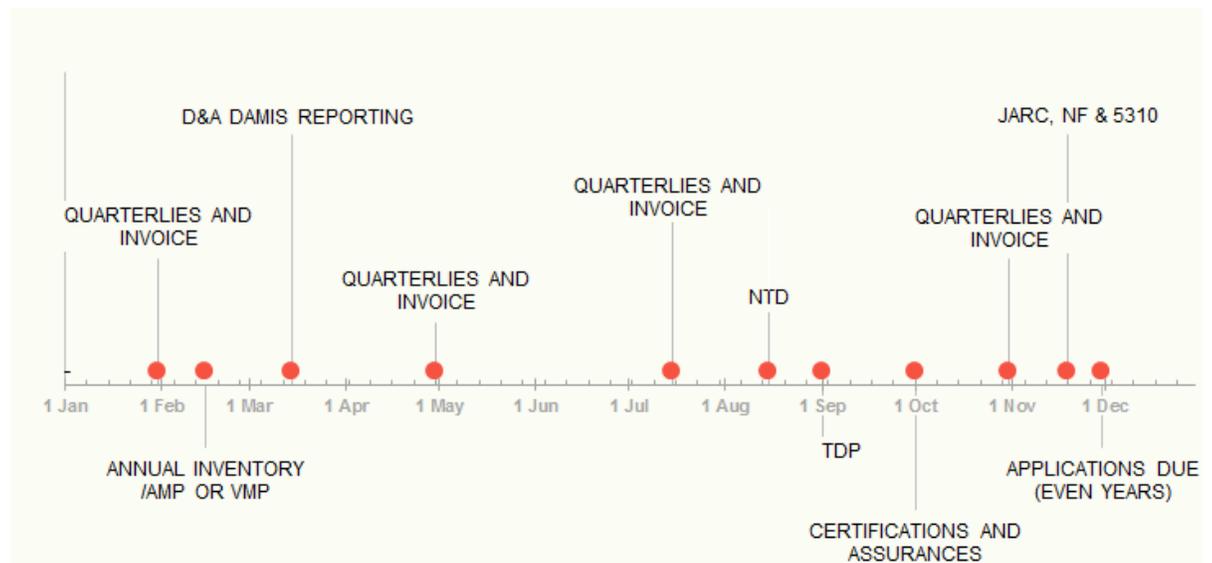


The Washington State Department of Transportation (WSDOT) uses information from grantee-submitted reports to demonstrate that grantees are accountable, delivering public benefits, and meeting contractual obligations. This information is available by request to the public, the Washington State Legislature, the Federal Transit Administration (FTA), the Secretary of Transportation, the Governor, and others. WSDOT uses the reports to highlight grantee successes, assess progress, and identify areas where organizations may need technical assistance.

All grantees are required to submit reports to the WSDOT Public Transportation Division using reporting forms supplied by WSDOT. Report formats will differ depending upon the project type (operating, mobility management, or capital) and funding source(s). Reporting requirements are detailed in this appendix, including instructions on how to fill out the forms. In the event that the Office of Financial Management or legislative action requires additional performance reporting during the grant cycle, WSDOT will notify grantees of any new requirements.

## Quarterly and Annual Reports

Unless otherwise specified, all reports are due within 30 days after the end of the calendar quarter and must be filled out and submitted electronically for **each project** funded through your agreement(s) with WSDOT. The timeline below shows both quarterly and annual reports that are due depending on your funding source and project type. Do not hesitate to contact Public Transportation Division staff to assist you with these forms.



Report required by type of project:

	Mobility			
	Operating	Mgmt	Planning	Capital
Quarterly Progress Report (Word narrative)	x	x	x	x
Quarterly Statistical Report (Excel workbook)				
Detail of match	x	x	x	
Expenses	x	x	x	
Statistics by service type	x			
Program income	x			
Complaints	x	x	x	
DBE	x	x	x	
Charter service	if applicable			
Inventory				x*
DAMIS (drug and alcohol)	if applicable			if applicable
Asset Mgmt Plan	all transits	all transits	all transits	all transits
Vehicle Maint Plan	x*			x*

\*or if still holding title from old capital grant

### Quarterly Progress Report

The Word document we provide for grantees to describe project-related accomplishments, coordination efforts, challenges and overall progress for the reporting quarter is referred to as the Quarterly Progress Report or QPR and is distinct from the Excel document, Quarterly Statistical Report, which is also detailed in this appendix.

#### Filling out your Quarterly Progress Report

First choose the month and year that corresponds to the end of the quarter about which you are reporting by using the check boxes provided. Then add today's date (the date you complete this form) and the contract number and project letter (e.g., GCB1456B). If you have only one project in your agreement, it is project A.

1. **Progress Narrative** – This section differs depending on the project type. Answer all narrative questions in the space provided under each question on the form. Text boxes in the form will expand to accommodate your text. The Mobility Management version is new this biennium and you should discuss expectations with your Community Liaison before filling it out for the first time.
2. **Schedule** – This section is different depending on the type of project.
  - **Operating and Mobility Management Projects** – In the “Planned” column, list the start and completion dates of the project activity as initially scheduled (usually July 1, 2015). Then enter what have been the true start (and completion, if applicable) dates as of the reporting quarter in the “Actual” column.. If a project is ongoing, then the planned end date will be the end of the grant period (June 30, 2015) and the actual end date will not be filled in until the last quarterly report is submitted.

- **Capital Vehicle/Equipment Projects and Capital Construction Projects** – For the first-quarter report, fill in the “Planned” column using the estimated dates of your procurement or construction process.

On subsequent reports, fill in the “Revised” or “Actual” columns, as appropriate, as each quarter passes. By the end of the agreement, the milestones should all have a date listed in the “Actual” column.

**3. Financial and Statistical Reporting, Other** – This section is different depending on the type of project.

- **Operating and Mobility Management Projects** –Financial and statistical data are entered on the Grant Statistical Report, detailed below. Also, an “Other” space is provided for additional information that doesn’t fit in earlier sections.
- **Capital Vehicle/Equipment Projects and Capital Construction Projects** –DBE Log. See instructions below for the Disadvantaged Business Enterprise report form.

**4. Project Manager Certification Section** – Name, title, and phone number of the project manager, date completed, and name of person who completed the form (sometimes it is not the project manager).

## ***Quarterly Statistical Report***

WSDOT provides a customized Excel workbook for grantees to track and submit statistical information such as miles, trips, and expenses to supplement the quarterly progress report. Not all projects will require all forms. Capital projects do not require a statistical report.

### Filling Out Your Quarterly Statistical Report

#### **Dashboard**

The Dashboard includes basic information about your funding and contact information. It also lists the performance data from your grant application and historical expenses if you had a grant last biennium. WSDOT populates the fields in this tab based on your contract. If you see any errors or omissions, please contact your Community Liaison right away.

#### **Navigation**

The Navigation tab lets you quickly skip to the tab or quarter you want to pull up. You cannot edit this page.

#### **Summary**

This tab auto-calculates based on the information you provide in the successive tabs. The lower part of the form shows a graph of several variables that you may choose from the drop-down boxes, such as current biennium expenditures over time versus last biennium. The community liaisons will use this as a tool to track your agency’s performance, but please feel free to experiment with the graph options for your own use. You may need to minimize your screen to see the drop-downs to the right of the chart area.

#### **Detail of Volunteers**

This form is required for operating and mobility management projects that use in-kind match in the form of volunteer hours and other volunteer expenses. Your community liaison may customize this tab to fit your project(s). All details must correspond to your WSDOT-approved in-kind valuation plan.

A navigation panel across the top lets you skip to the next project letter or you can scroll down to the next project. The *Home* button takes you to the Summary tab.

- **Total Volunteer Driver Activity** – Enter the total number of passenger trips (one-way boardings), revenue vehicle miles (in-service miles), and volunteer driver hours reported on the volunteers' timesheets. A red flag in the top right corner of a cell indicates additional instructions and examples for that field.
- **Total Volunteer Driver(s) Activity Rate Expense Value** – Enter the total number of volunteer drivers and the hourly fair market value (FMV). The total expense value will auto-calculate.
- **Other Non-Driver Volunteer Information** – If you count volunteers other than drivers (marketing consultants, office interns) toward in-kind match, list the position(s), the number of hours, hourly compensation, and any related expense not counted above. Total expense value will auto-calculate.

Total in-kind contributions from volunteer expenses for this project will auto-calculate at the bottom of the project section. Total in-kind contributions from your quarterly expenses tab(s) will also auto-calculate at the bottom. The only difference between those two figures should be any in-kind contributions that were in the form of goods as opposed to volunteers.

All volunteer activity listed should conform to your approved in-kind valuation plan on file with WSDOT.

## **Program Income**

This form collects program income received from a federal grant-funded project. Program income is any revenue other than fares received by a grantee that is directly generated by a grant-supported asset or activity, such as revenue from advertisements placed on grant-funded buses or sub-lease of space at a grant-funded facility.

Grantees need to be prepared to track non-fare revenues to see if it is supported by a grant funded asset or activity and, if necessary, be able to report quarterly the money generated by the appropriate grant. If you are unsure whether revenue is considered program income or how to report it, contact your assigned Community Liaison for assistance.

## **Complaints**

Grantees are required to track complaints in accordance with the Americans with Disabilities Act (ADA). In addition, grantees awarded FTA funds must track complaints regarding Equal Employment Opportunities (EEO) and Title VI of the 1964 Civil Rights Act.

To complete this report, first fill in organization name, agreement numbers covered by this report (all bus and non-bus purchase agreements), quarter/year, contact name, and phone number. If no complaints were received during the reporting quarter, you can still list the status of complaints received in prior quarters.

If one or more complaints were received:

- Select what type of complaint was received (ADA, EEO, or Title VI).
- Record the date the complaint was received.
- Select the status of the complaint (open, investigation, lawsuit, referral, or closed).
- Enter a description of the complaint.

- List actions taken by your organization to resolve the complaint, which includes to whom the complaint was referred if it was referred to another organization.

### **Disadvantaged Business Enterprise (DBE)**

This report is only required for organizations receiving federal funds for projects other than capital rolling stock (vehicle) purchases (i.e., for capital equipment such as radios or bus shelters, for operating projects, or for planning projects). List DBE information for purchasing activities for which a DBE contractor was the vendor. If you have any question about what qualifies as a contracting opportunity or as a DBE, contact your WSDOT community liaison.

To complete the report, complete the following fields:

- **Type of Expense** – This is a category such as “photocopier contract,” “facilities lease,” “office supplies,” “radio-system purchase,” “vehicle maintenance,” etc.
- **Federal Funds Spent on Item** – Using the percentage of federal funding identified in your agreement, calculate what dollar amount of the reimbursable expense listed in the Type of Expense field would be paid by federal funds.
- **Number of DBEs Used** – Fill in the number of DBEs used for the item(s) listed in Type of Expense. If no DBEs were used, enter zero (0).
- **Name(s) of DBE Used** – List the names of the DBEs counted in Number of DBEs Used.
- **Notes** – Use this space to provide any additional information.
  - If unable to find any DBEs to purchase from, if DBE costs were exorbitant compared to other bidders, or if there was another reason you did not use a DBE for a contracting opportunity, at the bottom of the form is a space for you to describe your good faith efforts to locate and purchase from DBE vendors during this time period.

### **Quarter Tables (Expenses, Trips, Miles and Hours)**

This form is required for all project types. Enter the total net expenses in the appropriate funding row and service type column. Use service type “Other” for capital expenses. Net expenses are the balance after the fares, donations, and ineligible expenses are subtracted from the gross expenses.

- **Funding Sources** – Use the percentages for each funding source applicable to the project to determine the appropriate amount for each funding source. Only include expenses from the quarter you are reporting.
- **Total Net Expenses This Quarter** – Calculates automatically based on the information provided by funding source.
- **Total Net Expenses to Date** – Add the Total Net Expenses this Quarter to the Total Net Expenses to Date from the previous quarter’s report. Enter the total on the form.
- **Total Budget for Project** – Enter the amount shown in the agreement as the Total Project Cost applicable to the project being reported.
- **Balance** – Calculates automatically based on the information provided and shows the amount of local and grant funds left for the project.
- **Percentage of Budget Spent** – Calculates automatically based on the information provided.

## Trips, Miles and Hours

This part of the form reports statistical information regarding ridership, revenue vehicles miles, and revenue vehicle hours by service type. Unique projects such as mobility management may use this form to report performance under different categories than the ones listed below.

- **Passenger Trips** – Enter the total number of passengers boarding revenue vehicles during the quarter.
- **Revenue Vehicle Miles** – Enter the total number of miles that a vehicle travels while in scheduled revenue service for the period.
- **Revenue Vehicle Hours** – Enter the total amount of time (in hours) a vehicle travels while in scheduled passenger service for the period.

For each category, enter the number of trips, miles or hours under the applicable service type and in the row of funding that was used for the services. If there were multiple types of funding, then the number should be split based on the percentages for each funding source used for the project as found in the grant agreement. The report should also include in the local match funds category trips, miles, and hours for personal vehicles used for service purposes as well as and those made by volunteer drivers.

If the trips, miles, or hours are not from a direct source count, describe in the box at the bottom of the form how you determined ridership numbers.

## ***Additional Reports***

### **Charter Service**

The Charter Service Exception report is required for all organizations receiving federal funds who are engaging in charter activities recognized under the FTA approved exceptions. Organizations that are required to complete this report must use FTA's form, which will be provided by your Community Liaison on request.

This report is due quarterly and must be submitted 30 days after the end of each quarter. The report covers the previous quarter's time period and must be submitted by email to [ConsolidatedGrants@wsdot.wa.gov](mailto:ConsolidatedGrants@wsdot.wa.gov). This is the only way that the report will be accepted. Reports submitted by any other means will not be considered as received.

### **Annual Physical Equipment and Facility Inventory**

All grantees that received grant funds for equipment, facilities, or vehicles for which WSDOT retains legal ownership must complete this inventory report on an annual basis. All public transit agencies must complete this inventory report on an annual basis regardless of funding. The report must include all passenger vehicles in the fleet, including spare vehicles, any equipment purchased, and facilities. Maintenance and staff-only vehicles are excluded. The inventory report must be signed by an authorized representative and mailed to:

WSDOT  
Public Transportation Division  
Attention: Capital Programs  
310 Maple Park Avenue SE  
PO Box 47387  
Olympia, WA 98504

Detailed instructions on how to complete this report can be found with the report itself. The report is due annually by Feb. 15.

### **Drug and Alcohol**

An annual drug and alcohol MIS report is required for grantees who receive 5309, 5311 (including intercity bus program), and 5339 funds. The WSDOT drug and alcohol coordinator will be in touch with you this winter if your agency is required to report.

### **Asset Management Plan/Vehicle Maintenance Plan**

See Chapter 3 for guidance on asset management and vehicle maintenance plans.

### ***Reports Submitted to the Federal Transit Administration (FTA) by WSDOT***

FTA reporting requirements are dynamic and can change based on new laws and rules passed by Congress or programmatic leads at USDOT or FTA. WSDOT has chosen to work directly with grantees on the following reports and not collect information quarterly.

- **National Transit Database** – This report affects any grantees that currently receive FTA 5311 funds to operate a service or purchase a vehicle, or grantees for which WSDOT still holds title to a vehicle purchased with FTA 5311 funds. The report is due annually on the last business day in April.

WSDOT project managers or staff will contact the grantee and facilitate the collection of the information.

All grantees are required to respond to these requests or any other special reporting requests in a timely fashion. Failure to do so may affect a grantee's In Good Standing status.

### **Submission of Reports**

Submit all Consolidated Grant Program reports to [ConsolidatedGrants@wsdot.wa.gov](mailto:ConsolidatedGrants@wsdot.wa.gov) and cc your regional [Community Liaison](#).

### **Failure to Submit Reports**

If WSDOT does not receive the quarterly progress and statistical reports or applicable specialty reports, the reimbursement request(s) will be held without payment until acceptable reports are received.

# Grant Statistical Report Form

## Basic Information

Organization	
Agreement Number	
Contact Name	
Contact Number	
Contact E-mail	
Start Date	
End Date (implied)	November 1901

## WSDOT Contact Information:

Community Liaison	
Phone Number	Please input number manually
E-mail Address	<a href="#">Please input e-mail manually</a>

## Match Rates and Awarded Funding Amounts

	Project A	Project B	Project C
<b>Match Rate</b>			
Rural Mobility Competitive			
Rural Mobility Transit Formula			
Paratransit / Special Needs Non profit			
Paratransit / Special Needs Transit Formula			
FTA 5309 New and Small Starts			
FTA 5310 Operating/Mobility Management			
FTA 5311 General Public			
FTA 5316 (JARC)			
FTA 5317 (New Freedom)			
FTA 5339 Bus Formula Apportionment			
Other			
Local Match Funds Total			
<b>Total</b>			

Projected Passenger Trips			
Projected Revenue Hours			
Projected Revenue Miles			

## Historical Expenses

1st Quarter			
2nd Quarter			
3rd Quarter			
4th Quarter			
5th Quarter			
6th Quarter			
7th Quarter			
8th Quarter			



## Detail of Volunteers

This sheet applies to projects using in-kind sources

### Project A

Volunteer Information	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	6th Quarter
	Jan - Mar 1900	Apr - Jun 1900	Jul - Sep 1900	Oct - Dec 1900	Jan - Mar 1901	Apr - Jun 1901
<b>Total Volunteer Driver Activity</b>						
Passenger Trips ( <i>One-Way Boardings</i> )						
Revenue Vehicle Miles						
Volunteer Driver Service Hours						
<b>Total Volunteer Driver(s) Activity Rate Expense Value</b>						
Total # of Volunteer Drivers						
Hourly Rate and Benefit Fair-Market Value						
Fair-Market Expense Value for all Drivers	-	-	-	-	-	-
<b>Other Non-Driver Volunteer Information</b>						
Position 1						
Service Hours						
Hourly Rate and Benefit Fair-Market Value						
Fair-Market Expense Value for this Position	-	-	-	-	-	-
Other Fair Market Expense Value						
Total Fair Market Expense Value	-	-	-	-	-	-
Position 2						
Service Hours						
Hourly Rate and Benefit Fair-Market Value						
Fair-Market Expense Value for this Position	-	-	-	-	-	-
Other Fair-Market Expense Value						
Total Fair-Market Expense Value	-	-	-	-	-	-
Position 3						
Service Hours						
Hourly Rate and Benefit Fair-Market Value						
Fair-Market Expense Value for this Position	-	-	-	-	-	-
Other Fair-Market Expense Value						
Total Fair-Market Expense Value	-	-	-	-	-	-
Total In Kind Contributions	-	-	-	-	-	-
Total In Kind Contributions from Quarterly Sheets	-	-	-	-	-	-

**Program Income**

This sheet applies to all project types that receive federal funding.

Organization: 0 \_\_\_\_\_  
Agreement Number: 0 \_\_\_\_\_  
Contact Name: 0 \_\_\_\_\_

Phone #: 000-000-0000 \_\_\_\_\_

Date	FTA Program	Activity by which income was earned (i.e. leased space, vending machines, etc.)	Amount of program income earned	Notes

**Biennium Complaints Log**

This sheet applies to all project types and is a running list of complaints noted throughout the entire contract reporting period.

**Organization:** 0 \_\_\_\_\_  
**Agreement Number:** 0 \_\_\_\_\_  
**Contact Name:** 0 \_\_\_\_\_ **Phone #:** 000-000-0000 \_\_\_\_\_

Type of Complaint	Project	Date Received	Description of Complaint	Status of Complaint	Actions Taken / Resolution

## Disadvantaged Business Enterprise (DBE) Log

This sheet applies to all project types that receive federal funding - **excludes vehicle or equipment purchases**

Organization: 0

Agreement Number: 0

Contact Name: 0

Phone #: 000-000-0000

Type of Expense	Date	Amount Spent	# of DBEs Used	Name(s) of DBE Used	Notes

**Project A**

Funding Sources	Fixed Route	Route Deviated	Demand Response	Vanpool	Capital or Other*	Total
Rural Mobility Competitive						-
Rural Mobility Transit Formula						-
Paratransit / Special Needs Non profit						-
Paratransit / Special Needs Transit Formula						-
FTA 5309 New and Small Starts						-
FTA 5310 Operating/Mobility Management						-
FTA 5311 General Public						-
FTA 5316 (JARC)						-
FTA 5317 (New Freedom)						-
FTA 5339 Bus Formula Apportionment						-
Other						-
Local Sales Tax						-
						-
						-
						-
						-
						-
<b>Local Match Funds Total</b>	-	-	-	-	-	-
<b>Column Total</b>	-	-	-	-	-	-

\*Other service types (e.g., mobility management) or capital expenses

	Fixed Route	Route Deviated	Demand Response	Vanpool	Capital or Other*	Total
<b>Passenger Trips</b> (one-way boardings)						-
<b>Revenue Vehicle Miles</b>						-
<b>Revenue Vehicle Hours</b>						-

\*Other service types (e.g., mobility management)

**Please describe your method for determining ridership numbers:**

The Drivers enter the riders names on their log sheets and then mark each time the rider boards the vehicle. The information is then entered into our computer for reports.