Advice from the Grants Team
WSDOT’s Consolidated Grants Program

September 16, 2014
Olympia, WA
Overview of the Consolidated Grants Program

- Programs included in this call for projects
  - State Program Competitive Grants
    - Rural Mobility Competitive
    - Paratransit/Special Needs Non-Profit
  - Federal Grants Selected Competitively
    - FTA §5310 & FTA §5311
    - FTA §5316 & FTA §5317 Maybe
Overview of the Consolidated Grants Program

Programs not included in this call for projects

- State Transit Formula Grants
- FTA §5311(f) – Intercity Bus Grants
- 5339 – Bus and Bus Facility
- Regional Mobility Grants
- Commute Trip Reduction (CTR)
- Vanpool Investment Program (VIP)
- Large Urban 5310, JARC, NF
  - Urban King, Snohomish, Pierce
  - Tri-Cities
  - Vancouver
  - Spokane
- Small Urban JARC and NF
  - Bellingham
  - Kelso/Longview
  - Walla Walla
  - Lewiston/Clarkston
  - Wenatchee
  - Bremerton
  - Marysville
  - Yakima
  - Olympia
  - Mt Vernon
Overview of the Consolidated Grants Program

- Historical funding levels – Competitive Grant Awards
  - 2005/2007 biennium $27 million
  - 2007/2009 biennium $33 million
  - 2009/2011 biennium $37 million
  - 2011/2013 biennium $39 million
  - 2013/2015 biennium $37 million
What’s New

- MAP 21
  - 5310 – Now can be used for operating and capital
  - 5311- Now includes JARC projects
  - Measurement – Now every project is supposed to have measurable goals. (Still in development)

- Added Goals and Consideration
  - Executive Order 14-04 - identify and implement opportunities to increase statewide investments in multimodal transportation
  - Results WA – Maintain the percentage of transit fleet that exceeds the FTA minimum useful life
  - DBE – Projects that have identified disadvantaged businesses to work with will be given extra consideration
What’s New

- Earlier due date and question period
  - 11/19/2014

- Minimum Match
  - More match = higher ranking
  - First Time Projects – 5%
  - Continuing Projects – 10%

- In Good Standing
  - Grantees must effectively manage projects and meet specific performance standards
  - A complete description of the policy and consequences found in Appendix D
All applicants must participate in HSTP

All projects must be ranked by RTPO, Okanogan or San Juan Counties

Do not put your ranking in the application
In Good Standing

- Grantees must effectively manage projects and meet specific performance standards
  - See Appendix D

- Fatal Flaws Policy
  - not signed by contracting authority
  - application submitted after deadline
  - incomplete or improperly submitted application
  - Applicant not In Good Standing with PTD
  - project not in a Coordinated Public Transit-Human Services Transportation Plan
Risk Assessment Example

- Describe the grantee’s successes in managing grant funds through the consolidated grant process.
  - During the current biennium, this grantee has successfully managed as well as adhered to all required WSDOT and FTA grant requirements.

- Identify and describe specific challenges (if any) the grantee exhibited with managing its consolidated grant funded project.
  - Grantee did not exhibit any significant challenges associated with the management of its consolidated grant.

- Describe the ongoing coordination efforts this grantee has had with other entities (e.g. transportation providers, agencies/agency clients with transportation needs, etc.) in the region.
  - Grantee makes positive efforts to coordinate with other entities and groups within its region.

- Describe the type, frequency and any repetitive areas of technical assistance provided to the grantee.
  - To date, there have been occasional instances when technical assistance has been provided to the grantee. However, there have been no reoccurring or repetitive areas of technical assistance required.

- Identify and describe any known extenuating factors (e.g. new staff in key positions added, loss of key staff, loss of match funding sources, etc.) which may have been a contributing factor in grant/project performance identified deficiencies.
  - None to report.
Before You Apply

- Read the GUIDE
- Understand what is required of an applicant
- Understand the programs/process
  - Know what services/programs are eligible
  - Don’t use this process for Transit Formula Funds
  - Don’t use this process for Intercity Bus Funds
  - Don’t use this process for 5339 Bus & Bus Facilities Funds
Filling out the forms –

- Summary Section
  - Signature Page
- Project Section
- Attachments*
  - Financial Statements
  - Population/Service Area Maps
  - Indirect Cost/In-kind Plans
  - Letters of Support

*New Applicants must submit Title VI Plans and Customer Complaint-Process Guidelines.
Summary Section

I. General Agency Information

- Legal Name of Agency
- Mailing Address
- Main Office Address
- Payment Mailing Address
- Federal ID Number
- Statewide Vendor Number

- Contact Person
- Telephone Number
- E-Mail Address
- Fax Number
- DUNS Number
Summary Section

II. Type of Applicant

◦ Rural Public Transit
◦ Small Urban Public Transit
◦ Urban Public Transit
◦ Private Non-Profit Agency*

◦ General and Local Government
◦ Private for Profit
◦ Special District
◦ Tribal Government
◦ State Agency

*Provide copy of IRS 501(c) status
Summary Section

III. Agency Service Level Information

All transportation services your agency provides:

Information to Include:
- Revenue Vehicle Hours
- Revenue Vehicle Miles
- Passenger Trips
- Volunteer Hours

Timeline for Information:
- July 1, 2013 – June 30, 2014 (Actual)
- July 1, 2014 – June 30, 2015 (Budgeted)
- July 1, 2015 – June 30, 2017 (Projected)
Summary Section

- IV. Application Authority
  - Must be signed by an authorized signatory
  - Scanned into Adobe Acrobat format
  - Submitted for each applicant not project
  - List titles of all projects submitted

- FATAL FLAW – Applications must be signed by a contracting authority
Project Section

I. Project Summary

- Amount Requested
- State and/or Federal Funds?
- Project Title
  - Keep it simple
  - Make sure it’s the same
- Coordinated Public Transit-Human Services Transportation Plan
- Legislative/Congressional Districts
Project Section

I. Type of Funding
   ◦ Federal Funds
     • Additional certifications and requirements
     • Check NO for federal funds if you want state funds to match another federal grant
   ◦ State Funds
     • Paratransit Special Needs funds require a complaint process
Project Section

- What type of project is this?
- Separate Applications Required for:
  - Operating
  - Capital
  - Program Development
- Mobility Management Projects
  - Activity type dictates the type of Application
- **FATAL FLAW:** Applications containing two or more types of projects
Project Section

III. Type of Project - Operating Assistance
- General Operating Assistance vs. Project Specific Assistance
- Service Type
- Need for service
  - Sustain vs. Expand
Project Section

- Project Type – Capital
  - Fleet/equipment replacement
  - Fleet/equipment expansion
  - Type of Fleet or Equipment
  - Information Technology
    - Provide ITS Architecture title and page
Project Section

- Project Type – Program Development
  - System Planning
  - Project Planning
  - Mobility Management
IV. Project Description

- Used for your contract
- Be concise
- Cut out the fluff!

- What is the need for the project?
- Benefit to the community?
- How will you know if the project is successful?
Project Section

- How does the project improve efficiency or effectiveness?
- Is the project described in any plans?
  - Agency
  - Local
  - Statewide
- Commitment to continue services beyond the grant?
Project Section

- Describe your efforts to leverage funds from other sources…
- How does this project relate to the other services you provide?
- Does the project depend on the success of another project?
  - Submitted by your organization
  - Submitted by another organization
Project Section

- Discuss the multimodal aspects of your projects?
  - Does it connect to, coordinate with, leverage or enhance other modes of transportation in your service area?
- Identify project staff assigned for this project.
  - Project experience
  - Experience with State/Federal grant funds
V. Service level information

- For this project only
  - July 2013-June 2014 - 1 year actual
  - July 2014-June 2015 - 1 year budgeted
  - July 2015-June 2017 - 2 years projected
- Existing projects
- New projects leave 1st two columns blank

How were the estimates developed?
- MM Projects – Qualitative or quantitative?
Project Section - Operating

- Financial Information – Operating & Program Development
  - Expenses
    - Direct Operating
    - Contracted Services
    - Administrative
    - Passenger Fares & Donations
Project Section - Operating

- Revenue
  - Local funds
  - State Funds
  - Federal Funds
  - In-Kind
Project Section-Capital

- Capital Projects Only
  - Section VII. Equipment Requests
Project Section - Capital

What Will We Fund?

- Buses, vans and other paratransit vehicles;
- Radios and communication equipment;
- Operational support such as computer hardware/software including dispatching and AVL systems;
- Wheelchair lifts and restraints;
- Passenger shelters and ADA access enhancements;
- Bike racks;
- New technologies that improve and enhance public transportation operations, mobility and access;
- Security equipment; and
- Mobility management
Project Section-Capital

- Section VII – Equipment Request
  - Equipment Description
  - Passenger Seating & WC Stations
  - Minimum Useful Life
  - Fuel Type
  - Expand or Replace?
  - Quantity
  - Unit Cost
  - 20% local cash match
Project Section-Capital

- **Equipment Descriptions**
  - **Size**
    - Length and Gross Vehicle Weight (GVW)
  - **Capacity**
    - Passenger Seats
    - Light, Medium or Heavy
  - **Design**
    - Conversion, Cutaway or Coach
    - Low Floor?
Types of Vehicles
- Vans & Minivans
- Conversion Vans
- Cutaways
  - Van Chassis
  - Truck Chassis
- Coaches
Project Section-Capital

- Passenger Capacity & ADA Accessibility?
  - W/C Lift or Ramp
    - If yes, how many WC stations?
    - If no, how do you make your services accessible? Explain
Project Section-Capital

- **Quantity**
  - How many are you requesting funding for?
  
  - If I have leftover funds can I get more? NO!
Project Section-Capital

- Expand or Replace?
  - New service or existing
    - End of useful life, accident or defect
  - Identify equipment to be replaced
    - Retired within three months
    - Spare service < 30% of prior use
Project Section-Capital

- Unit Cost
  - Estimates
    - Historic costs
      - Prior contracts/purchases
      - Experience
    - Inquiries
      - Contact other service providers
    - Quotes
  - Independent Cost Estimate (ICE)
    - Required for all FTA procurements
Project Section-Capital

- Fuel Types
  - Gas
  - Diesel
  - Biodiesel
  - CNG
  - Electric
  - Hybrid (DE)
- RCW 43.19.648
Project Section-Capital

- Total Cost, Subtotal, Total estimated Cost and Total Amount Requested
- Sales Tax
  - Local tax minus transit tax
  - Rideshare plate exemption
- Local Match
  - Cash Only
  - Minimum 20%
Project Section-Capital

- Identify Replacement Vehicles
  - Brief Description
  - Make and Model
  - Model Year
  - Vehicle Identification Number (VIN)
  - Active or Spare?
  - Current Mileage
    - Date mileage taken
Project Section-Capital

- Source of Matching Funds
  - Federal
  - State
  - Local
  - Other
Project Section-All Projects

• Section VIII. Estimated Milestones
  ◦ Milestone
    • Select from the drop-down list for operating, planning, mobility management, vehicles or equipment
    • Estimated date for completing the milestone
    • Activity – provide a brief description
Project Section-All Projects

- Supplemental Information
  - Limited to space provided!
  - 11 pt font / “Arial”
  - Last chance to promote your project!
    - Summarize key points
    - Augment prior questions with additional information
Preparing the Application Files

- **Completed Forms**
  - Save each completed form as a PDF
  - Name your files as indicated in the instructions
  - ‘Click’ on ‘RESET’ button to clear the form to start another project
  - Scan as PDFs all supporting documents
Preparing the Application Files

• Naming the electronic files
  ◦ Summary Section
    • (Org. name)Summary & Authorization.pdf
    • Example: XYZ Transit Summary & Authorization.pdf
  ◦ Project Section
    • (Org. name)Ops1.pdf
    • (Org. name)Ops2.pdf
    • (Org. name)Cap1.pdf
    • (Org. name)MM1.pdf
    • (Org. name)Plan1.pdf
Preparing the Application Files

- Sign the Summary Form
  - Scan the signed form as PDF
- Attachments
  - Service Map Ops1.pdf
  - Letter Cap2.pdf
  - Letter Cap2b.pdf
Submitting your application

- Electronic Submission
  - Secured FTP website
    - [https://sftp.wsdot.wa.gov](https://sftp.wsdot.wa.gov)
    - Username: SFTPPTDAPP
    - Password: MTZdp9Ph

- Postal Mail
  - CD/DVD or Memory Stick
  - Must be labeled with Organization’s name and the application type(s)
    - Hand deliver or mail disc or external memory device to...
Submitting your application

WSDOT – PTD
Consolidated Grant Program
310 Maple Park Avenue, Rm 1A18
MS 47387
Olympia, WA 98504-7387
Submitting your application

Regardless of submission type all applications are due......

November 19, 2014
5:00PM PST
Submitting your application

WSDOT staff may contact you for clarification after submission and review. Only requested revisions may be submitted up to:

December 17, 2014
5:00PM PST

No new applications may be tendered
Evaluating Projects

- Selection of Evaluators
  - WSDOT PTD Staff
  - Transit Agency and Community Transportation organization staff – if their organization is **NOT** a grant applicant
Evaluating Projects

- Evaluation Process
  - Forced Pairs Analysis
  - Scores from forced pairs will be supplemented with regional ranking points
    - A’s 50 points
    - B’s 25 points
    - C’s 12 points
    - D’s 0 points
Allocating Funds

- Grant Review Team(s) rank and recommend projects to WSDOT
- WSDOT reviews
  - Projects
  - Applicant eligibility
  - Funding availability
- WSDOT matches appropriate federal and state funds to selected projects
The Awards

- Applicants notified in the Spring 2015
  - Contingent Awards
- Final grant awards dependent on state and federal budget approval
- Notification includes notice of additional state and/or federal requirements that must be met
Contracts Issued

- If chosen, your organization will enter into a grant agreement with WSDOT
- Mandatory grant management training must be completed before beginning your project
- Projects may begin on July 1, 2015 and must end June 30, 2017
Technical Assistance

- **app_help@wsdot.wa.gov**
  - Everyone and anyone
- **Shamus.Misek@wsdot.wa.gov**
  - Thurston, Mason, Kitsap, Grays Harbor, Pacific Lewis, Wahkiakum, Cowlitz
- **Evan.Olsen@wsdot.wa.gov**
  - Clallam, Jefferson, Whatcom, Skagit, Island,
- **Ryan.Warner@wsdot.wa.gov**
  - King, Snohomish, Pierce, Clark, Skamania, Klickitat
- **Tom.Hanson@wsdot.wa.gov**
  - Okanogan, Chelan, Douglas, Kittitas, Grant, Adams, Ferry, Stevens, Pend Oreille, Spokane, Yakima
- **Linda.Howell@wsdot.wa.gov**
  - Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, Whitman
Got Questions ?