

Introduction

Congratulations! Your organization has been awarded a Regional Mobility grant (RMG) through the Washington State Department of Transportation. WSDOT is committed to both the success of the funded projects and the effective management of grant funds. Your organization should use this guide as a reference tool throughout the life of your project, as it offers technical assistance and direction for maintaining compliance with the laws and regulations associated with Washington state public transportation funding.

Guidebook Contents

This guide is not intended to supersede your grant agreement. In the event that any sections of this guide are inconsistent with the specific terms and conditions of your grant agreement, the agreement is contractually binding and must be followed.

Guide Revisions

This guide is reviewed and updated every two years with the possibility of interim updates. When revisions are made to this document, WSDOT will notify organizations with current grants that a new updated version has been posted to the WSDOT website at www.wsdot.wa.gov/transit.

Appendix List

- A Reimbursement Request Instructions
- B Capital and Vehicle Reimbursement Request Form
- C Capital Construction Reimbursement Request Form
- D Operations Reimbursement Request Form
- E Abbreviations and Definitions List
- F References
- G Quarterly Progress Report Form
- H Procurement Forms
- I Site Visit Checklist

Resources

In order to provide our recipients with the most responsive customer service, the Public Transportation Division (PTD) is introducing a new, regionally focused approach to managing the Regional Mobility Program. Each sub-recipient is assigned a community liaison (CL) by region that will generally be your primary point of contact throughout the life of the grant. There are also subject matter experts, denoted below, who are available to provide technical assistance.

Assistance Category	Contact	Phone	Email
Asset Management and Vehicle Maintenance Plans	Hiep Tran	360-705-7806	tranh@wsdot.wa.gov
Charter Regulations	Tom Hanson	360-705-7939	hansont@wsdot.wa.gov

Civil Rights ADA/ Disadvantaged Business Enterprise/ Title VI	Ryan Warner	360-705-6918	warnerry@wsdot.wa.gov
Commute Trip Reduction/Transportation Demand Management	Kathy Johnston	360-705-7925	johnstk@wsdot.wa.gov
Contracts	David Chenaur	360-705-7839	chenaud@wsdot.wa.gov
Coordinated Transportation	Don Chartock	360-705-7928	chartod@wsdot.wa.gov
Drug and Alcohol Program	Hiep Tran	360-705-7806	tranh@wsdot.wa.gov
Grantee Compliance/Policies	Nicole Patrick Katie Wood	360-705-6930 360-705-7718	patricn@wsdot.wa.gov woodk@wsdot.wa.gov
Indirect Cost and In-Kind Valuation Plans	Barb Savary	360-705-7914	savaryb@wsdot.wa.gov
Intercity Bus	Tom Hanson	360-705-7939	hansont@wsdot.wa.gov
Invoicing/Reimbursement Requests	Lori Barnhart	360-705-7874	barnhal@wsdot.wa.gov
IT Architecture	Ryan Warner	360-705-6918	warnerry@wsdot.wa.gov
Marketing/Public Relations	Jef Lucero	360-705-7846	luceroj@wsdot.wa.gov
National Transit Database	Janice Helmann	206-464-1284	helmanj@wsdot.wa.gov
State Regional Mobility Grants	Nicole Patrick	360-705-6930	patricn@wsdot.wa.gov
Rural Transit Assistance Program (RTAP)	Linda Howell	509-543-3316	howell@wsdot.wa.gov
Safety and Security	Hiep Tran	360-705-7806	tranh@wsdot.wa.gov
STP Transfers	Barb Savary	360-705-7914	savaryb@wsdot.wa.gov
Transportation Development Plans	Tom Hanson	360-705-7939	hansont@wsdot.wa.gov
Vanpool Operations and Washington State Vanpool Investment Program	Shamus Misek	360-705-7346	miseks@wsdot.wa.gov
Veteran's Transportation	Ryan Warner	360-705-6918	warnerry@wsdot.wa.gov
Vehicle and Equipment Procurements	David Chenaur	360-705-7839	chenaud@wsdot.wa.gov

Additional Resources

Organization	Website
Washington State Department of Transportation	www.wsdot.wa.gov/transit
Community Transportation Association of America	www.ctaa.org
Community Transportation Association of the Northwest	www.ctanw.org
Federal Transit Administration	www.fta.dot.gov
Washington State Transit Association	www.watransit.com
Washington State Transit Insurance Pool	www.wstip.org
Washington State Transportation Training Coalition	www.wsttc.org

This chapter outlines requirements related to your grant funding and guidelines for all project types.

Grants Contracts

The Washington State Department of Transportation expects your organization to carry out the project as described in your application for funding and subsequent grant agreement. Occasionally, despite the best efforts to effectively plan and manage a project, changes are necessary.

Project Change Requests

Your organization's project cannot be modified, adjusted or changed without written approval from WSDOT. All aspects of the grant agreement remain in force until WSDOT provides written confirmation of the approved change. All aspects of your organization's grant agreement remain in force until written approval with an effective date is received from WSDOT. In some cases, project changes require a formal amendment to the existing grant agreement.

Total Project Cost

A grantee must notify WSDOT if the total project cost decreases by 10 percent or more. Your grant must not provide more than 80 percent of the total project cost. Each agency's financial participation will be adjusted to maintain the matching percentage described in the grant application.

Transit Agencies Only

In order to be eligible to receive grant funds, a transit agency must have a policy in place to allow other users the use of a transit agency-owned park and ride lot. Rent can be charged, and WSDOT will not review or approve an agency's policy. A policy must be in place before a reimbursement request can be processed.

Project Change Request Process

Before your organization develops and submits a formal written (letter or email) project change proposal to WSDOT, we strongly recommend that you contact, collaborate with and obtain input from organizations/entities that may be affected by the proposed project change. Your assigned WSDOT community liaison will aid you in the process. All changes must be requested in writing to your WSDOT community liaison, either through U.S. mail or email.

Change requests must include:

- Specific information about the proposed change (i.e., scope, schedule and budget).
- Comparisons to existing grant commitments.
- Reasons for the requested change.
- Expected benefits and costs associated with the proposed change and impact on stakeholders.

In addition, it may be helpful to include information about other potential solutions that were considered but rejected. For competitive grant programs, explain how the revised project scope will better meet the needs of your organization and the community you serve.

Examples of project changes include but are not limited to:

- **Scope of Work**
 - Service modification – Schedule and route changes.
 - Change in the type or size of vehicles to be purchased.
 - Number of parking spaces in a park and ride lot.
 - Transit station location.
 - Using grant funds for elements of work not listed in the original scope of work (e.g., paying for a new signal on an adjacent road instead of the park and ride lot construction listed in the scope of work).
 - Change of specifications used to guide the work (e.g., using local design specifications instead of state design specifications, shifting from an environmental impact statement to an environmental assessment, or documented categorical exclusion).
- **Schedule**
 - Change to project begin or end date.
- **Budget – Construction Projects**
 - Overall project budget.
 - Local match percentage.
 - Funding for phase of work (e.g., shifting funds from construction to an earlier phase of work such as design or real estate acquisition).
- **Assignment**
 - Transferring grant responsibilities from one organization to another organization.
 - Shifting grant funds between projects.

Most of the changes listed above will require an amendment to the grant agreement.

Relationships with Employees and Officers of WSDOT

Under state ethics laws ([RCW 42.52.080](#)), WSDOT staff members are not allowed to accept loans, gratuities, or gifts of money in any form from your organization or any of your representatives. In addition, WSDOT employees are not allowed to work for an organization if they have oversight responsibilities or are involved with contract negotiations with that organization. For more information about ethics requirements, refer to the “Ethics” clause in your agreement with WSDOT and to federal regulations 31 USC 3801 and 49 CFR Part 31.

Purchasing Policies

Grantees that use state funds to purchase vehicle and equipment must use a competitive procurement process. The procurement process must be in accordance with each grantee’s purchasing policies and must follow all applicable state laws.

Transit Asset Management Plan

As a condition of receiving state funding, all public transit systems (as defined in [RCW 35.84.060](#), [36.56](#), [36.57A](#) and [81.112](#)) are required to have an asset management plan (AMP) certified by WSDOT every two years and submit a self-certification every two years stating that they are still following the same plan or that the changes to their plan are consistent with state requirements. At a minimum, the plan must include an inventory of the transit system's assets, and a preventive maintenance program based on lowest-life-cycle cost methodologies. Guidance for the development of a transit AMP is published in a separate document. For more information, contact a WSDOT Public Transportation Division Capital Programs staff member.

Matching Funds

Matching funds represent the grantee's share of the total project costs. You may use local, state, federal and private funding (as long as the state funds are not from another WSDOT competitive grant) as local match. Prior investments in project design, real-estate acquisition or construction may also be used as match.

Examples of Matching Funds

- Local tax revenues such as sales tax receipts.
- Funds from other public agencies.
- Private donations.
- Advertising revenue.
- Foundation grants.
- State funds from any source except other competitive WSDOT grants.
- Revenue from other grants awarded to your organization.
- Federal funds from any source.
- Previously acquired land to be used for the project.
- WSDOT-owned land.
- Previous non-planning project expenditures.
- Surplus or retained earnings from other activities in your organization.

Project Records

Grantees are expected to keep project records in order to adequately document project activities and costs. The procedures used for recordkeeping must comply with 2 CFR Part 200. WSDOT uses the OMB circulars, Governmental Accounting Standards Board and Generally Accepted Accounting Principles as standards when assessing if an organization has adequately documented project costs.

Compliance with OMB Circulars

To comply with the OMB circulars, grantees are required to keep a separate set of accounts (or a subaccount within an accounting system) that clearly identify project costs and associated revenue. In addition, accounting records must include:

- Vouchers or purchase orders prepared for all payments made to vendors. These vouchers must identify:

- Goods or services purchased.
- Name of the vendor from which the purchase was made.
- Name of the program(s) charged for the expenses.
- Time sheets for each employee charging to the project. The time sheets must include the hours spent working on the project.

Requesting Reimbursements

To receive payment for eligible expenses incurred under the grant agreement, a reimbursement request form must be completed, signed by your financial manager or authorized representative and emailed to the WSDOT Public Transportation Division, attention Business Team at PTDInvoices@wsdot.wa.gov, with a cc to your community liaison. If the reimbursement request form is incomplete or inaccurate, payments will be withheld until the form is corrected and approved.

All required quarterly progress reports must be submitted before a payment can be processed. Although reimbursement requests may be submitted as frequently as once per month, WSDOT prefers that you submit reimbursement requests quarterly.

RMG grantees must have their projects performance measurement plan reviewed and approved by WSDOT before a reimbursement request will be processed for payment.

A reimbursement request or an estimate of charges must be submitted by July 15 every state fiscal year (July 1 through June 30) of the term of project. If the contractor is unable to provide an invoice by this date, the contractor shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. The contractor's final payment request must be received by WSDOT by July 15 immediately following the final fiscal year of the term of project, within 30 days of the completion of the project, or within 30 days of the termination of this agreement, whichever is sooner. Any payment request received after the 15th day after the end of the grant period will not be eligible for reimbursement.

Refer to Appendixes A, B, C, and D for examples of reimbursement request forms and detailed instructions for completing the forms.

Eligible expenses include, but are not limited to:

- Factory visits (if required and/or pre-approved by WSDOT). These expenses must fall within state/federal per diem rates. A written request must be submitted to WSDOT for review and approval prior to taking the trip. WSDOT will not reimburse trip expenses without prior written approval. Contact your WSDOT community liaison prior to taking the trip for more detailed information and requirements.
- Costs of equipment identified in your grant agreement, including any associated sales or use taxes paid.
- The purchase and installation of other vehicle equipment identified in the grant agreement or otherwise pre-approved by WSDOT (e.g., signage, bike racks, radios, cameras, fare boxes).
- The purchase and installation of striping and/or logos on the exterior of any vehicles purchased under the grant agreement.

- The purchase and installation of non-vehicle equipment specifically identified in the grant agreement.
- Required inspection costs, if performed by an outside vendor.

Chapter 2 Guidelines for Operating Projects

The information in this chapter applies to organizations awarded RMG funds for operating projects.

Operating

Your grant agreement with WSDOT outlines the eligible services under each project, and funding sources used for each project. Only services identified in the grant agreement are eligible for reimbursement. RMG funds may be used to pay for incremental operating costs of new or expanded service, including labor, benefits, supplies, fuel, insurance, rent, utilities, contracted services and maintenance costs. An operating grant may not be used for depreciation of vehicles purchased with grant funds or costs associated with expenses incurred for timeframes outside of the grant period (such as prepaid insurance coverage). Examples of RMG program criteria:

- Activities and services must either be directly provided or purchased by the applicant. RMG funds are to be used to help establish viable new or expanded transportation services that provide a measurable public benefit.
- Operating assistance must support new transit services and/or the incremental cost of expanding existing transit services. New or expanded transit service cannot appear on timetables before the grant proposal deadline.
- Grant-supported operations must begin no later than Oct. 1, 2015.
- Other funding sources must ultimately replace RMG funds as the new services become part of the baseline transportation network. Operating assistance for a particular service will be limited to four years. Grant-funded services that started during the 2013–2015 grant cycle are eligible for grant funds through June 30, 2017. Grant-funded services that start during the 2015–2017 grant cycle will be eligible for grant funds through June 30, 2019.

Examples of eligible operating grants include but are not limited to the following:

- Operating assistance for new bus routes, new express service, new or expanded “feeder” service, and service that both increases frequency and reduces headways.
- Operating assistance for new community connections or multi-jurisdictional transportation corridors.

Eligible Expenses

An expense must be directly related to the project and reasonable in amount to be eligible for grant reimbursement. Examples of eligible direct expenses include, but are not limited to:

- Employee wages and benefits
- Vehicle fuel
- Vehicle maintenance costs
- Purchased transportation services (purchase-of-service contracts)

Purchase-of-service contracts are subject to procurement requirements and should be competitively awarded and pre-approved by WSDOT for compliance and eligibility. Your community liaison can assist with determining which requirements are applicable.

Chapter 3 Guidelines for Capital (Vehicle and Equipment) Projects

This chapter contains guidelines associated with vehicle (rolling stock) and other equipment procurements, as well as the management of vehicles and equipment purchased with state RMG funds.

Eligible Use of Vehicles and Equipment

All vehicles and equipment purchased with grant funds must be used to support the passenger transportation services described in the grant agreement. At a minimum, the services provided with the vehicles must be eligible for the funding sources awarded for the project. Additionally, it is WSDOT's policy that grant funds shall not be used to replace "spare" vehicles.

Importance of Making Progress with Purchase(s)

RMG vehicles and equipment-acquisition projects for the 2015-2017 biennium must, at a minimum, place orders and set an anticipated acceptance date before June 30, 2017.

While it is important that grantees communicate and work with the assigned community liaison throughout the development, implementation and completion of a project, it is critical that the community liaison is notified as soon as problems arise associated with the capital project. This is especially important with problems or complications that delay project startup or vehicle/equipment orders. WSDOT Public Transportation staff will assist grantees to ensure successful implementation of the capital project. It is crucial that grantees initiate the purchase of grant-funded vehicles and equipment in a timely manner.

RMG grantees must complete and sign the "Bus Purchase Self-Certification" (located in [Appendix H](#)) prior to submitting a request for reimbursement.

Vehicle Procurement Records and Retention

Grantees must file and maintain all pertinent procurement records in the procurement file for all grant-funded procurements. Grantee shall maintain the complete procurement file for six years beyond the useful life of the vehicle(s) regardless of the process used to purchase the vehicles. The minimum useful life of a vehicle is shown in [Appendix H](#).

Title of Vehicles

When obtaining the vehicle titles with state funds administered by WSDOT, your organization must be shown as the registered owner and WSDOT must be shown as the legal owner. The following information must appear on the title:

Legal Owner
Washington State Department of Transportation
Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Title Retention

The length of time WSDOT retains title to vehicles purchased for the project will depend on the size and type of vehicle purchased. The vehicle disposition schedule ([Appendix H](#))

identifies the retention schedule for vehicles, also known as the *minimum useful life* of the vehicle.

WSDOT will release legal ownership of all vehicles based on the vehicle acceptance date and identified minimum useful life (based on its age or mileage, whichever comes first).

Note: After WSDOT releases the vehicle title, grantees must complete the transfer of legal ownership of the vehicle with the Washington State Department of Licensing (DOL) within 15 calendar days. Failure to do so may result in penalties imposed on the grantee by DOL.

Managing Vehicles and Equipment

Grantees are expected to ensure that vehicles and equipment are properly maintained and used for the services described in the grant agreement. The information below provides guidance on how to properly manage grant-funded equipment and vehicles.

Allowable Uses

All vehicles and equipment purchased with grant funds must be used throughout their minimum useful life to support the passenger transportation services described in the grant agreement and be consistent with grant funding requirements. The service parameters include but are not limited to:

- Service area.
- Service mode (demand response, fixed route, vanpool, etc.).
- Population to be served (general public, special needs, etc.).
- Type of service (job access, complementary paratransit, etc.).

Minimum Service Thresholds for Vehicles

Vehicles must be used to provide the service described in the grant agreement.

Failure to use the vehicle as described in the grant agreement may jeopardize your organization's ability to remain in compliance with WSDOT's In Good Standing policy.

Maintenance of Vehicles and Equipment

Grantees are required to maintain all vehicles and equipment purchased with grant funds according to the manufacturer's recommendations and transit asset management plan (TAMP), or other transportation organizations' vehicle maintenance plan (VMP). The maintenance plan typically consists of a graduated preventive maintenance program. Refer to the owner's manuals received from the vehicle and equipment manufacturers and any installed components (such as wheelchair lift, bicycle rack, air conditioning unit) in order to establish a preventive maintenance program. Samples of maintenance plans and preventive maintenance inspection forms are available from WSDOT upon request.

Asset Management Plan (Transit Agencies Only)

Moving Ahead for Progress in the 21st Century (MAP-21) and [RCW 81.112.086](#) require transit agencies and grantees receiving FTA and state funds for public transportation capital projects to develop and implement a TAMP or VMP. Transit agencies and grantees must submit TAMP/VMP recertification and/or an update of their plan to WSDOT on or before Feb. 15, 2017. TAMP/VMP recertification is due every other year on an odd-year basis.

MAP-21 and state AMP requirements consist of several important elements:

- Capital-asset inventory.
- Condition assessments and reporting.
- Maintenance plans for vehicles, equipment and facilities.
- Capital-investment prioritization for bringing public transit systems into a state of good repair.

Newly formed transit agencies can find guidance on developing an AMP at www.wsdot.wa.gov/transit/library. For more information about AMPs and VMPs, contact a WSDOT vehicle and equipment procurement staff member.

Required Elements for an AMP

Transit agencies and grantees must develop an AMP including:

- Inventory report system
- Lowest life-cycle cost (LLCC) methodologies
- Preventive maintenance program
- Maintenance recordkeeping system
- State of good repair
- Performance-based planning progress

Annual Transit Asset Inventory

Transit agency AMPs must include an inventory of all transit assets. Asset inventories are due every Jan. 31. For more information about annual asset inventories, contact a WSDOT asset management staff member.

Note: As a condition of receiving state funds, public transit agencies must have an AMP certified by WSDOT. WSDOT considers the preventive maintenance requirements described in the transit AMP to be best practices for all grant recipients.

Insurance Requirements

Vehicles purchased with grant funds must be insured to be in compliance with state law. Grantees must provide a certificate of insurance documenting liability, comprehensive and collision insurance for all grant-funded vehicles of which WSDOT retains legal ownership, with WSDOT listed as the loss payee. Self-insured organizations must provide WSDOT with a declaration of self-insurance including a description of how the self-insurance pool is

funded. For specific insurance requirements, refer to the “Loss or Damage of Project Equipment” section of the capital grant agreement.

Damages and Repairs

Grantees are responsible for reporting and repairing any damage to grant-funded vehicles of which WSDOT retains legal ownership. WSDOT must be notified in writing within five business days if the vehicle sustains disabling damage (e.g., vehicle is removed from service for ten or more operating days or is totaled) or the circumstances of the incident trigger an FTA drug-and-alcohol test. The following information must be submitted to WSDOT:

- The nature of the incident.
- The level of damage to the vehicle.
- The grantee’s intentions regarding replacement of the vehicle if the damage resulted in a total loss of the vehicle.
- The incident report on file with local law officials.
- The investigation summary conducted by your organization.
- A copy of witness statement/comments.
- If grant funds were used for the purchase, an explanation of whether your organization’s decision to conduct post-accident drug-and-alcohol tests were conducted or, if not, why they were not conducted.

WSDOT does not need to be notified if the damage does not require removal from service. However, any damage should be repaired as quickly as possible.

Vehicle Total Loss

If the vehicle is deemed a total loss by the insurance carrier, the insurance proceeds shall be paid directly to WSDOT. Grantees that do not intend to replace a vehicle deemed a total loss will be forwarded the proportionate local share of the insurance proceeds received by WSDOT, provided that the grantee is in compliance with the grant agreement.

Grantees that intend to replace a vehicle deemed a total loss must replace it with a new or similar vehicle (value at the time of the incident, capacity, wheelchair accessibility, etc.). Once the replacement vehicle is received, a copy of the vendor invoice and the registration showing WSDOT as legal owner must be submitted to WSDOT. WSDOT shall reimburse the grantee up to the insurance proceeds paid. Any replacement costs in excess of the insurance proceeds must be assumed by the grantee.

If the grantee orders a replacement vehicle within 60 days of the incident and before the insurance proceeds have been processed, WSDOT may waive the requirement for the proceeds to be received directly by WSDOT, and may in writing allow the insurance to be paid directly to the grantee to expedite the replacement.

Change of Use

Written notification to and the approval of your community liaison is required if any grant-funded vehicle or equipment is no longer needed for the services described in the grant agreement. In either case, here is an overview of the options that may be available:

- Grantees providing other passenger transportation services in the same service area may request to use the vehicles or equipment for those services.

- Grantees not providing any other passenger-transportation services or reducing the scope of service may return the vehicles or equipment to WSDOT. Upon written notification, WSDOT will:
 - Initiate a fair-market valuation by an independent appraiser.
 - Identify other service providers who are willing and able to accept the vehicle(s) or equipment. If possible, WSDOT will transfer the vehicle or equipment to a provider within the same service area.
 - Initiate the transfer, once another service provider is identified and the fair-market valuation is completed. If local funds contributed to the purchase of the vehicle or equipment, grantees may be reimbursed for the proportionate local share as long as they are in compliance with the grant agreement. Once the transfer is complete, grantees will be released from the terms and conditions of the grant agreement.

Buyout of the Grant Share of a Vehicle and Other Equipment

Grantees may purchase the grant funded vehicles or equipment at any point during the grant agreement. If you elect to buy out the interest in the vehicles or equipment less than 12 months from the time of the receipt of grant funds, the amount to be returned to the state will be 100 percent of the grant. If the request to buy out the vehicle or equipment is received more than 12 months after the payment of the grant funds, WSDOT will initiate a fair-market valuation of the vehicles or equipment. Grantees will be required to pay the proportionate grant share of the current market value to WSDOT. After payment is received for a vehicle, WSDOT will send the grantee the original certificates of title for the vehicles and release them from any responsibilities under the grant agreement.

WSDOT's Role in Capital Construction Projects

WSDOT is responsible for ensuring that grantees follow state requirements associated with the receipt of grant funds for capital construction projects.

Grantee's Role in Capital Construction Projects

Grantees are responsible for carrying out the project described in the grant agreement and complying with federal and state requirements. The grant-funded project is defined by its scope, schedule and budget. Changes to the scope, schedule and budget require WSDOT approval, as outlined in [Chapter 1](#).

The grant-funded project scope is detailed in the grant application and grant agreement. In some cases, only part of the project's overall scope is eligible for grant reimbursement.

WSDOT requires grantees to reach project-schedule milestones, which are used to track progress. With mutual agreement, these milestones can be adapted to suit the particular complexities of the project. In some cases, grantees have achieved some project milestones before they receive grant funds. Some of these activities may also occur simultaneously. Here is a list of project schedule milestones:

- Design (30, 60, 90 and 100 percent).
- Environmental documentation development, including Washington State Executive Order [05-05](#) compliance.
- Performance measurement plan.
- Permit acquisition.
- Land acquisition and right of way certification.
- Utilities.
- Contract advertisement, bid acceptance and award.
- Construction (25, 50 and 75 percent).
- Operationally complete (i.e., commissioned).
- Site inspection by WSDOT.
- Asset management plan or facility maintenance plan.
- Project closeout.

Capital construction project costs outlined in the grant agreement and associated with preliminary engineering, project level environmental assessment and documentation, final design, real estate purchases, and construction are eligible for grant reimbursement. Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible capital construction project expenses.

2015-2017 RMG Project Requirements

All two-year RMG projects awarded in 2015 must be completed, deliver public benefits and exhaust all 2015-2017 grant funds before June 30, 2017.

All four-year projects RMG awarded in 2015 must spend some grant funds and deliver significant project milestones by June 30, 2017.

Minimum milestones for these legislatively identified projects include:

- Complete 90 percent design/preliminary engineering.
- Complete environmental documentation.
- Set contract advertisement date.
- Set construction start and completion dates (before June 30, 2019).

Note: All RMG funds beyond June 30, 2017, are subject to legislative appropriation approval and, therefore, are not guaranteed.

Design

Project design must meet the requirements in the Washington State *Standard Specifications for Road, Bridge, and Municipal Construction*. This publication is available at www.wsdot.wa.gov/publications/manuals/m41-10.htm. Project teams wishing to use other design standards must submit a request to the WSDOT Public Transportation Division and obtain documented approval before design work commences. If design work is already underway before WSDOT awards grant funds, project teams must request documented approval for other design standards within two months after the grant agreement takes effect.

WSDOT recommends that a risk assessment be done prior to completion of the preliminary engineering phase.

Note: All design plans must be stamped by the appropriate professional engineer.

Permit Requirements

Grantees are responsible for obtaining and ensuring compliance with all applicable local, state and federal permits. Federal compliance does not signify compliance with applicable local and state permits. The local organization must work with others as appropriate to provide the required analysis to complete its responsibilities under local, state and federal requirements for permits.

[Governor's Executive Order 05-05](#) is required of all capital construction projects and land acquisitions. A project likely to receive a categorical exclusion requires a letter from the Washington State Department of Archeology and Historic Preservation documenting compliance with the executive order. If the project receives federal funding, it is subject to the Federal Section 106 environmental review process. WSDOT requires documentation confirming successful completion of the process.

It is the grantee's responsibility to schedule and budget the project to comply with [EO 05-05](#).

Utilities and third parties often need extensive lead time to reasonably schedule the work and obtain the materials necessary for relocation of its facilities.

Conducting Procurement for Construction Projects

As soon as WSDOT notifies your organization of a grant award, you may begin exploring procurement options.

WSDOT does not prescribe a specific procurement process when using state funds. However, grantees must undergo a competitive process. The process must correspond with your purchasing procedures and follow all applicable state laws.

Maintaining Procurement Records

When state grant funds are used for facilities procurement, all pertinent procurement records must be maintained in a procurement file. Regardless of the process used to construct the facility, the complete procurement file must be maintained for six years beyond the useful life of the facility, depending on the type of structure. Contact WSDOT for assistance on determining the useful life of a facility constructed with grant funds. Review the Procurement File Contents checklist in [Appendix H](#) for details on which documents must be retained.

Managing the Constructed Facility

Once the constructed facility is completed and accepted, grantees are expected to ensure it is used for the purposes described in the grant agreement and that it is properly maintained. The information below provides guidance on properly managing the grant-funded facility.

Maintaining a Facility

Grantees are required to maintain facilities purchased and/or renovated with grant funds based on the contractor's recommendations and industry best practices. This typically consists of developing and implementing a preventive maintenance program. In establishing the preventive maintenance program, grantees should refer to any owner's manuals provided by the contractor for components (e.g., fueling pumps, vehicle lifts; heating; and ventilation and air-conditioning units) installed at the facility.

Transit Systems Must Have an Asset Management Plan

This section only applies to transit systems. However, WSDOT considers the preventive maintenance practices described in the transit asset management plan (AMP) to be best practices for all grantees.

As a condition of receiving state funds, public transit systems must have an AMP certified by WSDOT.

Note: Further guidance on the AMP has been published in a separate document. Contact WSDOT for more information. Newly formed transit systems can find guidance for developing an AMP at http://www.wsdot.wa.gov/NR/rdonlyres/13DDC2A7-C522-4E20-BA38-69F44FB301CA/0/guide_to_preparing_your_TAMP.pdf.

Other Grantees Must Have a Facility Maintenance Plan

In order to meet this requirement, grantees must submit a written facility maintenance plan for WSDOT's approval. At a minimum, the plan must cover all elements of the facility purchased with federal or state grant funds. Current capital construction grantees must submit their plans to WSDOT by October 1, 2015. New capital grantees must submit their plan prior to the occupancy of the constructed facility.

Insuring the Facility

Facilities and equipment purchased with state or federal grant funds must be insured in compliance with state law. WSDOT must be listed as the loss payee in the event of a total loss. Grantees that self-insure must provide WSDOT with a declaration of self-insurance including a description of how the self-insurance pool is funded. For insurance requirements, refer to the "Loss or Damage of Project Equipment" section of the grant agreement.

Facilities Involved in an Incident

Grantees are responsible for repairing any damage to grant-funded facilities. All damage should be repaired as quickly as possible. WSDOT must be notified in writing within five business days if the facility sustains disabling which results in one or all of the following:

- Total loss.
- Temporary (more than 10 business days) closure of the facility.
- Service operations being significantly hampered or reduced.

The written notification provided to WSDOT must include the following:

- The nature of the incident.
- The level of damage to the facility.
- Whether the damage resulted in a total loss of the facility and intentions regarding replacement of the facility.
- A copy of any accident or incident report on file with local law officials.
- A copy of any reports of investigations conducted or sponsored by your organization.

Grantees are not required to notify WSDOT if the facility sustains minor damage resulting in only cosmetic-related repairs.

If the damage to the facility results in a total loss, the insurance proceeds are required to be paid directly to WSDOT. Grantees that do not intend to replace the facility will receive a proportionate share of the insurance proceeds, per the terms of the grant agreement, provided that WSDOT finds the grantee is in compliance with the grant agreement.

Grantees that intend to replace the damaged facility must replace it with a similar structure/facility. Contact your WSDOT community liaison to initiate and arrange for the distribution of the insurance proceeds.

Appendix A

Reimbursement Request Instructions and Forms

The following information will assist grantees with completing the reimbursement request forms for the project. Sample copies of the following forms with detailed instructions are included in this appendix:

- Regional Mobility Grant Program – Operating Grants Reimbursement Request
- Regional Mobility Grant Program – Capital Equipment and Vehicle Grant Reimbursement Request
- Regional Mobility Grant Program – Capital Construction Grant Reimbursement Request

Reimbursement request forms are in Excel format. The Washington State Department of Transportation (WSDOT) provides grantees with a personalized electronic reimbursement request form containing formulas that calculate the reimbursement and the charge to each funding source. Hidden pop up boxes with helpful information have been added to the forms. Move the cursor over a flagged cell and instructions will appear.

Note: WSDOT will not process quarterly reimbursement requests from grantees if the corresponding quarterly progress report has not been received. This also applies to having your projects Performance Measurement Plan reviewed and approved by WSDOT. Reimbursement requests and progress reports must be completed on the proper forms. Other forms will not be accepted. Also, WSDOT will not accept forms that have been reformatted or modified to include additional information.

Regional Mobility Grant Program – Operating Grants Reimbursement Request Form

Reimbursement request forms for Regional Mobility operating grants may be submitted monthly or quarterly.

Instructions to Complete the Form

The instructions below are included with the electronic version of the reimbursement request form that WSDOT distributes via email. Some information is already entered on the form. Notify WSDOT if changes are needed.

1. The following information contained in the heading section must be completed:
 - a. **Organization and Address** – Organization’s name and address where the payment will be sent.
 - b. **Agreement Number** – Number shown on the WSDOT agreement for this project.
 - c. **Vendor ID Number** – Number assigned to your organization by the Internal Revenue Service or by WSDOT. This number is used as your vendor identification.
 - d. **Progress Bill Number** – Enter 1 for first reimbursement submitted, 2 for second reimbursement, and so on.

- e. **Reimbursement Request Date** – Date the form was completed.
 - f. **Final Request** – Enter “yes” if this is the final reimbursement request.
 - g. **Billing Period** – Time period expenses were incurred.
2. Enter the following operating expenses and revenue associated with the project.
- a. **Gross Expenses** – Total operating expenses during the billing period for the transportation services defined for your project in the agreement. Include in-kind expenses if also included in local match.
 - b. **Fares and Donations** – Any income received from passengers for transportation services provided to them.
 - c. **Ineligible Expenses** – Total of any ineligible expenses and/or depreciation of equipment purchased with federal and/or state funds. Some examples of ineligible expenses are:
 - Depreciation on vehicles funded with WSDOT grant funds.
 - Expenses incurred outside the timeframe of the grant period.
 - Travel expenses for trips taken outside of the state of Washington without pre-approval from WSDOT.
 - Expenses reimbursed by WSDOT or any other organizations under scholarship programs, including portions paid with local funds.
 - Annual or sick leave earned outside of the grant period.
 - Cost of organized fund raising, including financial campaigns, solicitations of gifts and bequests, and similar expenses to raise capital or obtain contributions.
 - Fines and penalties except when incurred as a result of compliance with specific provisions of a federal award or written instructions by an awarding agency that authorizes such payments in advance.
 - Bad debts.

Note: A more comprehensive listing of allowable and unallowable expenses may be found in OMB Circular A-87, Attachment B, Selected Items of Cost.

- d. **Net Expenses** – The balance after the Fares, Donations, and Ineligible Expenses are subtracted from the Gross Expenses. This will be automatically calculated by a formula encoded in the electronic form.
 - e. **Local Match** – The total of all other funds your organization receives for your transportation services that directly relate to your project including any in-kind (see [Chapter 2](#)). Funds diverted to a capital and/or other restricted reserve account should not be included.
3. **Total Amount Requested** – Subtract the Local Match from the Net Expenses. This will be automatically calculated by a formula encoded in the electronic form.

4. **Signature Block** – The reimbursement request form must be signed by the appropriate authorized individual at your organization. WSDOT requires an original signature on all reimbursement request forms.

Regional Mobility Grant Program – Capital Equipment and Vehicle Grant Reimbursement Request Form

Reimbursement request forms for Regional Mobility capital projects may be submitted at any time. If submitting a reimbursement request for a vehicle purchase, forms must be submitted no later than 30 days after the acceptance of the vehicle.

Note: Quarterly progress reports are still required to be submitted electronically even if a reimbursement request form is not submitted.

Instructions to Complete the Form

The instructions below are included with the electronic version of the reimbursement request form that WSDOT emails to you. Some information is already entered on the form. Notify WSDOT if changes are needed.

1. The following information contained in the heading section must be completed:
 - a. **Organization Name and Address** – Organization’s name and the address where the reimbursement will be sent.
 - b. **Reimbursement Request Date** – Date the form was completed.
 - c. **IFB or RFP Publish Date** – Date the invitation for bid or request for proposal was published.
 - d. **Contract Award Date** – Date the contract was executed with the vendor.
 - e. **Contract Completion Date** – Date the last vehicle under the contract was accepted. If additional vehicles are expected to be delivered under this contract, leave this box blank.
 - f. **Agreement Number** – Number shown on the WSDOT agreement for this project.
 - g. **Vendor ID Number** – Number assigned to your organization by the Internal Revenue Service or by WSDOT. This number is used as your vendor identification.
 - h. **Progress Bill Number** – Enter 1 for first reimbursement submitted, 2 for second reimbursement, and so on.
 - i. **Final Request** – Enter “yes” if this is the final reimbursement request.
2. **Equipment** – The information in this section will vary based on the type of equipment purchased. All information must be provided before WSDOT will issue payment.
 - a. **Equipment Description**
 - **Vehicles** – Year, make, and model of each vehicle purchased.
 - **Other Equipment** – Equipment description.

- b. **VIN/Serial Number**
 - **Vehicles** – Vehicle Identification Number (VIN).
 - **Other Equipment** – Serial number from each piece of equipment.
 - c. **Grantee Vehicle Number** (vehicles only) – Number assigned to each vehicle by your organization.
 - d. **Gross Vehicle Weight** (not applicable for vans or other equipment) – Gross weight of the vehicle.
 - e. **Passenger Seats/Wheelchair Securements** – Number of passengers each vehicle will accommodate, followed by the number of wheelchair securement areas.
 - f. **ADA Accessible** – Indicate whether the vehicle is accessible to persons with disabilities.
 - g. **Date Accepted** – Date that your organization notified the vendor that the vehicle had been accepted.
3. **Cost** – Enter the amount shown on the vendor invoices less any pre-payment discounts, rebates and/or refunds given. Additionally, public transit agencies must deduct the transit tax portion of the local sales tax paid on the vehicles since the transit tax is not eligible for reimbursement by WSDOT.
 4. **Factory Visit Trip** – If your organization conducted an onsite visit to the manufacturer, a Factory Visit Trip Expense Worksheet must be completed. After the worksheet is completed, transfer the calculated costs to the reimbursement request form.
 5. **Less Local Match** – Calculate your organization’s local share using the percentages provided in the contract.
 6. **Reimbursement Requested** – Subtract the local share from the total costs.
 7. **Signature Block** – The reimbursement request form must be signed by the appropriate authorized individual at your organization. WSDOT requires an original signature.
 8. When billing WSDOT for the cost of procuring a vehicle, the implementing organization must submit:
 - a. A Regional Mobility Grant Vehicle Self-Certification form, acknowledging compliance with applicable procurement regulations and procedures. Note that this can be completed in advance. The self-certification form serves in lieu of the following:
 - Visual inspection Road Test Forms
 - Post-Delivery Purchaser’s Requirements Certification Form
 - Post-Delivery Buy-America Compliance Certification Form
 - Post-Delivery FMVSS Compliance Certification Form
 - b. Invoices from vendors.
 - c. Copy of the Vehicle Registration Certificate, with WSDOT as the legal owner.
 - d. Copy of the insurance certificate covering the vehicle, or proof of self-insurance.

- e. Copy of the grantee's visual acceptance letter to the vendor.
- f. If you are billing out-of-state travel costs associated with procurement of the vehicles (such as a Factory Visit Trip, to inspect the facilities in which the vehicles will be produced) a Factory Visit Trip Expense Worksheet and backup, with out-of-state travel approval letter from WSDOT, and a copy of the report must also be submitted.

Regional Mobility Grant Program – Capital Construction Grant Reimbursement Request Form

Reimbursement request forms for Regional Mobility Grant capital construction projects may be submitted monthly or quarterly.

Instructions to Complete the Form

The instructions below are included with the electronic version of the reimbursement request form that WSDOT emails to you. Some information is already entered on the form. Notify WSDOT if changes are needed.

1. The following information contained in the heading section must be completed:
 - a. **Organization Name and Address** – Organization's name and address where the reimbursement will be sent.
 - b. **Agreement Number** – Number shown on the WSDOT agreement for this project.
 - c. **Vendor ID Number** – Number assigned to your agency by the Internal Revenue Service or by WSDOT. This number is used as your vendor identification.
 - d. **Progress Bill Number** – Enter 1 for first reimbursement submitted, 2 for second reimbursement, and so on.
 - e. **Reimbursement Request Date** – Date the form was completed.
 - f. **Final Request** – Enter "yes" if this is your final reimbursement.
 - g. **Billing Period** – Time period for expenses incurred.
2. Enter your construction expenses and revenue for the phases of the project when work was performed, such as design, right of way, and construction. It is important to note the amount budgeted in your grant agreement for each of these phases so you do not bill more than the amount budgeted for each phase. The amounts budgeted for each phase can be changed through an amendment upon request.
 - a. **Gross Expenses** – Total construction expenses during the billing period for the project activities defined for the activity in the agreement.
 - b. **Local Match** – This space on the form consists of the difference between total allowable gross expenses and the amount requested. Local match contributions can also include project funds contributed by other entities if the funds are not awarded by WSDOT through a competitive process. Also, funds diverted to a capital or other restricted reserve account should not be included as match.

There are two options for documenting matching funds:

- **Billing the Match** – The match percentage is 20% of the total project cost. specified in your grant agreement to calculate the match amount.

- **Showing the Match** – Provide documentation demonstrating how the amount required in your grant agreement has been spent, in addition to the amount the RMG program has reimbursed.
3. **Total Amount Requested** – Subtract the Local Match from the Net Expenses. This will be automatically calculated by a formula in the electronic form.
 4. **Signature Block** – The reimbursement request must be signed by the appropriate authorized individual at your organization. WSDOT requires an original signature.
 6. Required documents for Regional Mobility Grant construction reimbursement requests:
 - a. For internal costs (such as salaries and costs paid directly by your agency) a summary printout from your accounting department, showing the type and amount of each cost, is sufficient. This also includes payments for consultants, or agencies providing temporary staff.
 - b. For any contractor invoices paid on the project for construction and management, attach a cover sheet from the contractor, and/or something signed by your agency showing that the cost is approved for payment. This does not include service providers such as temp agencies or consultants, which can be considered internal costs, per instructions above.
 - c. If you are billing WSDOT for overhead costs, provide some information on your rate structure, or how you calculate the percentage rate used to charge overhead/indirect costs. This information should be provided with your first billing (or the first billing in which indirect costs are charged) but does not have to be provided for later billings, provided your indirect rates remain consistent.

**Public Transportation Division
Capital Construction Grant - Reimbursement Request
Regional Mobility Grant Program**

Organization: _____
 Address: _____
 City, State, and Zip: _____

Agreement Number: _____
 Vendor ID Number: _____
 Progress Bill #: **1**
 Reimbursement Request Date: _____
 Final Request?: _____
 Billing Period: _____

Project Title: _____

Project Phase - Preliminary Engineering/Design

Gross Expenses	Local Match	Amount Requested
		0.00

Project Phase - Right of Way

Gross Expenses	Local Match	Amount Requested
		0.00

Project Phase - Equipment

Gross Expenses	Local Match	Amount Requested
		0.00

Total From all Phases (will compute automatically)

Gross Expenses	Local Match	Total Amount Requested
0.00	0.00	0.00

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this agreement.

 Signature Date

 Type Name of Signatory

 Type Signatory's Title

Reviewed By: _____ Date
 WSDOT Program Manager
 Reviewed By: _____ Date
 WSDOT Accounting Staff
 Approved By: _____ Date
 WSDOT Approving Authority

Return original signed hard copy with supporting documents to:

WSDOT Public Transportation Division
 Regional Mobility Grant Program
 Attn: PTD Financial Support
 PO Box 47387
 Olympia, WA 98504-7387

Date Stamp

WSDOT USE ONLY
Job Number:
Work Op:
Object:
Org Code:
Fund Source:



Public Transportation Division
Operating Grants - Reimbursement Request
 Regional Mobility Grant Program

Organization: _____
 Address: _____
 City, State, and Zip: _____

Agreement Number: _____
 Vendor ID Number: _____
 Progress Bill #: **1**
 Reimbursement Request Date: _____
 Final Request?: _____
 Billing Period: _____

Project Title:					
Gross Expenses	Fares & Donations	Ineligible Expenses	Net Expenses	Local Match	Total Amount Requested
			0.00		0.00

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this Agreement.

 Signature Date

 Type Signatures Title

 Type Name of Signatory

Reviewed _____
 By: WSDOT Program Manager Date

Reviewed _____
 By: WSDOT Accounting Staff Date

Approved _____
 By: WSDOT Approving Authority Date

Return original signed hard copy with supporting documents to:

WSDOT Public Transportation Division
 Regional Mobility Grant Program
 Att: PTD Financial Support
 PO Box 47387
 Olympia, WA 98504-7387

WSDOT USE ONLY	
Job Number:	1P0731-
Work Op:	0723
Object:	NZ13
Org Code:	631020
Fund Source:	MD0

Date Stamp

Abbreviations

ACCT – Agency Council on Coordinated Transportation
ADA – Americans with Disabilities Act of 1990
A&E – Architecture and Engineering Services
AMP – Asset Management Plan
CFR – Code of Federal Regulations
CDL – Commercial Driver License
CTA-NW – Community Transportation Association of the Northwest
DAHP – Department of Archeology and Historic Preservation, a state agency
DBE – Disadvantaged Business Enterprise
DOL – Department of Licensing
EEO – Equal Employment Opportunity
FHWA – Federal Highway Administration
FMCSA – Federal Motor Carrier Services Administration
FMVSS – Federal Motor Vehicle Safety Standards
FTA – Federal Transportation Administration
IFB – Invitation for Bids
JARC – Job Access Reverse Commute
MPO – Metropolitan Planning Organization
NEPA – National Environmental Policy Act
NTI – National Transit Institute
OMB – Office of Management and Budget
OMWBE – Office of Minority and Women Owned Business Enterprises
OTC – Over-the-counter (medications or drugs)
QPR – Quarterly Progress Report
RCW – Revised Code of Washington
RFP – Request for Proposal
RMG – Regional Mobility Grant
RR – Reimbursement Request
RTAP – Rural Transportation Assistance Program
RTPO – Regional Transportation Planning Organization
RVCT – Regional Vanpool Coordination Team

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users

SEPA – State Environmental Policy Act

STP – Surface Transportation Program through the Federal Highway Administration (FHWA)

TSI – Transportation Safety Institute

USDOT – United States Department of Transportation

VIN – Vehicle identification number

VIP – Vanpool Investment Program

VMP – Vehicle Maintenance Plan

VMT – Vehicle miles traveled

VT – Vehicle trips

WSDOT – Washington State Department of Transportation

WSRO VP – Washington State Rideshare Organization Vanpool

WSTIP – Washington State Transit Insurance Pool

WSTTC – Washington State Transportation Training Coalition

WUTC – Washington Utilities and Transportation Commission

Definitions

ACCT – This acronym is 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.

1. **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.
2. **ACCT Council** – Comprised of ten voting members and four nonvoting, legislative members, the council is responsible for implementing the ACCT Program and for serving as a forum for addressing coordination issues.

Agreement number – Number assigned by WSDOT and shown on the front page of a grant agreement.

Altoona – An FTA sponsored test facility in Altoona, PA where FTA required new bus model testing is performed prior to FTA funds expenditure (49 CFR Part 665).

Americans with Disabilities Act of 1990 (ADA) – A federal civil rights law that ensures persons with disabilities have an equal opportunity to fully participate in society, the ability to live independently, and the ability to be economically sufficient.

Approval of equals process – A step in the Invitation for Bid process through which vendors may request that an organization consider acceptance of changes or substitutions to their vehicle specifications.

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.

Bid analysis process – An analysis of all bids received that determines the lowest, most responsive and responsible bidder who has met all process requirements and submitted all required certifications.

Biennium – A two-year period.

Broker – The bodies authorized to coordinate services for elderly persons and persons with disabilities through the state’s Medical Assistance Administration’s transportation program.

Buy America – The requirement that federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the production is subject to a general waiver (49 USC 5323(j) and 49 CFR Part 661).

Capital expenses – The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of \$5,000 or the organization’s established capital threshold.

Charter service – A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.

Cognizant agency – The federal or other agency responsible for reviewing, negotiating, and approving indirect cost proposals according to the OMB Circular No. A-87, Cost Principles for State, Local, and Indian Tribal Governments. Usually the agency that provides the majority of funding.

Commercial Driver License (CDL) – A licensing requirement for all drivers of vehicles that are designed to transport more than 15 persons (including the driver). Mechanics who drive the vehicles must also have a CDL.

Common rule – The administrative requirements set forth in the Code of Federal Regulations (CFR).

Commuter service – Fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets and routes of extended length usually between central business district and outlying suburbs.

Compliance – A condition in which WSDOT has found that the subrecipient has met all the requirements of funding. See In Good Standing.

Consolidated Grant Program – A competitive biennial grant application program for state and federal public transportation funds.

Cost allocation plan – The documentation identifying, accumulating, and distributing the allowable costs of services provided by a grantee between projects.

Demand Response – A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.

Depreciation – Annualized, straight-line reduction in the purchase cost of capital assets.

Desk Review – Part of the site visit process that serves to update a grantee’s policies on file with WSDOT. The desk review usually happens in the second fiscal year of a grant period if the last in-person visit was satisfactorily closed and the grantee has no other risk factors necessitating and on-site review of records and practices.

Disadvantaged Business Enterprise (DBE) Report – A required annual report that details the efforts made to meet DBE goals as established in the organization’s DBE Plan. For organizations not required to have a DBE plan, the report documents good faith efforts toward DBE inclusion.

Facilities – Fixed assets of land, buildings, and structures that the transit system owns, leases, or uses, including all offices, garages, terminals, stations, and park and ride lots.

Fares – All income received directly from passengers, paid either in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle. It includes the reduced fares paid by passengers in a user-side subsidy arrangement.

Federal Transit Administration (FTA) – An agency of the United States Department of Transportation that administers federal programs of financial assistance for public transportation through the Federal Transit Act. It replaced the Urban Mass Transportation Administration (UMTA).

FTA 5309 – A section of the Federal Transit Act authorizing discretionary and formula funding for capital purposes, and codified in 49 USC 5309.

FTA 5310 – A section of the Federal Transit Act authorizing a capital assistance program for the elderly and persons with disabilities codified in 49 USC 5310.

FTA 5311 – A section of the Federal Transit Act authorizing funding for public transportation in rural areas, and codified as 49 USC 5311.

FTA 5316 – A section of the Federal Transit Act, Job Access and Reverse Commute (JARC), authorized grants designed to transport welfare recipients and low income individuals to and from jobs, and codified in 49 USC 5316.

FTA 5317 – A section of the Federal Transit Act, New Freedom, authorizing funding 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), and codified in 49 USC 5317.

Federal fiscal year – The period from October 1 through September 30.

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

Feeder service – Local transportation service that provides passengers with connections to mainline public transportation services or transit centers.

Fixed route service – Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle.

Good faith effort – An action taken to achieve the objectives of the program and meet the funding and contractual requirements.

Gross expenses – Total expenses, including in-kind.

Human Services Coordination – A service that requires the cooperative participation of two or more entities and has the following characteristics:

1. The participating entities share responsibility for ensuring that customers can access transportation services.
2. 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 depending on which sponsoring agency is paying or providing the trip.
3. A process is in place so that when decisions are made by participants on facility citing 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.
4. Open-market mechanisms give all providers an opportunity to participate in and allow for cost comparisons so that purchasers can select the least expensive trip that is most appropriate to the customers' needs.
5. 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.
6. There is maximum sharing of operating facilities and administrative services to avoid duplication of costly program elements.
7. Trip sponsors and service providers have agreed on a process for allocating costs and billing when they share the vehicles.
8. 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.

In Good Standing – The grantee is in compliance with all the terms and conditions of the grant agreement with the state of Washington and instructions for sound grant management as specified in WSDOT's *Guide to Managing Your Public Transportation Grant*.

In-kind – The value of non-cash charges for real property and equipment, and the value of goods and services directly benefiting and specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented and submitted to WSDOT in advance.

Intercity bus service – Regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, has the capacity for transporting baggage carried by passengers, and makes meaningful connections with scheduled intercity bus service to more distant points if such service is available.

Inter-Jurisdictional Service – Projects that improve connectivity between counties and regional population centers.

Lobbying – Directly or indirectly influencing or attempting to influence a member of Congress, state or local officials, or an officer or employee of any agency with a connection

to the making of any federal contract, grant, or cooperative agreement. It is not considered lobbying to advocate for transit in general or to provide information to legislators about the services a recipient provides in the community.

Local funds – Money appropriated by local, general-purpose government, local municipal government as defined in RCW 35.58.272, local school districts, and/or 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 can come from local, state, or federal sources depending upon individual grant program requirements.

Matching funds – An organization's share of project costs for a grant-funded project as specified in a grant agreement.

Meaningful connections – Coordinated schedules connecting with other service providers that stop at an intermodal facility.

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

Mid-construction factory visit – A factory compliance inspection during various stages of your vehicle's construction and which is required of organizations purchasing ten or more vehicles from a single bid. Also referred to as resident inspections.

Minibus – A small bus, usually with a passenger compartment built on a truck or van chassis, with a life expectancy of four to eight years and with a typical seating capacity of eight to 25 passengers.

Minivan – A light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller than a full-sized van.

Minimum service thresholds – A minimum level of service expected for grant-funded vehicles (100 passenger trips or 100 service miles per week).

Net expenses – Gross expenses less fare, donations, and ineligible expenses.

Operating costs/expenses – Those costs directly related to system operation. They include employee wages and salaries, operating supplies such as fuel and oil, contractors' charges for services, taxes, repair, and maintenance services, parts and supplies, marketing, and insurance. They usually exclude fixed costs such as depreciation on plant and equipment as well as interest paid on loans on capital equipment.

Operating deficit – Net operating expenses less total operating revenues.

Operating expenses by service type – One of the required quarterly progress reports for organizations receiving an operating grant.

Owned rolling stock inventory and verification of continued use – One of the annual reporting requirements for organizations that have vehicles in their fleet for which WSDOT holds title.

Paratransit – Types of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Paratransit includes demand response (DR) transportation services, shared-ride taxis, car-pooling and

vanpooling (VP), and jitney (JT) services. Most often refers to wheelchair-accessible, demand response (DR) service.

Paratransit/special needs – As defined by the state of Washington, specialized transportation that provides access to transportation for persons who are unable to provide their own transportation due to age, disability, or income status.

Paratransit/special Needs Program – State funding program to sustain and expand services to special needs populations.

Park and ride lot – Lots usually located along a key transportation corridor acting as intermodal hubs for the public to transfer from single occupancy modes to higher occupancy modes of transportation.

Part-time service vehicle – A vehicle no longer available for service exceeding 30 percent of prior use.

Passenger trips (also referred to as unlinked passenger trips) – The number of passengers who board public transportation vehicles. A passenger is counted each time he/she boards a vehicle even though he/she may be on the same journey from origin to destination.

Per diem – “For the day,” an allowance made to employees for travel expenses when on official business.

Piggybacking – A purchase from a contract awarded by another organization that has available option vehicles.

Post-delivery audit – A post-delivery review of the vehicle and the accompanying documents to verify that the vehicle is acceptable. At a minimum, the post-delivery audit consists of a visual inspection, post-delivery Buy American Certification, FMVSS report, road test, and Post-Delivery Purchaser’s Requirements Certification.

Pre-award audit or pre-award review – A review to verify that your apparent successful bidder is able to construct the vehicle in accordance with your specifications and to ensure the manufacturer is able to comply with all applicable requirements including Altoona Bus Testing, Buy American, and FMVSS requirements.

Pre-award factory visit – An optional visit to the successful bidder’s vehicle manufacturing factory prior to contract award as part of the pre-award review. Expenses are not eligible for grant reimbursement unless your agency is purchasing ten or more vehicles. If your organization is purchasing ten or more vehicles from a single bid, this refers to the first visit in a series of required factory compliance inspections during various stages of your vehicle’s construction.

Program development – Planning, coordination, and marketing activities.

Program income – Non-farebox gross income received by the grantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

Project – The activity or activities (task or tasks) listed in the scope of work portion of the grant agreement and/or attached appendix.

Public Transportation Management System (PTMS) Asset Inventories – An inventory system required to satisfy the State Asset Management Inventory component and Federal Transit Administration’s regulations.

Public Transit Human Services Transportation Plan – A plan required by FTA and WSDOT for competitive public transportation grants that provides a “unified, comprehensive strategy for public transportation service delivery that identifies the transportation needs of individuals with disabilities, older adults, and individuals with limited income; laying out strategies for meeting these needs; and prioritizing services.”

Reasonable accommodation – Minor equipment purchase and/or facility modifications that enable an employee to work.

Recipient – The agency to whom financial assistance from FTA is directly extended.

Regional Mobility Program – Helps local governments, transit agencies, and ports fund transit mobility projects.

Regional Transportation Planning Organization (RTPO) – Organizations formed through a voluntary association of local governments within a county or contiguous counties with members including cities, counties, WSDOT, tribes, ports, transportation service providers, private employers, and others.

Reimbursement request – A form used by grantees to request reimbursement for eligible expenses incurred under the grant agreement.

Requests for clarifications, interpretations, and proposed substitutions – Vendor requests for clarification of or changes or substitutions to vehicle specifications.

Reserve accounts – Accounts or funds established by board resolution to fund specific purposes, including restrictions and covenants for use. Reserve account balances are identified in the cash flow statement and not included as available cash.

Retire from service – When a vehicle is sold, placed in backup service, placed in part-time service (no longer available for service exceeding 30 percent of prior use) or otherwise disposed of.

Revenue vehicles – Rolling stock in registered ownership of, leased by, or contracted by the transit system available for maximum fixed and/or deviated route, demand response, and/or vanpool service. This includes spare vehicles, but does not include equipment designated for charter or leased service only.

Revenue vehicle hours – The number of hours all vehicles travel while in scheduled revenue service over the course of a year. A transit vehicle is in revenue service only when it is available to the public and there is a reasonable expectation for carrying passengers who either directly pay fares, are subsidized by public policy, or provide payment through some contractual arrangement. This does not imply that a cash fare must be paid. Revenue service excludes deadhead, exclusive school bus, and charter service, but includes purchased transportation service. Travel between the destination of a paratransit client and the pick-up location of the next paratransit client is considered revenue hours.

Revenue vehicle miles – The number of miles a vehicle travels while in scheduled revenue service over the course of a year. A transit vehicle is in revenue service only when the vehicle is available to the public and there is a reasonable expectation for carrying passengers who either directly pay fares, are subsidized by public policy, or provide payment through some contractual arrangement. This does not imply that a cash fare must be paid. Revenue service excludes deadhead, exclusive school bus, and charter service, but includes purchased transportation service. Travel between the destination of a paratransit client and the pick-up location of the next paratransit client is considered revenue hours.

Rolling stock – Vehicles used primarily for the transporting of passengers.

Route-deviated service – A type of transit service that operates as conventional fixed route bus (motorbus) service along a fixed alignment or path with scheduled time points at each terminal point and key intermediate locations. Route deviation service is different than conventional fixed route bus (motorbus) service in that the bus (motorbus) may deviate from the route alignment to serve destinations within a prescribed distance (e.g., $\frac{3}{4}$ mile) of the route. Following an off route deviation, the bus must return to the point on the route it left.

Rural areas – Incorporated and unincorporated communities and unincorporated areas in a county outside of a designated urbanized area (50,000 population).

Rural Mobility Program – State funding program to support rural and small urban areas statewide.

Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users – SAFETEA-LU is the authorizing legislation which funds all of the surface transportation programs of the United States Department of Transportation for federal fiscal years 2005-2009.

Scope of work – The section of the grant agreement with WSDOT that describes the funded activity.

Seating capacity – The number of seats that are actually installed in the vehicle.

Service animal – Any guide dog, signal dog, or other animal trained to work or perform tasks for an individual with a disability.

Site visit – A visit by WSDOT staff at the project location to provide an opportunity for consultation and technical assistance to verify compliance with regulations, to inspect capital equipment, and to review records, processes, and policies.

State consolidated vehicle procurement – A vehicle purchase process coordinated by WSDOT for numerous transportation agencies that make similar capital vehicle purchases. This process streamlines the administrative process and takes advantage of potential quantity purchase discounts.

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

Statistical Summary by Service Type – One of the required quarterly progress reports for organizations receiving an operating grant.

Subrecipient – Any entity that receives state or federal financial assistance through a primary recipient.

Title VI – From the Civil Rights Act of 1964, a protection requiring organizations to take measures to ensure there is no discrimination against persons on the grounds of race, color, or national origin.

Transit – Transportation by a conveyance, either publicly or privately owned, that provides regular and continuing general or special public transportation to the public. It does not include school bus, charter, or sightseeing transportation. The term transit also includes mass transportation and public transportation.

Useful life – The estimated number of years that an asset will be able to carry out its intended purpose before being replaced. Also referred to as the vehicle retention schedule or vehicle disposition schedule.

Vanpool Investment Program – State funding program for vanpool growth throughout the state.

Vehicle Maintenance Plan (VMP) – A plan required for all non-transit organization capital grant recipients that covers all vehicles purchased with federal or state grant funds.

Vendor ID Number – The number assigned to an organization by the Washington State Department of Transportation.

Appendix F

References

This appendix contains links to many of the state RCW's that direct the actions and requirements of the grant.

Governor's Executive Order 05-05 – Archaeological and Cultural Resources
<http://www.dahp.wa.gov/governors-executive-order-05-05>

Governor's Executive Order 14-04 – Washington Carbon Pollution Reduction and Clean Energy Action
http://www.governor.wa.gov/sites/default/files/exe_order/eo_14-04.pdf

Enacting Legislation: <http://apps.leg.wa.gov/rcw/default.aspx?cite=47.66.030>

Regional Mobility Grant Program Account: <http://apps.leg.wa.gov/rcw/default.aspx?cite=46.68.320>

Office of Transit Mobility: <http://apps.leg.wa.gov/rcw/default.aspx?cite=47.01.330>

Distribution of Funds for Infrastructure and Capital Development Projects Prerequisites:
<http://apps.leg.wa.gov/rcw/default.aspx?cite=70.235.070>

Specific direction contained in the current transportation budget.



Year: 2015 2016 2017

Report for quarter ending: Mar Jun Sep Dec

Reports are due on the last day of: Apr., Jul., Oct., Jan.

Date:

NOTE: Any change to scope, schedule or budget requires a written request to and approval by WSDOT.

I. Grant Program & Funding Source

Grant Program	Regional Mobility Grant (RMG)
----------------------	-------------------------------

II. Project Information

Project Title / GCA #:	
Lead Agency:	
Project Scope:	

III. Quarterly Progress Report / Narrative (Provide complete answers. Boxes will expand.)

A. Describe the current status of the project & explain how / why the project has been advanced.
B. Describe the success of the project and how that success is being measured.
C. If the project has been delayed, explain the challenges and how the challenges are being addressed.
D. Explain planned activities for the next quarter.

IV. Schedule

Insert Exhibit I Table

V. Financial Reporting / Budget & Expenditures

1. Please fill out the “**Expenditures**” tab of the attached Excel spreadsheet and send a copy with this report.
2. Attached to e-mail with this report.

VII. Signature Section

Project Manager:	Date:
Title:	Phone:

Please e-mail completed report and attachments to: RMG@WSDOT.WA.GOV

This appendix contains the forms associated with accepting your bus or buses.

Regional Mobility Grant Program Bus Purchase Self Certification

Vehicle Disposition Schedule

Vehicle Procurement File Contents

This appendix contains the checklist used by the Washington State Department of Transportation (WSDOT) during site visits to ensure grantees' compliance with the requirements related to grant funding. Reviewing the checklist will provide an overview of the questions that will be asked, a basis for determining which staff members should be present, and the materials needed to participate in the meeting. Review the example checklist prior to the site visit.

Regional Mobility Grants Final Site Inspection Checklist

Final Site Inspection Visit Regional Mobility Grants Program

This form is for the final site inspection visit for Regional Mobility Grant construction projects, fulfilling the final milestone ("Site inspection visit by WSDOT") required in Exhibit I, Section III of the Regional Mobility Grant agreement, and is a required part of the Regional Mobility Grant closeout process.

I. Project Information

Title and GCB#:		Biennium:	
Grantee:			
Project Manager:			
Scope of work summary: (from Exhibit I, Section II of agreement)			
Site location:			
Additional Notes:			

II. Site Visit Information

Date of visit:	
Visit conducted by:	
Grantee representatives present for visit: (name & title)	

III. Site Inspection Checklist

1.	Have the tasks specified in the scope of work been fulfilled? (Y/N)
	Notes/comments:

2.	Is the facility currently in-use/open to the public? (Y/N)
	Other comments:
3.	When did the facility become operationally or fully complete? (mm/yy)
4.	What, if any punch-list items still need to be completed?
5.	When will outstanding punch list items be completed?

Pictures

Google Earth Images (if needed/desirable, to show project location)