

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.