarded?

## VII. Equipment Request

Complete this section only if applying for capital assistance to purchase equipment. Do not complete this section if applying for financial assistance for an operating or mobility management project.

*Note: The form will automatically calculate your totals.*

1. Identify your capital equipment request.

### Equipment Description

- Make the appropriate selection from the dropdown menus.

Equipment Description	How it is listed in the dropdown menu
MDT/AVL Hardware	MDT/AVL Hardware
MDT/AVL Software	MDT/AVL Software
Communication Equipment – Bus	Communication Equip-Bus
Communication Equipment – Facility	Communication Equip-Facility
Data Communication Equipment	Data Comm. Equipment
Security Cameras	Security Cameras-Bus
Security Cameras	Security Cameras-Facility
Security Recording System	Security Recording System
Dispatch Software	Dispatch Software
Dispatch Hardware	Dispatch Hardware
Asset Management Software	Asset Mgmt Software
Web/Data Servers	Web/Data Servers
Information Kiosks	Kiosks
Automated Stop Announcers	Automated Stop Announce.
Passenger Bus Shelters	Purchase Shelters
Installation	Installation
Integrated Voice Response System	Integrated Voice Response Sys.
Desktop Computers	Computers
Vehicle Onboard Diagnostic Tool	Onboard Diagnostic Tool
Farebox	Farebox
Automated Farebox	Automated Farebox
Radios	Radios
Signage for Bus	Signage – Bus
Signage for Stops	Signage – Stops

Equipment Description	How it is listed in the dropdown menu
Small Truck Chassis-Built Cutaway	<30ft Medium Duty Cutaway
Mid Truck Chassis-Built Cutaway	30ft Medium Duty Cutaway
Large Truck Chassis-Built Cutaway	>35ft Medium Duty Cutaway
Small Van Chassis-Built Cutaway	<30ft Light-Duty Cutaway
Mid Van Chassis-Built Cutaway	30ft Light-Duty Cutaway
Large Light-Duty Van Chassis-Built Cutaway	>30ft Small Light-Duty Cutaway
ADA Accessible Minivan	ADA Minivan
ADA Accessible Raised-roof Van	ADA Van
Vanpool Van	Van
Specialty Vehicle	Specialty Vehicle

- Please note in the project description section if your organization intends to purchase used vehicles.
- Please note in the project description section if your organization intends to lease vehicles.
- Describe in the project description section any non-vehicle equipment requested, such as computers or bus shelters.

**How to Describe Your Vehicle** – Vans generally refer to vehicles that have not been modified. If a van or minivan has been modified for ADA access but retains its overall exterior appearance, it should be identified as an ADA-accessible van or minivan.

Cutaways (also known as minibuses) have been modified to accommodate access and/or seating capacity. Vehicles built on a van chassis are “light-duty” and vehicles built on a truck chassis are “medium-duty.”

**ADA Accessible** – WSDOT expects all project requests for vehicles to be ADA accessible. Indicate the number of wheelchair securement positions the vehicle will accommodate. If the vehicle has no ADA accessible seating, enter a zero and describe how your agency will ensure and provide system accessibility in the field. Indicate whether this vehicle meets the requirements of 49 CFR Part 38, Accessibility Specifications for Transportation Vehicles. Detailed information can be found at [www.access-board.gov/transit](http://www.access-board.gov/transit).

**Useful Life** – Use the following table if your organization’s project includes the purchase of a vehicle.

If your project includes the purchase of a capital item other than a vehicle, please provide the minimum useful life for the item. Consult the manufacturer or your internal depreciation schedules to determine the useful life.

Minimum Service-Life Categories for Buses and Vans				
Category	Typical Characteristics		Minimum Life	
	Length	Approx. GVW	Whichever Comes First	
			Years	Miles
Medium-Duty Bus and Truck Chassis-Built Cutaway	< 35 ft	16,000 to 26,000	7	200,000
Light-Duty Mid-Sized Bus or Van Chassis-Built Cutaway	20 to 35 ft	10,000 to 16,000	5	150,000
Light-Duty Small Van Chassis-Built Cutaways, and Van	< 20 ft	6,000 to 14,000	4	100,000
Specialty Vehicle not fitting in the above categories	Variable	Variable	Negotiable	Negotiable

**Fuel Type** – Select the appropriate type of fuel from the dropdown menu. Fill out only if the project includes the purchase of a vehicle.

Fuel Type			
Diesel	Gas	Biodiesel	Ethanol
Hybrid Diesel	Hybrid Gas	Plug-in Electric	Propane
CNG	LNG	En-route Electric	

**Replace or Expand** – Indicate whether this equipment will be used for the replacement of existing equipment or the expansion of services. Please see [Appendix A](#), Glossary of Terms, for a definition of *expansion* and *replacement equipment*.

**Quantity** – Enter the number of vehicles (or other equipment items) requested.

**Unit Cost** – Enter your independent cost estimate, before taxes and licensing, of each vehicle or other equipment item. You may contact WSDOT’s Capital Programs Manager, vehicle vendors, and/or review available vehicle purchase contracts to assist with determining your independent cost estimate. Relying on historical purchase prices for your estimates may fail to consider inflation, model changes, and current market conditions.

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*Note: Equipment purchases may not be made until grant funding is awarded and all other state and/or federal requirements have been satisfied.*

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**Total Cost** – The quantity is multiplied by the unit cost.

**Sales Tax** – For estimates, use the sales tax rate charged in your area. If you are a public transit agency, the portion of the local tax rate collected for transit purposes is not eligible for reimbursement; therefore, the amount estimated should be reduced by that percentage. For example, if the local tax rate in ABC County is 7.9 percent and the transit share of this tax is 0.3 percent, the sales tax should be calculated at 7.6 percent.

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*Note: Vehicles carrying up to 15 passengers used for vanpooling/ridesharing, and vehicles used for special needs transportation under 28 feet are not subject to sales tax. To exercise this option, the vehicle must qualify for and be licensed with rideshare plates through the Department of Licensing. See [RCW 82.08.0287](#) for more information.*

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**Local Matching Funds for This Project** – Enter the amount of the local share.

**Total Equipment Request for This Project** – The total of all items including sales tax, less the local matching funds for this project is calculated.

2. Did you perform an independent cost estimate for each item listed above?
3. Please explain how you determined unit cost for items listed.
4. Complete the information below regarding the transportation vehicles you are requesting to replace with these grant funds. You may attach one additional Excel worksheet as necessary.

These vehicles must be included on your organization’s inventory report. Please identify the vehicles by type, make/model, year, vehicle identification number (VIN), current status (active/spare) and mileage/date of mileage reading.

5. What is the source of the matching funds for this equipment request?

Select the source from the dropdown menu and describe the specific source of match and provide the amount.

### **VIII. Estimated Milestones**

For each project submitted, provide estimates of basic activity milestones. Below are examples of standard milestones:

#### **Capital Project – Vehicle Purchase**

- RFP/IFB (Request for Proposal/Invitation for Bid)
- Contract Award
- First Vehicle Delivered
- All Vehicles Delivered
- Contract Complete

#### **Capital Project – Equipment Purchase**

- RFP/IFB
- Contract Award
- Contract Complete

#### **Operating/Planning/Mobility Management Project**

- Service Start Date or Project Start Date
- Project Completion Date

Enter the estimated completion date and any activity description notes, such as “Piggyback off of xxx contract” or “First day of service”.

## Supplemental Information

You may complete one page (8½" x 11") in 11 point font for each project for any information not included in the areas allowed in the project section. Please indicate the specific question number when supplementing a response. General information that could be useful to the evaluators can be added here. WSDOT reserves the right to omit information exceeding the one-page limit.

## Attachments Checklist

There are two attachment checklists: one for the entire application and another for the specific project. Complete one attachment checklist for each project as appropriate.

## Assembling Your Grant Application Packet

After completing the application forms, it is time to assemble the application packet for submission. For an application to be considered complete, all of the questions in the application must be completed and properly addressed. Your organization's submitted application must contain the following:

- Summary and Authorization Section (one per application).
- Project Section for each project submitted regardless of the type (operating, capital, mobility management, or planning).
- A copy of each required attachment.

## Electronic Application Assembly

Use the information below to assemble your electronic application. All electronic documents associated with the application packet should be saved in PDF format.

- WSDOT requires the following naming protocols for your electronic files:
  - Summary and Authorization Section = your organization's name + "Summary & Authorization"  
Example: XYZ Transit Summary & Authorization
  - Project Section = your organization's name + application type abbreviation (Ops, Cap, MM, Plan) + number  
Example: XYZ TransitOps1 or XYZ TransitCap1, etc.
  - Attachments = your organization's name + attachment type + applicable project (if appropriate)  
Example: XYZ Transit Service map Ops1 or XYZ Transit Customer Complaint Process. If you are submitting multiple attachments of the same type for the same project, add an alpha character to the end of the file name Example: XYZ Transit Letter Ops1a, XYZ Transit Letter Ops1b, etc.

## Submitting Your Application

Complete application packets are due no later than 5 p.m. on Wednesday, November 19, 2014. Instructions for submitting an application electronically are as follows:

- If submitting electronically to our secured FTP site:
  - Launch a browser and go to <https://sftp.wsdot.wa.gov>  
A log In screen will appear that requires a Username and Password.  
Username: SFTPPTDAPP  
Password: MTZdp9Ph  
Fill in the Username and Password and then click the Log In button (do not check the Use Java box). You are now in the site and have permission to Upload files.  
To upload a file, click on the Upload tab and browse to the file, select it, click the Open button, and then click the Upload button.
  - Upload the complete application packet, plus any attachments.
  - Clearly identify your organization's name plus the application type(s):  
Example: XYZ Transit Operating 1.
  - Upload the applications to the following address: <https://sftp.wsdot.wa.gov>
- If submitting on a CD/DVD or memory stick:
  - Save the complete application packet plus any attachments, onto a single CD/DVD or memory stick.
  - Label the CD/DVD/Memory Stick with your organization's name plus the application type(s): Example: XYZ Transit Operating
  - Place CD/DVD/Memory Stick into a protective cover (label the cover with the same title as the disc).
  - Hand deliver or send the complete application packet on CD/DVD/Memory Stick to WSDOT via certified U.S. Mail, Federal Express or UPS to the following address:  
WSDOT, Public Transportation Division  
Consolidated Grant Program  
310 Maple Park Avenue, Room 1A18, MS 47387  
Olympia, WA 98501-2348
- The following requirements also apply:
  - The complete application plus attachments may not exceed 20 MB.
  - Electronic submissions must be sent to: <https://sftp.wsdot.wa.gov>.
  - Submissions are subject to the same deadline as those that are mailed or hand delivered on CD/DVD/memory stick.
  - Applicants will receive confirmation via email that their application was received.

**Prior to submitting your organization's application, be sure that the checkbox located on page 3 of the Summary and Authorization Application Section has been selected.**

WSDOT has developed criteria for evaluating all applications in collaboration with representatives from the Washington State Transit Association, Community Transportation Association of the Northwest, the Agency Council on Coordinated Transportation, and the Grants Policy Advisory Committee. These standards have been formally reviewed and updated for this grant cycle.

### Evaluation Criteria

All applications will be scored based on the following three components:

#### 1. Project Component

- Does the project establish, preserve, or improve public transportation services within a community?
- Does the project address a recognized need within the community?
- Does the project reflect a community process of coordination and input?
- Does the applicant report the leveraging of funds from other sources to support the implementation of the project?
- Does the project appear to be feasible as described?
- Does this project connect to other systems and/or modes?
- Does this project help the state maintain the number of vehicles that are within their minimum useful life?

#### 2. Applicant Component

- Does the applicant report sufficient experience with managing transportation projects to assure success?
- Does the applicant report sufficient experience with managing previous grant awards?
- Does the applicant report sufficient financial capability and the resources to implement and successfully carry out the project?
- Does the applicant report a long-term commitment to continue the project beyond the availability of the requested grant funds?

#### 3. Performance Component

- Does the project describe community benefits resulting from the grant?
- Does the project define specific performance measures to be used to determine the success of the project?
- Does the project describe an active effort aimed at improving efficiency and effectiveness?
- If an existing project, does the application provide information about the project's performance in the current biennium?

## Evaluation Committee

WSDOT will establish an evaluation committee, or committees, consisting of WSDOT staff and representatives from the following groups and organizations:

- Agency Council on Coordinated Transportation
- Washington State Department of Commerce
- Washington State Transit Association
- Community Transportation Association of the Northwest
- State or regional aging programs
- State or regional representative from a Medicaid transportation program
- Association of Washington Cities or Washington Association of Counties
- Regional transportation planning organizations/municipal planning organizations
- An individual representing tribal governments
- Community action councils
- Washington Utilities and Transportation Commission
- Rider advocates
- WSDOT staff

The established grant review teams will make recommendations to WSDOT based on a ranked list of projects.

## Project Evaluation

All projects in an application will be evaluated using the forced-pairs method. Each project is assigned a number and placed on a grid pairing it with other projects received. (See examples in [Figure 1](#) and [2](#).) WSDOT reviews each project for matters of fact and provides a coversheet detailing the assessments.

Evaluators are given a random sample of projects to review. Each evaluator compares project 1 to project 2, chooses the superior proposal, and circles the corresponding number on the grid. Project 1 is then compared to project 3 and so on until it has been compared to all other proposals. See [Figure 2](#).

	1	2	3	4	5	6	7	8	9	10
2	1 2	-	-	-	-	-	-	-	-	-
3	1 3	2 3	-	-	-	-	-	-	-	-
4	1 4	2 4	3 4	-	-	-	-	-	-	-
5	1 5	2 5	3 5	4 5	-	-	-	-	-	-
6	1 6	2 6	3 6	4 6	5 6	-	-	-	-	-
7	1 7	2 7	3 7	4 7	5 7	6 7	-	-	-	-
8	1 8	2 8	3 8	4 8	5 8	6 8	7 8	-	-	-
9	1 9	2 9	3 9	4 9	5 9	6 9	7 9	8 9	-	-
10	1 10	2 10	3 10	4 10	5 10	6 10	7 10	8 10	9 10	-

**Figure 1**

This step is repeated with all other projects until each evaluator has compared all of the proposals.

The sample scoring grid then shows how each grant project is compared against all other projects. In each comparison, the favorably rated project is circled.

	1	2	3	4	5	6	7	8	9	10
2	① 2	-	-	-	-	-	-	-	-	-
3	1 ③	2 ③	-	-	-	-	-	-	-	-
4	1 ④	2 ④	3 ④	-	-	-	-	-	-	-
5	1 ⑤	2 ⑤	3 ⑤	4 ⑤	-	-	-	-	-	-
6	① 6	2 ⑥	③ 6	④ 6	⑤ 6	-	-	-	-	-
7	1 ⑦	2 ⑦	③ 7	④ 7	⑤ 7	6 ⑦	-	-	-	-
8	1 ⑧	2 ⑧	③ 8	④ 8	⑤ 8	6 ⑧	7 ⑧	-	-	-
9	① 9	2 ⑨	③ 9	④ 9	⑤ 9	6 ⑨	⑦ 9	⑧ 9	-	-
10	① 10	2 ⑩	③ 10	④ 10	⑤ 10	⑥ 10	⑦ 10	⑧ 10	⑨ 10	-

**Figure 2**

The scores are tallied based on the number of times each project was chosen. The evaluation committee then reconvenes to discuss the scores and come to a consensus on a prioritized list of projects. A recommendation is made to WSDOT for funding based on this prioritized list. The maximum number of percentage points from the state is 100.

As a balance to the forced-pairs process, a regional scoring component is included as part of the final ranking process. Regions will assign a letter grade to each of the projects. For more information about the regional process, see [Appendix C](#).

Projects ranked by the regions in the A, B, C, and D categories will receive additional percentile points as follows:

A = 50 percentile points

B = 25 percentile points

C = 12 percentile points

D = 0 percentile points

Not Listed = Disqualified from consideration

Applicants who have identified eligible DBEs in their project budget plans may receive additional consideration for meeting WSDOT DBE participation goals.



### Project Awards and Funding

After the evaluation and ranking process is complete, the review team(s) will recommend projects to WSDOT for funding.

Based on the recommendations, WSDOT will determine the type of funding available for selected projects. These projects will be matched with the most appropriate funding source based on project and recipient eligibility requirements associated with each source.

In the spring of 2015, WSDOT will inform each organization of their final ranking status and if their project is chosen for funding and the type of funds awarded. Grant awards are tentative until the federal and state governments approve transportation budgets and the actual appropriation levels are provided to WSDOT.

### Additional Requirements

Each organization selected for project funding will be notified of the state and/or federal requirements for developing a final project and project agreement. This may include any or all of the following:

- A more defined scope of work and project schedule.
- Budget clarification, including match sources.
- Additional information to meet program requirements.
- A requirement to hold a public hearing.
- Signatures on federal certifications and assurances, outlined in this chapter.
- A copy of your organization's 501(c) status.
- A list of other service providers and their respective unions in their area.
- Asset or vehicle maintenance plan.

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*Note: Transit agencies must self-certify ongoing compliance with their transit asset management plan by July 1, 2015. All other grantees receiving funds for vehicles must submit a written vehicle maintenance plan or certify ongoing compliance with their current plan. A guide to preparing your vehicle maintenance plan can be found online at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library).*

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It is important to understand the requirements associated with receiving federal funds before indicating on the application that your organization is willing to receive federal funds.

## **Certifications and Assurances for Federal Funds**

As part of the federal grant process, successful applicants will be required to demonstrate and document their ability and willingness to comply with various federal regulations and implement their proposal when funding is awarded. Successful applicants must supply the appropriate federal certifications and assurances before WSDOT can execute a grant agreement with them. Additionally, WSDOT requires annual updates of certifications and assurances from current grantees. New grantees will be required to submit certifications and assurances within 60 days of receiving a grant award letter and before WSDOT signs the grant agreement. The forms for the certifications and assurances will be provided to new grantees with the grant award letter or they can be downloaded from WSDOT's website at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library).

Any grantees already receiving federal funds directly from FTA may have already certified. These grantees can provide a copy of their certification to WSDOT. Examples of federal certifications and assurances that may be required include:

- Assurance of Authority of Applicant and its Representative
- Standard Assurances
- Intergovernmental Review Assurance
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability
- Suspension and Debarment
- U.S. Office of Management and Budget (OMB) Assurances
- Lobbying Certification (applications for \$100,000 or more)
- Procurement Compliance (capital only)
- Protections for Private Transportation Providers
- Public Hearing
- Acquisition of Rolling Stock (capital only)
- Acquisition of Capital Assets by Lease (capital only)
- Bus Testing (capital only)
- Charter Service Agreement
- School Transportation Agreement
- Demand Responsive Services (capital only)
- Alcohol Misuse and Prohibited Drug Use
- Interest and Other Financing Costs
- Intelligent Transportation Systems
- Letter for Acceptance of the FTA Section 5333(b) Special Warranty on your organization's letterhead (formerly Section 13c)

A complete list of requirements for your organization's specific funding source(s) will be included with its award letter. Some will be required before execution of the agreement while others are not verified until the first WSDOT grantee site visit.

## Grant Agreements

If your project is awarded grant funding, your organization will be required to enter into a grant agreement with WSDOT. A sample contract can be found online at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library). WSDOT reserves the right to periodically amend agreements to reflect any additional requirements from the state or federal government, legal direction, change of scope, or best practices.

## Project Start Date

The project start date for existing projects awarded grant funding during the 2015-2017 biennium is July 1, 2015. However, new projects may not begin until WSDOT has signed an agreement for that specific project. The agreement period will extend from the date of WSDOT approval (date agreement signed) through June 30, 2017.

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*Note: Never make a financial commitment to a third party using grant funds for a project without having written approval from WSDOT. Unlike federal funds, there is no pre-award authority for state funds.*

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## Grant Management Requirements

WSDOT requires that grantees follow specific grant management practices. Prior to the start of the project, WSDOT will conduct training for grant recipients to discuss the required grant management practices. **Participation in this training is mandatory.** Specific information on WSDOT's grant management requirements can be found in the *Guide to Managing Your Public Transportation Grant* located online at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library). WSDOT will also assign a project manager to all grantees, who will provide technical assistance with grant management requirements. A regional list of project managers is available on our website at [www.wsdot.wa.gov/transit/library](http://www.wsdot.wa.gov/transit/library).



**ACCT** – ACCT is an acronym for the Agency Council on Coordinated Transportation. This acronym is often used in two ways. It can be used to describe a program designed to improve the coordination of transportation services for persons with special transportation needs and it can be used to reference the council that has been created to oversee and promote the program.

- **Agency Council on Coordinated Transportation (ACCT) Program** – The program is two-tiered. One tier addresses coordination issues at the state level and promotes coordination statewide. The second tier operates at the community level and consists of developing community coalitions to analyze local special transportation needs; develop a coordinated, special needs transportation plan; and to implement the transportation plan.
- **ACCT Council** – Composed of nine voting members and four non-voting, legislative members, the Council is responsible for implementing the ACCT Program and for serving as a forum for addressing coordination issues.

**Active status** – A vehicle actually operated full time to provide service on an average weekday, average Saturday and average Sunday.

**ADA** – ADA is an acronym for the Americans with Disability Act of 1990, a federal civil rights law that assures persons with disabilities equal opportunity to fully participate in society.

**ADA accessible** – Public transportation revenue vehicles with ramps/low floor, which do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using lifts (or ramps). Refer to 49 CFR Part 38.

**Agency plan** – A six-year plan, required by [RCW 35.58.2795](#), that outlines the intended timetable for public transportation services, including a detailed program of revenues and expenditures for capital equipment acquisition, system management, and operations. Commonly referred to as the transit development plan (TDP).

**Asset Management Plan (AMP)** – A public transit system plan required as a condition of receiving state funding. It describes an agency's preventative maintenance and asset management policies. The correlating document for grantees that are not a public transit system is called a Vehicle Maintenance Plan (VMP).

**Brokers** – Those bodies authorized to coordinate and purchase services for people with special needs through the state's Medical Assistance Administration's transportation program. Examples of selected brokers are: Human Services Council, Vancouver; Northwest Regional Council, Bellingham; Hopelink, Bellevue; and People for People, Yakima.

**Bus** – See [Chapter 4](#) for description.

**Capital expenses** – Long-term assets such as land, vehicles, buildings, and bus shelters. These items must have a useful life of more than one year, exceed your organization's capital cost threshold or \$5,000 and are subject to depreciation and inventory records.

**Competitive funds** – A grant that is awarded after a review and ranking of applications.

**Coordinated Public Transit-Human Services Transportation Plan** – A locally developed, coordinated, public transit-human services transportation plan identifying prioritized strategies for delivering transportation to people with special needs including individuals with disabilities, children, older adults, and people with low incomes.

**Coordination** – Requires the cooperative participation of two or more entities and has the following characteristics:

- The participating entities share responsibility for ensuring that customers can access transportation services.
- There is a single entry process for customers to use to have trips arranged and scheduled, so the customer does not have to contact different locations based on which sponsoring agency is paying/providing the trip.
- A process is in place so that when decisions are made by participants on facility siting or program policy implementation, the costs of transportation and the potential effects on transportation costs on other entities or programs are considered. Affected entities are given an opportunity to influence the decision if the potential impact is negative.
- Open market mechanisms give all providers an opportunity to participate and allow for cost comparisons so that purchasers can select the least expensive trip most appropriate to the customer's needs.
- There is flexibility in using the available vehicles in a community so that the ability to transport people is not restricted by categorical claims to vehicles.
- There is maximum sharing of operating facilities and administrative services to avoid duplication of costly program elements.
- Trip sponsors and service providers have agreed on a process for allocating costs and billing when they share use of vehicles.
- Minimum standards exist for safety, driver training, maintenance, and technology to eliminate barriers that may prevent sponsors from using each other's vehicles or serving each other's customers.
- The resulting system of transportation services is user friendly, meaning that the coordination of eligibility, contracting, service delivery, payment, and funding structures does not negatively affect the customer's ability to access service.

**Cutaway** – A vehicle in which a bus body is mounted on the chassis of a van or light-duty truck. Vehicles built on a van chassis are light-duty and vehicles built on a truck chassis are medium-duty.

**Demand response** – Services characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door or point-to-point transportation at the passenger's request. Also referred to as paratransit or dial-a-ride service.

**Disability** – A physical or mental impairment that substantially limits one or more of a person's major life activities, including: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Disadvantaged Business Enterprise (DBE)** – A business status wherein persons must own 51 percent or more of a “small business,” establish that they are disadvantaged (women or minority), and prove they control their business.

**Effectiveness** – Stresses the actual production of or the power to produce an effect. Relating to the public transportation grant program, program effectiveness is measured by the fulfillment of stated goals by grant recipients providing public transportation services. Effectiveness within the public transportation grant program is a complex issue, due to the various providers and types of grant applicants.

**Efficiency** – A measure that determines how well program is run. It is the best use of available resources when trying to accomplish goals or objectives.

**Elderly person** – All individuals 60 years or older. In MAP-21, elderly is defined as 65 years or older.

**Equipment** – All tangible, nonexpendable, personal property that has a useful life of more than one year and an acquisition cost that is defined as a capital asset by the agencies policies.

**Expansion** – The acquisition of revenue vehicles for expansion of transit service.

**Federal funds** – Money appropriated by the U.S. Congress to support a variety of programs and projects.

**Federal ID number** – A unique, nine-digit number assigned to all agencies, associations, entities, and organizations by the Internal Revenue Service.

**Fixed route** – Public transportation service on a repetitive, fixed schedule basis along a specific route with vehicles stopping for passengers along the way.

**Formula funds** – See *Transit formula funds*.

**FTA Section 5310** – A federally funded, competitive grant program administered by WSDOT that provides capital assistance to private, nonprofit corporations, tribal governments, and selected county governments who provide transportation services to elderly persons and/or persons with disabilities. The funding assistance is for capital purposes and consists of an 80 percent federal contribution requiring a 20 percent local match.

**FTA Section 5311** – This program is a federally funded, competitive grant program administered by WSDOT that provides funding assistance for transportation providers serving the general public in rural areas of the state. The funding assistance is available for capital and operating assistance purposes. Capital funding consists of an 80 percent federal share matched by a 20 percent local share. Operating assistance consists of a 50 percent federal contribution and a 50 percent local match.

**FTA Section 5316** – The Job Access and Reverse Commute (JARC) program is a federally funded, competitive grant program administered by WSDOT to improve access to transportation services to employment and employment related activities for welfare recipients and low-income individuals. Funding assistance is available for operating assistance purposes with 50 percent being federal funds and 50 percent being local match.

**FTA Section 5317** – The New Freedom program is a federally funded, competitive, grant program administered by WSDOT to overcome existing barriers facing Americans with Disabilities seeking integration into the work force and full participation in society. Funding assistance is available for capital and operating assistance purposes. Capital funding consists of an 80 percent federal share matched by a 20 percent local share. Operating assistance consists of a 50 percent federal contribution and a 50 percent local match.

**General and local government agencies** – This definition includes the following entities:

- Political subdivisions of the state.
- Authority of at least one state or political subdivision of a state.
- Public corporation, board, or commission established under the laws of a state.
- Incorporated cities, town, and counties located in rural areas.
- Incorporated cities and counties located in urban areas.

**Indirect cost plan** – A cost allocation plan that results in an indirect cost rate. The indirect cost rate is a percentage of an indirect cost pool and some indirect cost base. The cost allocation plan is a method for assessing indirect costs that benefit more than one cost objective (i.e., project or program) and are not readily assignable without a disproportionate effect. Indirect costs, such as administrative costs, that benefit multiple projects or programs are allocated (divided) proportionately between the projects or programs based upon a documented plan that is consistently applied across all programs. These plans should be assessed to each activity based on relative benefit and to all activities regardless of fund sources. This plan must be approved by WSDOT or cognizant agency (the public agency which provides the majority of an organization's grant funding).

**In-kind contributions** – In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefiting and specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented.

**In-kind match valuation proposal** – A written proposal that identifies the sources of in-kind match and method for determining their value. It must only include goods and services donated for the project that would represent eligible grant activities. Documentation for goods and services should include donation receipts stating the donor, the item donated and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing like duties. In-kind match proposal ultimately require WSDOT approval. WSDOT can assist with writing this plan.

**Intelligent Transportation Systems** – The system defined as the electronics, communications or information processing in transportation infrastructure and in vehicles used singly or integrated to improve transportation safety and mobility and enhance productivity. Intelligent transportation systems (ITS) encompass a broad range of wireless and wire line communications-based information and electronics technologies.

**Intermodal** – The ability to make convenient connections between transportation modes for people and goods. Intermodal refers to operations on or through a transportation system.

**Local funds** – Money appropriated by local, general-purpose government, local municipal government as defined in [RCW 35.58.272](#), local school districts, and by local private agencies for the purpose of supporting public transportation services.

**Local match** – Money, or in-kind contributions, provided by potential grant recipients to match requested funding from grant programs. Local match funds can come from local, state, or federal sources depending upon individual grant program requirements.

**Metropolitan Planning Organization (MPO)** – Federally mandated regional organizations responsible for comprehensive transportation planning and programming for in urbanized areas.

**Mobility management** – Eligible expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a governmental authority, but excluding operating public transportation services. [49 U.S.C. § 5301(a)(1)(L)]

**Mobility manager** – A person or system that assists in the planning and implementation of coordinated transportation. Very often, a mobility manager will serve as a clearinghouse of transportation information and will facilitate access to these transportation programs as well as work with local providers and advocates to further the goals of coordinated transportation.

**Multimodal** – The availability of modal choices for people and goods. Multimodal is a system description for a total transportation network including rail, bus, bike, etc.

**Operating expenses** – The costs directly related to system operation. Costs may include employee compensation, marketing costs, and other administrative costs; fuel and oil; taxes; and maintenance expenses.

**Other equipment** – Equipment other than passenger service vehicles such as computers, bus shelters, etc.

**Paratransit** – In this context, it means transportation services provided:

- To individuals that have special transportation needs.
- By flexible forms of public transportation services that are not operated over a fixed route, and sometimes referred to as “demand response” or “dial a ride.”
- For the purpose of increasing access to basic services such as education, medical, social, and employment.

**Paratransit/special needs grant** – Paratransit/special needs grants support public transportation for persons who, because of their age (youth or seniors), disabilities, or income status, are unable to provide or purchase their own transportation.

**Passenger trip** – The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.

**Persons with special transportation needs** – Those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation ([RCW 47.06B](#)).

**Physical or mental impairment** – Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body system; any mental or psychological disorder; and certain contagious or non-contagious diseases and conditions.

**Pre-award authority** – Authority given under specific and limited circumstances to incur costs for eligible projects before a grant is made without prejudices to possible federal participation in the cost of the project(s). Applications must comply with all federal requirements. Failure to do so will render a project ineligible for FTA financial assistance.

**Private for profit** – An individual or association of individuals organized for the purpose of carrying on a commercial or industrial enterprise for gain, benefit, advantage, or livelihood.

**Private nonprofit** – An agency not organized for profit but operated exclusively for the promotion of social welfare, no part of the net earnings of which benefits any private shareholder or individual. These agencies must comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

**Private nonprofit corporations** – Private, nonprofit corporations are not organized for profit but operate exclusively for the promotion of social welfare, no part of the net earnings of which benefits any private shareholder or individual. These organizations include as members of their clientele disabled and elderly individuals. Eligible agencies must also comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

**Project development** – A project development grant would include a local or regional marketing plan for intercity bus, special needs, or rural public transportation; development of a local or regional coordination plan; an agency financial and operating plan; or updating a Comprehensive Transportation Plan.

**Purchase of service contract (POS)** – A POS agreement is used when WSDOT is the grant recipient and directly contracts with transportation service providers to provide eligible public transportation services as determined by the federal funding source

**Public transportation** – Mass transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, sightseeing transportation, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak. Coordinated human service transportation, which primarily serves elderly persons and persons with disabilities, but which is not restricted from carrying other members of the public, is considered available to the general public if it is marketed as public transit service.

**Replacement equipment** – Capital assets such as vehicles, equipment, and facilities acquired to replace similar equipment that outlasted their useful life periods as designated by FTA, or because of accidents or defects. Capital assets replaced must be retired from regular services within three months of accepting the new asset. Assigning a vehicle to another service area or contractor, or leasing the vehicle to another organization is not considered replacement.

**Retired (vehicle)** – Sold, placed in backup reserve, placed in part time service (no longer available for service exceeding 30 percent of prior use) or otherwise disposed of. Assigning a vehicle or other capital asset to another service area or contractor or leasing the asset is not considered retiring.

**Revenue vehicle hour** – The measurement in hours that a public transportation provider operates each vehicle in fixed-route service (not including time to and from the assigned route), or makes paratransit services available for passenger service.

**Revenue vehicle mile** – The measurement in miles that a public transportation provider operates each vehicle (not including the distance to or from the assigned route) for fixed-route and paratransit services.

**Rolling stock** – Transit vehicles such as buses, vans, cars, and trolley buses, as well as vehicles used for support services.

**Route deviated** – Public transportation service on a nonexclusive basis operating along a public way, on a fixed route (from which it may deviate from time to time) in response to a demand for service or to take a passenger to a destination, after which it returns to its fixed route.

**Rural area** – Incorporated and unincorporated communities and unincorporated areas outside of a designated urbanized area. Total population may not exceed 50,000.

**Rural mobility** – State-funded, competitive, and formula grants administered by WSDOT to establish, preserve, and improve rural public transportation. Projects are awarded biennially for capital, operating, construction, and planning purposes.

**Rural public transit** – A transit provider, whose administrative headquarters is located in a rural area, that operates principally in rural areas, but can operate into and returning from urban areas.

**SAFETEA-LU** – An acronym for Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. SAFETEA-LU authorizes federal funds for all of the surface transportation programs of the U.S. Department of Transportation, including Federal Transit Administration programs. Signed into law by the President on August 10, 2005, this funding authorization ends in 2009.

**Spare status** – A vehicle placed in backup reserve (not to exceed 30 percent of its prior use) for active status vehicles.

**Special transportation needs, persons with** – Those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation ([RCW 47.06B.012](#)).

**State agency** – Any agency or organization that is currently listed in the Index of State Agencies, Boards, and Commissions at [www.access.wa.gov/government/agency.aspx](http://www.access.wa.gov/government/agency.aspx).

**State funds** – Money appropriated by the Washington State Legislature to support a variety of programs and projects.

**Statewide plan** – The statewide, multimodal transportation plan defined by [RCW 47.06.040](#) that consists of a state-owned facilities component, a state-interest component, and is commonly titled “Washington’s Transportation Plan.”

**Transit development plan** – A six-year plan, required by [RCW 35.58.2795](#), that outlines the intended timetable for public transportation services, including a detailed program of revenues and expenditures for capital equipment acquisition, system management, and operations. Commonly referred to as the transit development plan (TDP).

**Transit formula funds** – Grant funding that is distributed to transit agencies only based on a formula.

**Travel training** – New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

**Tribal government** – The governing body or a governmental agency of an Indian tribe, band, or nation.

**Urban area (same as urbanized area)** – A geographic area of 50,000 population or more, defined by the U.S. Bureau of the Census, with a central city and surrounding closely settled patterns. Small urban areas have populations between 50,000 and 200,000; large urban areas have populations greater than 200,000.

**Urban public transit, large** – A transit provider, whose administrative headquarters is located in a large urban area, that operates principally in a large urban area but may also operate into and returning from rural and small urban areas.

**Urban public transit, small** – A transit provider, whose administrative headquarters is located in a small urban area, that operates principally in the small urban area but may also operate into and returning from rural and large urban areas.

**Vanpool** – A transit mode comprised of vans, small buses, and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of five persons, including the driver.

**Volunteer driver** – Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.

**Volunteer hours** – The number of hours provided by volunteers, without compensation, for transportation related services.

**State-Funded Competitive Programs:****Rural Mobility Grant Program*****Background***

The Washington State Legislature established the Rural Mobility Grant Program in 1993 with a \$1.5 million appropriation to WSDOT. In 2003, the legislature provided the Legislative Transportation Funding Package that significantly expanded the state's rural mobility grant program. As a result of this support, last year WSDOT was able to award over \$8.5 million in competitive Rural Mobility grants to fund 2011–2013 biennium projects.

***Purpose***

The purpose of the Rural Mobility Grant Program is to establish, preserve, and improve rural public transportation. WSDOT prioritizes using this funding for services in rural counties. Rural counties are defined as counties that do not contain an urbanized area as defined by U.S. Bureau of Census.

***Program Goals***

The specific goals of the Rural Mobility Grant Program are to:

- Provide seed demonstration money to local areas to help them determine if the community benefits from, and there is support for, general public transportation in rural areas.
- Provide short-term funding to preserve rural public transportation where there is a demonstrated need.
- Provide operating support for services that connect communities.
- Provide funding to enhance rural public transportation.
- Provide funding to preserve capital investments.

***Organizations Eligible to Receive Rural Mobility Funds***

The following types of organizations are eligible to receive Rural Mobility Grant funds for services in rural counties. See [Chapter 2](#) for additional eligibility details.

- Rural public transit agencies
- Nonprofit organizations
- Private for-profit transportation service providers
- Tribal governments
- Other general or local governments

### **Projects Eligible to Receive Rural Mobility Funds**

Projects providing public transportation services to the general public in rural communities are eligible for rural mobility funding. Priority for using the funds will be for services in rural counties. However, applicants are not required to be located in a rural area.

Grants will be available for project development, operating assistance, vehicle and equipment purchases, and minor construction.

### **Past Projects Awarded Rural Mobility Funds**

- Operating assistance for public transportation to people in a rural county provided by a nonprofit agency.
- State matching funds for federal operating and capital grants.
- Capital grants for tribal governments for the purchase of passenger service vehicles.

## **Paratransit/Special Needs Grant Program**

### **Background**

In 2003, the Washington State Legislature provided a transportation funding package adding new Paratransit/Special Needs Grant Programs for persons with special transportation needs.

The competitive Paratransit/Special Needs Grant Program for nonprofit organizations has provided \$5.5 million in funds each biennium for distribution to nonprofit organizations for establishing and improving services across the state.

### **Program Goals**

The specific goals of the Paratransit/Special Needs Grant Program are to:

- Establish, preserve, and improve public transportation services for persons with special transportation needs.
- Enhance the access of persons with special transportation needs to healthcare, shopping, education, employment, public services, and social opportunities.
- Enable communities to identify, plan, and address the special transportation needs of their residents.
- Encourage and facilitate the coordination of transportation resources and services.
- Ensure efficient and effective use of public transportation resources.

### **Organizations Eligible to Receive Competitive Paratransit/Special Needs Funds**

The following types of organizations are eligible to receive Paratransit/Special Needs Grant funds. See [Chapter 2](#) for additional eligibility details.

- Private nonprofit organizations
- Tribal governments or other general or local governments with nonprofit status

### **Projects Eligible to Receive Competitive Paratransit/Special Needs Funds**

Projects designed to provide service to people with special transportation needs are eligible for funding. For the purposes of transportation grants, people with special needs are defined as “people who because of age, disability, or income status are not able to provide their own transportation.”

### **Past Projects Awarded Competitive Paratransit/Special Needs Funds**

- Operating assistance for providing special needs transportation services to any or all of the targeted population included in the paratransit definition.
- Capital assistance for equipment that benefits individuals needing special transportation.
- Matching funds for federal grants targeted to any or all of the specific populations included in the paratransit definition.
- Project development funds that could be used to implement community coordination.

### **Federally-Funded Programs:**

For the 2015-2017 grant cycle, WSDOT is planning to award federal funds remaining in SAFETEA-LU and funds from MAP-21.

### **FTA 5310 Program**

Title 49 USC § 5310(a) declares that the U.S. Secretary of Transportation may “make grants and loans to state and local governmental authorities to help them provide mass transportation service planned, designed, and carried out to meet the special needs of elderly individuals and individuals with disabilities.”

#### **Program Goals**

FTA has designed the 5310 program to:

- Improve mobility for the elderly and persons with disabilities.
- Be available in urbanized, small urban, and rural areas of the state.

The 5310 program requires the coordination of federally-assisted programs and services in order to make the most efficient use of federal resources.

### **Organizations Eligible to Receive 5310 Funds**

A variety of organizations are eligible to receive these funds:

- Private nonprofit organizations.
- Governmental authorities that certify that no nonprofit organizations in the service area are readily available to provide the services.
- Governmental authorities approved by the state to coordinate services for elderly individuals and individuals with disabilities.
- Tribal governments.

### **Projects Eligible to Receive 5310 Funds**

Projects providing transportation services to elderly persons and/or persons with disabilities are eligible to receive 5310 funding. Project equipment may be used in coordination with other passenger transportation programs as long as the services provided under those programs do not displace the elderly and/or persons with disabilities.

### **Past Projects Awarded 5310 Funds**

FTA requires the primary use of 5310 funding to be for capital equipment for passenger transportation services. However, depending on the availability of funds, WSDOT may use the funds to purchase transportation services for elderly individuals and individuals with disabilities. Successful past projects include:

- Purchasing one replacement 14-passenger bus with wheelchair securement for Ephrata Senior Center.
- Purchasing transportation services for demand-response trips for the special needs populations in Whitman County.
- Purchase mobility management services in Skamania, Klickitat, Hood River, Skamania, Sherman, and Wasco Counties.

### **FTA 5311 Program**

Title 49 USC § 5311(d) authorizes states to use funds for the provision of local, general public transportation service in rural areas.

### **Program Goals**

FTA has defined the goals of the 5311 program to:

- Enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas (only when the service provided by the small urban provider is in a rural area).
- Encourage and facilitate the most efficient use of all rural transportation funds to provide passenger transportation in nonurbanized areas through the coordination of programs and services.
- Assist the development and support of intercity bus transportation (these funds are not distributed under the consolidated grant program).
- Provide for the participation of private transportation providers to the extent feasible.

FTA provides funding to ensure that all Americans, including those living in rural and small urban areas, have access to transit to meet basic mobility needs.

FTA 5311 funds are provided to the states to be used for public transportation projects in areas other than urbanized areas.

### **Organizations Eligible to Receive 5311 Funds**

A variety of organizations are eligible to receive these funds:

- Urban public transit (using funds for service in rural areas)
- Small urban public transit (using funds for service in rural areas)
- Rural public transit
- Private nonprofit organizations
- Private for-profit transportation providers
- Tribal governments
- Other general or local governments

### **Past Projects Awarded 5311 Funds**

Historically, projects funded through the 5311 program include capital and operating assistance for services to the general public in rural areas of Washington State.

Examples of past projects include:

- Operating assistance to support route deviated service in rural counties.
- Operating assistance to support fixed route and demand response service in the rural portions of small urban counties.
- Purchase two wheelchair accessible transit coaches for fixed route service on a rural county route.

### **FTA 5316 Program**

Title 49 USC § 5316, Job Access and Reverse Commute (JARC), declares that the U.S. Secretary of Transportation may “make grants available designed to transport welfare recipients and low income individuals to and from jobs, and to develop transportation services for residents of urban centers and rural and suburban areas to support suburban employment opportunities.”

### **Program Goals**

JARC grants are intended to provide new transportation service to assist welfare recipients and other low-income individuals with getting to jobs, training, and child care. These grants are designed to develop transportation services to transport workers to suburban job sites.

### **Organizations Eligible to Receive 5316 Funds**

A variety of organizations are eligible to receive these funds. However, only projects that have been included in a locally developed Coordinated Public Transit-Human Services Transportation Plan qualify. Below is a list of eligible organization types.

- Small urban public transit
- Rural public transit
- Private nonprofit organizations
- Private for-profit transportation providers
- Tribal governments
- Other general or local governments

## **Projects Eligible to Receive 5316 Funds**

Grants may finance capital projects and operating costs for equipment, facilities, and associated capital maintenance items related to providing access to jobs; the cost of promoting the use of transit by workers with nontraditional work schedules; and promote use of employer-provided transportation including use of transit pass benefit programs.

JARC funds are available for operating assistance, capital assistance, and other costs associated with reverse commute by bus, train, carpool, vans, or other transportation service.

## **FTA 5317 Program**

Title 49 USC § 5317 declares that the U.S. Secretary of Transportation “may make grants to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). The program, also known as New Freedom, provides grants for capital and operating assistance.”

### **Program Goals**

With the passage of the ADA, it has become a civil rights violation to deny public transportation access to persons with disabilities. The New Freedom grant program provides additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation to work is a primary barrier for people with disabilities. The 2000 Census showed that only 60 percent of people between the ages of 16 and 64 with disabilities are employed. The New Freedom grant program expands the transportation mobility options available to persons with disabilities beyond the requirements of the ADA.

The specific goal of the program is to assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services.

### **Organizations Eligible to Receive 5317 Funds**

FTA requires grantees receiving New Freedom funds to coordinate program activities with other related program activities of other federal agencies. Grantees will also be required to certify that projects selected were derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan and that the plan was developed through a process that involved individuals of the public, private, and nonprofit transportation and human services providers.

- Urban public transit
- Small urban public transit
- Rural public transit
- Private nonprofit organizations
- Private for-profit transportation providers
- Tribal governments
- Other general or local governments

**Projects Eligible to Receive 5317 Funds**

Examples of projects and activities that might be funded under the program include, but are not limited to:

- Purchasing vehicles and supporting accessible taxi, ride sharing, and vanpooling programs.
- Providing paratransit services beyond minimum requirements (¾ mile to either side of a fixed route), including for routes that run seasonally.
- Providing door to door demand response service for persons with disabilities.
- Making accessibility improvements to transit and intermodal stations not designated as key stations.
- Supporting voucher programs for transportation services offered by human service providers.
- Supporting volunteer driver and aide programs.
- Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.
- Supporting travel training programs.



Federal law requires the establishment of local developed coordinated Human Service Transportation plans for special needs transportation programs. While the federal requirement applies only to certain programs, WSDOT has extended the requirement to all applicants for the Consolidated Grant Program. To accomplish this, applicants are required to participate in the planning process with their local RTPO, or County (for Okanogan and San Juan).

Plans must be updated every four years. Updated plans are required for most parts of the state for the 2015-2017 funding cycle. All projects must come from the needs and strategies identified in the existing plans. Further information about the Human Service Transportation plans can be found at [www.wsdot.wa.gov/acct](http://www.wsdot.wa.gov/acct).

### Ranking Projects

In addition to the planning requirement, all projects must be submitted to the appropriate MPO or RTPO to be ranked.

### Project Titles

All project titles should be one sentence describing the project. First, determine if the project is either an **operating**, **capital**, **mobility management**, or **planning** project. If there is both an operating and a capital element to the project, they must be submitted separately.

For **operating** projects, include the following information:

- New or existing project (must be one or the other).
- The need that project will be addressing.
- Geographic area the project will serve.
- Mode of transportation the project will use.

For **capital** projects, include the following information:

- Expansion or replacement (must be one or the other).
- Type of vehicle or equipment.
- The need that the equipment will address.
- Geographic area the equipment will be used.

Examples of project titles include:

- Continue demand response operating service to assist people who live outside a transit district in South County to get to nearest fixed route transit stop.
- Begin a new vanpool operating service to assist workers getting to hotel and convention center.
- Purchase three expansion vans to provide service on Peninsula to people with special needs.
- Purchase two replacement minibuses to continue service to people with disabilities in Evergreen County.

- Continue mobility coordinator operating project to assist the community in knowing their transportation options, facilitate local coordination between providers and stakeholders, and provide travel training.
- Begin new fixed route operating service on Saturdays and Sundays for transit district.
- Continue volunteer driver operating program to assist older adults to get to appointments in Cascade County.
- Continue to use Medicaid brokerage operating project to assign job related trips along Columbia Gorge.

## **Ranking**

Regions will assign letter grades to each of the projects. All projects coming from a region will be ranked either A, B, C, or D. The number of letter grades each region has to award is determined by the population in each region that fall into the following categories:

- Rural
- People with disabilities
- Youth
- Elderly
- People with low income

## **Value of Local Ranking in State Process**

The region's ranking will count for one third of the total possible value of the state's competitive process. The state will evaluate projects with volunteers from around the state, using a "forced pairs" process. With this process, every project is compared to every other project in the state. The maximum from the state is 100 percentile points.

Projects ranked by the regions in the A, B, C, and D categories will receive additional percentile points as follows:

- A = 50 percentile points
- B = 25 percentile points
- C = 12 percentile points
- D = 0 percentile points
- Not Listed = Disqualified from consideration

## Regional Transportation Planning Organizations Leading Human Services Planning

### **Benton-Franklin-Walla Walla RTPO**

#### **Benton Franklin Council of Governments**

Benton and Franklin Counties

509-943-9185

[www.bfcog.us](http://www.bfcog.us)

### **North Central RTPO/Wenatchee Valley Transportation Council**

Chelan, Douglas, and Okanogan Counties

509-663-9059

[www.wvwc.org](http://www.wvwc.org)

### **Northeast Washington RTPO**

(Tri-County Economic Development District)

Ferry, Pend Oreille, and Stevens Counties

509-684-4571

[www.teddonline.com](http://www.teddonline.com)

### **Palouse RTPO**

(SE Washington Economic Development Association)

Columbia, Garfield, and Whitman Counties

509-751-9144

[www.palouse.org](http://www.palouse.org)

### **Peninsula RTPO**

Clallam, Jefferson, Kitsap, and Mason Counties

360-357-2600

[www.wsdot.wa.gov/partners/prtpo](http://www.wsdot.wa.gov/partners/prtpo)

### **Puget Sound Regional Council**

King, Pierce, Snohomish, and Kitsap Counties

206-464-7090

[www.psrc.org](http://www.psrc.org)

### **Quad County RTPO**

Lincoln, Adams, Grant, and Kittitas Counties

### **Kittitas County**

Public Works

509-962-7523

### **Okanogan County**

Okanogan County Transportation and Nutrition

509-826-4391

[www.octn.org](http://www.octn.org)

**San Juan County**

San Juan County Health and Community Services  
360-378-4474  
[www.sanjuanco.com](http://www.sanjuanco.com)

**Skagit-Island RTPO/Skagit MPO**

Skagit and Island Counties  
360-416-7877  
[www.scog.net](http://www.scog.net)

**Southwest Washington Regional Transportation Council**

Clark, Skamania, and Klickitat Counties  
360-397-6067  
[www.rtc.wa.gov](http://www.rtc.wa.gov)

**Southwest Washington RTPO/Cowlitz-Wahkiakum Council of Governments**

Cowlitz, Wahkiakum, Lewis, Pacific, and Grays Harbor Counties  
360-577-3041  
[www.cwcog.org](http://www.cwcog.org)

**Spokane Regional Transportation Council**

Spokane County  
509-343-6370  
[www.srtc.org](http://www.srtc.org)

**Thurston Regional Planning Council**

Thurston County  
360-956-7575  
[www.trpc.org](http://www.trpc.org)

**Walla Walla Valley MPO**

Walla Walla and Umatilla counties  
509-524-4710  
[www.wsdot.wa.gov/planning/wallawallavalleympo](http://www.wsdot.wa.gov/planning/wallawallavalleympo)

**Whatcom Council of Governments**

Whatcom County  
360-676-6974  
[www.wcog.org](http://www.wcog.org)

**Yakima Valley Conference of Governments**

Yakima County  
509-574-1550  
[www.yvcog.org](http://www.yvcog.org)

It is WSDOT Public Transportation Division's policy to administer state and federal public transportation grants in compliance with all applicable federal and state regulations. Local organizations, including public transit systems, local governments, tribal governments, nonprofit organizations, and for-profit businesses, wishing to participate in these grant programs must maintain compliance with WSDOT's In Good Standing policy to qualify for and receive grant funding.

### Procedure for Determining Compliance With WSDOT's In Good Standing Policy

WSDOT staff use a risk assessment tool to determine a grantee's compliance with its In Good Standing policy. The risk assessment tool focuses on the grant recipient's:

- Experience with managing public transportation grants.
- Responsiveness to communications and requests for information from WSDOT.
- Maintenance of adequate financial records that document and support all grant expenses.
- Timely submission of accurate quarterly progress reports and reimbursement requests.
- Full participation with site visits and timely responses to any deficiencies noted during and/or after the site visit.
- Timely submission of annual reports to WSDOT, including audit documents, vehicle inventories, drug/alcohol reports, DBE reports, etc.
- Proper maintenance and use of grant funded equipment.
- Compliance with all contractual obligations.
- Satisfactory progress with the grant funded project.
- Receipt of a passing score on the risk assessment tool.

### Periodic Assessments and Application

At a minimum, all grant recipients will be evaluated (or re-evaluated) at the beginning of each biennium, or prior to the start of any grant funded project(s). Those evaluations will be updated as part of the site visit process. Organizations that have previously received capital grants will continue to be evaluated as long as WSDOT holds title to the grant funded asset.

In addition to gauging a grantee's compliance with the In Good Standing policy, the results of risk assessments will help WSDOT staff determine the level, scope, and frequency of site visits and technical assistance. It is our intent that all recipients of state and federal grant funds remain In Good Standing.

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*Note: WSDOT staff risk assessments of existing grantees are provided to and used by grant application evaluation team members during their grant application evaluation process and may influence your application's overall score*

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## **Corrective Action and Progressive Consequences**

WSDOT staff makes every attempt to provide technical assistance and work with grant recipients to solve problems and correct grant compliance issues. However, if an organization appears to be unable or unwilling to meet performance requirements to maintain compliance with WSDOT policies and are not responsive to technical assistance, they can expect one or more of the following responses from WSDOT:

- A letter to the executive and board of directors of the organization or agency identifying deficiencies, the necessary remedies, and a timeline for making corrections.
- Suspension of grant funded reimbursements.
- Ineligibility for any additional public transportation grant funds either within the current biennium or in future biennia.
- An independent or WSDOT audit of the organization to determine compliance with contractual obligations.
- Termination of the grant agreement(s).
- Notice to return grant funds paid to the organization.
- Appropriate legal action to enforce the agreement.

## ***Appendix E      Customer Complaint Process Guidelines***

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The Agency Council on Coordinated Transportation (ACCT) has developed customer complaint process guidelines for public transportation providers across Washington State.

The guidelines offer an easy and accessible way for persons with special needs to have their concerns addressed. This process provides a framework to improve transportation for persons with special transportation needs.

ACCT members representing the following groups took the lead on creating the comment process guidelines for riders to use when communicating with providers:

- Washington State Transit Association
- Washington State Department of Transportation
- Community Transportation Association of the Northwest
- Governor’s Committee on Disability Issues and Employment
- Developmental Disabilities Council
- Consumers of Public Transportation

The 2007 Legislature revised the statute providing for the structure and responsibilities of ACCT. Among the new responsibilities was a requirement to “improve the service experienced by persons with special transportation needs.”

### **RCW 47.06B.030(3)**

To improve the service experienced by persons with special transportation needs, the council (ACCT) shall develop statewide guidelines for customer complaint processes so that information about policies regarding the complaint processes is available consistently and consumers are appropriately educated about available options. To be eligible for funding on or after January 1, 2008, organizations applying for state paratransit/special needs grants as described in Section 226(1), Chapter 370, Laws of 2006, must implement a process following the guidelines established by the council.

### ***Requirements for the Customer Comment/Complaint Process***

It is the intent of the ACCT and its members to improve the experience of riders of public transportation and give them an easy and accessible way to comment on public transportation service. Therefore, ACCT has adopted Customer Comment Process Guidelines for public transportation providers serving the citizens of Washington State. Any organization applying for state Paratransit/Special Needs grants on or after January 1, 2008, must include the following general information:

1. A full **description of the options** available to persons with special needs for making comments or complaints about fixed route or demand responsive services.
2. A complete **description of the educational or outreach** portion of the comment process.

Specifically, each organization shall provide the following with their application:

- A description of how the organization will address comments.
- Copies of comment forms which are made available on buses and in public areas.
- Any formally adopted policies related to the comment process, if applicable.
- A list of the options for contacting transportation organizations, which shall include regular mail, email, phone, fax, and use accessible formats.
- A description of the process that exists and how persons with special needs can access information about the comment process for either fixed route or demand responsive services. The description shall demonstrate that:
  - The comment process is concise and easy to understand.
  - It is clearly stated that retribution on commenter's will not be tolerated.
  - Information about the process is prominently located on the web page, if available.
- A description of when information is distributed, including but not limited to:
  - Registration for services.
  - Re-evaluation for service.
  - No less than every third year thereafter for active paratransit riders.

### **Best Practices**

While not included in the above requirements, ACCT would like to recognize some best practices that are already used by some public transportation providers:

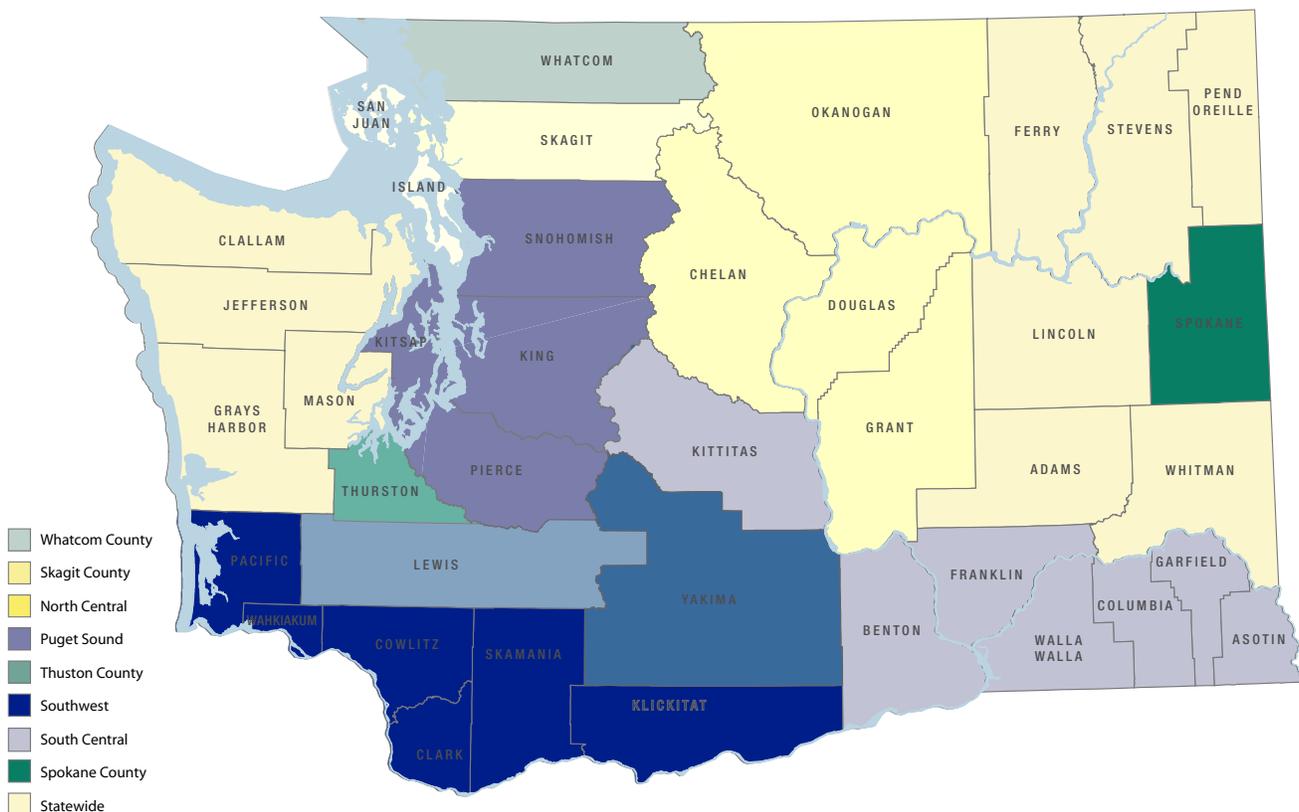
- Information is provided about how to make a complaint/comment and what will happen after a complaint or comment is made.
  - How long they should wait for a response.
  - What options are available for a rider if they are dissatisfied with the response.
  - Define which type of comments may not be responded to individually.
  - The results are monitored, measured, and information about system goals are communicated.
  - Comment/Complaint contact information printed on ID Cards/Passes. For more information, contact:

Ryan Warner  
ADA Coordinator  
[warnerry@wsdot.wa.gov](mailto:warnerry@wsdot.wa.gov)  
360.705.6918

USDOT requires that all intelligent transportation projects receiving federal funds (in part or whole) be included in a regionally developed Intelligent Transportation System (ITS) architecture. Federal requirements state that the development of ITS architectures should be at the most reasonable local level. Washington state has determined this to be the responsibility of Metropolitan Transportation Planning Organizations (MPO). The Public Transportation Division encourages MPO's to broaden the service area covered in their regional ITS architecture to include the surrounding Regional Transportation Planning Organization (RTPO) boundaries. Rural RTPO's with no associated MPO will be covered by a statewide transit ITS architecture. Please refer to the map below for guidance.

Although related to the Human Services Transportation Plan (HSTP), ITS architectures should stand as a separate document and should be referenced in the HSTP where appropriate.

If you are applying for an ITS project, please provide the page number of the ITS architecture in which your project is identified in the appropriate section of the application.



## Definition

ITS is defined as “the application of advanced sensor, computer, electronics and communication technologies and management strategies—in an integrated manner—to improve the safety and efficiency of the surface transportation system.” This definition encompasses a broad range of systems and technologies. ITS projects require planning and coordination prior to implementation; the larger the project scale, the more partnerships, feedback and testing will be required for successful project completion.

## ITS Project Examples

Below are examples designated as ITS projects. For a more comprehensive list, or if you have questions about a potential ITS project, please consult the project manager for your region.

- Automatic Vehicle Locators
- Mobile Data Terminals
- Traveler Information Systems
- Automatic Passenger Counters
- Automated Stop Announcement Systems
- Integrated Voice Response for Paratransit
- Electronic Farebox
- Integrated Security Camera Systems
- Transit Signal Priority
- Proximity On-Board Safety Awareness systems
- Automated Maintenance Reporting Systems
- Automated Rideshare Reporting
- Data Warehouses
- Web-Based Reporting Systems

## Updating ITS Architectures

Over time, newer technologies will likely become integrated with the transportation system. To safeguard against your architecture becoming outdated or obsolete, it is advised you develop a schedule for updates. Your regional architecture should identify the party responsible for updating the document. Using the four-year time frame associated with the HSTP is encouraged, which will facilitate regular updates and ensure that ITS projects are correctly referenced in the HSTP.

## Existing ITS Architectures and Projects

Your project may already be included in a regional ITS architecture. You must ensure that your project type is identified within the regional ITS architecture prior to launching an ITS project. Regional ITS architectures should be updated to reflect current and planned ITS projects in your region. Check with the project manager in your area to verify if your project is already listed in the ITS architecture.

For more information, contact:

Ryan Warner  
ADA Coordinator  
[warnerry@wsdot.wa.gov](mailto:warnerry@wsdot.wa.gov)  
360.705.6918



This funding request is for public transportation projects that begin July 1, 2015 and end June 30, 2017. Applications must be received by WSDOT no later than 5 p.m. on November 19, 2014. WSDOT will review all submitted applications for completeness and will allow applicants to submit corrections up to December 17, 2014. Do not use this application form for transit formula or FTA Section 5311(f) and 5339 grant requests. Go to [www.wsdot.wa.gov/transit](http://www.wsdot.wa.gov/transit) for additional information.

Complete one (1) Summary and Authorization Form per agency/organization regardless of how many applications or type of application submitted (operating, capital, mobility management and planning).

**I. General Organization Information**

Legal Name of Organization	
DBA (if applicable)	
Federal ID Number	DUNS Number
Statewide Vendor Number	
Mailing Address	
Main Office Address (if different from mailing address)	
Payment Mailing Address (if different from mailing address)	
Phone Number	Fax Number
Organization Director	
Email Address	
Application Contact	Email Address

## II. Type of Applicant

- |   |   |
|---|---|
| <input type="checkbox"/> Rural Public Transit             | <input type="checkbox"/> Special District (i.e. School, Port) |
| <input type="checkbox"/> Small Urban Public Transit       | <input type="checkbox"/> Tribal Government                    |
| <input type="checkbox"/> Large Urban Public Transit       | <input type="checkbox"/> State Agency                         |
| <input type="checkbox"/> Private Non-Profit Organization* | <input type="checkbox"/> General and Local Government         |
| <input type="checkbox"/> Private for Profit               |   |

\*For private, non-profit applicants that have not previously applied for grant funding, WSDOT asks that you attach a copy of your IRS Letter of Determination for 501(c) non-profit status.

## III. Organization Service-Level Information

List the service-level information requested below for all transportation services your organization provides (including project-related). Service-level information specific to each project will be requested in the project section for each project application.

Agency-wide Information	July 1, 2013 through June 30, 2014 (actual)	July 1, 2014 through June 30, 2015 (budgeted)	July 1, 2015 through June 30, 2017 (projected)
Revenue Vehicle Hours *			
Revenue Vehicle Miles **			
Passenger Trips ***			
Volunteer Hours ****			

\* Total revenue hours for all vehicles used for the passenger transportation services provided by your organization.

\*\* Include revenue miles from all vehicles used for passenger transportation services provided by your organization.

\*\*\* Passenger trips include each time a passenger boards a vehicle used for the passenger transportation services provided by your organization.

\*\*\*\* For transportation related volunteer hours only.

## IV. Application Authority

This application must be certified by someone authorized to sign contracts on behalf of your organization or delegated that authority, such as the board chairperson or chief executive officer. Applications submitted without the checkbox selected will be rejected by WSDOT and will not be considered for grant funding.

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(s) associated with this application(s).

Name and Job Title	
Signature	Date
List Title(s) of All Project(s) Submitted	



Complete one Project Section for each project. If submitting multiple projects, please fill out one project section per project.

**I. Project Summary**

Legal Name of Organization		
Amount of Funds Requested from WSDOT	Willing to accept FTA funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title (must be the same project title ranked by your local RTPO/MPO)		
Project Contact Name	Project Contact Phone Number	Project Contact Email Address
Legislative Districts		Congressional Districts

**II. Coordinated Public Transit - Human Service Transportation Plans**

Identify which regional Coordinated Public Transit - Human Services Transportation Plan(s) this project is included in and on which page it is referenced.

Human Services Transportation Plan	Page #
Other:	

### III. Type of Project

Describe the type of project by selecting one of the four options below. Remember to submit separate applications for capital, operating, mobility management and planning projects. Please see [Chapter 4](#) for more information.

#### 1. Operating

**General Operating Assistance** – Select this option if your organization (e.g., transit agency) is submitting only one operating project that includes all of the transportation services your organization provides.

**Operating Assistance for a Specific Service** – Select this option if your organization is submitting an application for specific services you provide.

##### a. Service type (check all that apply)

- Fixed-route
- Route-deviated
- Volunteer driver
- Demand-response
- Vanpool
- Employment options
- Other (describe)

##### b. Need for service

- Preserve Existing Service
- Expand Service
- If Expand Service, check all that apply
  - Establish new service area
  - Reduce response time
  - Extend hours of service
  - Increase frequency
  - Provide new services (describe)

#### 2. Capital (see [Chapter 4](#), Section III vehicle descriptions)

- Fleet or equipment expansion
- Fleet or equipment replacement

##### a. Fleet or equipment type

- Van
- Light-Duty Cutaway (25ft, <30ft)
- Medium-Duty Cutaway (<30ft, 30ft, >30ft)
- Shelters/Signage
- Add ADA accessibility
- Purchase of service

Other equipment (describe)

Information Technology (describe and provide ITS architecture title and page #)

#### 3. Mobility Management

Yes

#### 4. Planning (maximum of \$50,000 award)

Yes

#### **IV. Project Description**

Responses in Section IV (Questions 1 through 7) are limited to the space provided, or may be expanded on the supplemental page if additional space is needed. See instructions in [Chapter 4](#).

1. Provide a detailed description of the project.

2. In regard to the community planning process, how does this project meet the needs of the community and the strategies addressed in the locally developed Human Services Transportation Plan? If this is an Intelligent Transportation System (ITS) project, is it included in an ITS architecture? If the project is for capital replacement or expansion, how does the replacement or expansion meet the needs of the community?

3. How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public or special-needs transportation? For continuing projects, please include information regarding the project's performance to date.

4. Describe your organization's efforts to leverage resources from sources other than WSDOT to support the implementation of the project?

5. Is this project dependent on any other project submitted by your organization or other organizations? If so, please identify the other organization(s) and describe the relationship to the project you're requesting funding.



## V. Project Service Level Information

1. Provide the service level information requested below for this specific project:

<b>Project Specific Information</b>	<b>July 1, 2013 through June 30, 2014 (actual)</b>	<b>July 1, 2014 through June 30, 2015 (budgeted)</b>	<b>July 1, 2015 through June 30, 2017 (projected 24-months)</b>
Revenue Vehicle Hours*			
Revenue Vehicle Miles**			
Passenger Trips***			
Volunteer Hours****			

\* Total revenue hours for all vehicles used for the passenger transportation services described in this specific project.

\*\* Include revenue miles from all vehicles used for passenger transportation services described in this specific project.

\*\*\* Passenger trips include each time a passenger boards a vehicle used for the passenger-transportation services described in this specific project.

\*\*\*\*For transportation-related volunteer hours only.

2. How were service-level estimates developed?

3. For mobility management projects, summarize your service accomplishments either in qualitative (narrative) or quantitative (statistics) format.





**The total operating expenditures and revenues should match. Please use the tool below to ensure the difference is \$0.00.**

Total Net Operating Expenditures

Total Operating Revenue

Difference (Should be \$0.00)

Please describe how the budget was developed. If there are variances between the current budget and the requested budget, please explain. Are the funds requested being used to match federal funds already awarded?

## VII. Equipment Request (for Capital projects only)

Please see [Chapter 4](#), Section VII for guidance on how to describe your vehicle or equipment. Please see [Appendix A](#), Glossary of Terms for the definitions of replacement and expansion.

1. Identify your capital equipment request.

Description	Pass. Seating & WC stations	Useful Life	Fuel Type	Replace (R) Expand (E)	Qty	Unit Cost	Total Cost

Sub Total \_\_\_\_\_

Sales Tax \_\_\_\_\_

Total Estimated Cost \_\_\_\_\_

Less Local Matching Funds for this Project \_\_\_\_\_

Total Equipment Request for this Project \_\_\_\_\_

**Note:** Vehicles carrying up to 15 passengers used for vanpooling/ridesharing, and vehicles used for special needs transportation under 28 feet are not subject to sales tax. To exercise this option, the vehicle must qualify for and be licensed with rideshare plates through the Department of Licensing. See RCW 82.08.0287 for more information.

\*If answered 0 passenger ADA seating, how will you ensure system accessibility?

2. Did you perform an independent cost estimate for each item listed above?  
(See [Chapter 4](#) for additional information.).

Yes    No

3. Please explain how you determined unit cost for items listed.







## **Supplemental Information**

Supplemental information is limited to one page per project. You may use this space to elaborate on information provided in other sections of the application (indicate the specific question number). Try to keep your comments brief. WSDOT reserves the right to omit information exceeding the visible space provided.

## Attachments Checklist

*(Applications submitted without the required attachments will be considered incomplete.)*

Attachments required for the entire application:

- Copy of organization's last financial statements (i.e. income statement, balance sheet & statement of cash position).
- 501(c) IRS Letter of Determination (For new non-profit applicants only).
- Customer complaint-process guidelines (For new applicants only).
- Title VI plan (For new applicants only)

Attachments required for each project:

- Service area map.
- Population density map for each project.
- Letters of acknowledgment from RTPO or MPO in the geographic area(s) of the project (only if the RTPO/MPO has not yet ranked the project).
- Letters committing matching funds (on projects with financial partners).
- Indirect cost plan (on operating grant projects only if the organization is planning to charge indirect costs).
- In-kind match valuation proposal (if in-kind match will be used).
- \*Optional: Letters of support.

**End of Project**

