

| Grant Program(s) | Question                                                                                                                                                                                                                                                                                                                                                                           | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| RMG              | We are in the process of pulling information together for the 2017-2019 RMG application and I was hoping you could point me in the right direction for information on who is eligible for RMG funds. I normally correspond with Linda but noticed that she is out of the office per another email.                                                                                 | At the top of page 5 there is a list of what kind of agencies can apply for RMG funds: cities, counties, ports and public transit systems. That page also explains what type of projects are eligible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| RMG              | I am considering applying for the Regional Mobility Grant for ITS. One of the criteria to consider is rural isolation and that does not seem very compatible with trip reductions. How do you mesh the two?                                                                                                                                                                        | Regional Mobility projects are primarily judged by their ability to reduce congestion and connect communities. Rural isolation is a secondary criteria that is applied to all grants managed by WSDOT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Consolidated     | I see on the FTA website that the 5311 program covers 50% of operating expenses. Why can't a rural transit agency simply apply for half of our operating costs and why are we limited to \$1.5 million for general operating projects?                                                                                                                                             | <p>Unfortunately, when FTA says that the federal share is 50% for operating, that's on a per project basis. They don't expect 5311 to fund 50% of the total operations of rural transit agencies in WA.</p> <p>WSDOT's most recent Section 5311 annual apportionment is \$12.7 million. Unfortunately, there isn't enough to go around. With Ellensburg, we now have 13 different rural transit systems, with annual projected operating expenses of over \$50 million and eligible capital expenses of \$11 million. That doesn't take into account that the 5311 program is also intended to support rural routes for tribes, small urban transits and nonprofits for an excess of \$10 million of expenses.</p> |
| RMG              | In the RMG guidance it says that operating projects must begin no later than October 1, 2017? I am wondering if that is correct since the funds aren't available until July 1, 2017 operating projects which also can be 4 year projects have to start 3 months after grant funds are available? On page 10 of the guidance the dates are different so can someone clarify for me? | The Oct. 1 deadline for RMG operating projects is correct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Consolidated     | Please let me know when RTPOs are required to submit our ranked list to WSDOT so we can finalize our process/schedule.                                                                                                                                                                                                                                                             | We ask that you have the work of ranking projects done by the end of the calendar year, leaving time to get board approval before March.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| Consolidated     | How much, if any, can we add to the requested amount to sustain current services to account for inflation? 2%, 3%, 5% ?                                                                                                                                                                                                   | There is no set amount of inflation you are limited to. However, the higher the increase, the more that you have to make a compelling case to explain the increase and why the state should pay for it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Consolidated     | From the training program on Sept. 1, I thought I heard that there was a mandatory training program for the 2017-2019 application to be held in Wenatchee.                                                                                                                                                                | While we are offering application assistance in Wenatchee, our required training(s) will be after projects are selected for the 2017-19 biennium, most likely in late summer 2017.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Consolidated     | Regarding the Consolidated Grant application, are we limited to the space available in the blue response boxes? Are we able to attached addendums to the application? The available typing space seems to be half of what it was on the previous grant application.                                                       | <p>Yes, you are limited to the space provided in the blue response boxes. However, in addition to the space allotted under each question, there is also a section for “Supplemental Information” on the last page of the application. Please use this page to provide additional information associated with your grant application or to a specific question (if more space is needed). Be sure to identify the question that you are providing additional information for. In terms of addendums, please only include those items that are listed in the attachment checklist at the end of the application.</p> <p>The reason we are limiting the space in the application is to encourage applicants to be succinct in responding to the questions, which will allow reviewers to more readily evaluate the applications.</p> |
| RMG              | On page 6 of the application instructions document for the Regional Mobility Grant Program, it says a technical assistance workshop will be held September 18-21, 2016, at the Public Transportation Conference. Will additional information about this be posted on your website or be made available in some other way? | In addition to checking back on this page, we encourage you to contact your Community Liaison for any questions or technical assistance. Contact information can be found at <a href="http://www.wsdot.wa.gov/Transit/Grants/contact.htm">http://www.wsdot.wa.gov/Transit/Grants/contact.htm</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| Consolidated or RMG | So my question is can I apply for two buses now and if I'm not given the match money in 2018 can just notify WSDOT that I'm unable to provide match for the second bus have WSDOT reallocated the funds to another transit agency? I worry that my application will not be funded if I can't show a financial commitment for both vehicles. Can I only ask for funding for one vehicle for the 2017-2019 grant period? | A commitment of local match is required as part of all grant applications.                                                                                                                                                                                                                                                                                                                                                                    |
| In-kind value       | If grant applicant is trying to find a rate for in-kind value                                                                                                                                                                                                                                                                                                                                                          | Grantees may increase the rates for drivers. In the meantime, grantees can go to the following website to look up wage rates by position type in their area.<br><a href="https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupational-employment-and-wage-estimates">https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupational-employment-and-wage-estimates</a> |
| Consolidated        | In the past, projects in multiple counties needed to be ranked in each county. Is this still true?                                                                                                                                                                                                                                                                                                                     | Each project must be ranked by a single RTPO. However, if an operating project covers multiple RTPOs, a letter of recognition is required from the other RTPOs not ranking the project.                                                                                                                                                                                                                                                       |
| Consolidated        | Which type of audit report should we turn in with our application?                                                                                                                                                                                                                                                                                                                                                     | Your most recent audit for your agency from the state auditor's office, or an independent audit if you are a non-profit or private business.                                                                                                                                                                                                                                                                                                  |
| Consolidated        | Since I am doing two separate operational projects (Fixed and Demand Response) do they need to be listed separately in the CHSTP? They are currently listed under the same project title.                                                                                                                                                                                                                              | No, they can be listed together in the CHSTP. The requirement is that the project must be derived from strategies identified in your plan. It is plausible that the strategy could be addressed by multiple projects or types of services.                                                                                                                                                                                                    |
| Consolidated        | Section III asks for... "Amount of funds requested from WSDOT". This cell is linked to the operating budget which then leads applicants to believe they need to complete Section V budgets for capital projects.                                                                                                                                                                                                       | We will attempt to correct this. In the meantime, please ignore that link to the operating budget and only fill out the capital budget for capital projects.                                                                                                                                                                                                                                                                                  |

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| Consolidated     | How do I complete Section V, Question 4, regarding DBE goals for “non-vehicle equipment components of this project” for a capital project?                                                                                                                                                            | For capital grant applications you leave this section blank. <u>Section V is for operating grants only.</u> The “non-vehicle equipment components” are operating expenses for tangible assets that are less than the capital asset acquisition threshold. That threshold is either your organization’s capital threshold or \$5,000, whichever is less. <u>Complete Section VI, Question 5 instead for DBE goals for non-vehicle equipment that exceeds your organization capital asset threshold.</u> You do not have to list DBE goals for vehicles (rolling stock). Vehicle manufacturers report DBE directly through federal Transit Vehicle Manufacturers (TVM) reporting instead. |
| Consolidated     | How much local match is required for a capital vehicle or equipment grant? Does it matter whether the vehicle or equipment is replacement or expansion?                                                                                                                                               | All capital vehicle and equipment grants are considered “new projects”. Therefore, the minimum local match required for all capital vehicle or equipment grants is 5%. It does not matter whether the vehicle or equipment is for expansion or replacement. If a vehicle or equipment is federally funded, the minimum match is 20% but can be a combination of local and/or state funds                                                                                                                                                                                                                                                                                                |
| RMG              | Can New Revenue tiered projects as identified on the LEAP Transportation Document 2016-3 be used as match for the Regional Mobility Grant Program?                                                                                                                                                    | Yes, Tiered list projects may be used as match for the regional mobility grant program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| RMG              | We will have a 4-year project. We anticipate the preliminary engineering and design during the first biennium and the construction during the second biennium. In order to properly allocate funding, we need to know if funds from the first biennium will be carried over into the second biennium. | Please create your budget and milestones to the best of your abilities. If you become aware during the first biennium of your four year projects, that you will not be able to spend the amount you originally estimated, contact your Community Liaison. WSDOT will then make a request to OFM and the legislature to move the unused funds to the second biennium. While uncommon, there is always the chance that the re-appropriation request would not be approved.                                                                                                                                                                                                                |
| RMG              | If I have a federal grant award that I am using for match, do I still need a letter of commitment from the matching source?                                                                                                                                                                           | No, WSDOT will be able to cross reference Federal grant awards as necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| RMG              | The instructions say we need a letter of verification from any transit agencies affected by the proposal. Does that include our non-profit users like CAP, WOTM etc or just Public Transit Agencies? | No, grant applicants are only required to obtain verification letters from public transit agencies potentially affected by the grant proposal.                                                                                                                                                                                                                                       |
| Consolidated     | Are planning projects eligible to use in-kind match.                                                                                                                                                 | In-kind contributions can only be used as match for operating and mobility management projects.                                                                                                                                                                                                                                                                                      |
| Consolidated     | Does the ABC ranking of the projects also need to occur by Oct 14.                                                                                                                                   | No. The ranking of projects by the MPOs and RTPOs does not need to be completed until late January, 2017. The identification of the need for the project should be clearly supported in the CPT-HSTP no later than October 14, 2016.                                                                                                                                                 |
| Both             | In the application, is a DBE goal the percentage of DBE contracts divided by all contracting opportunities or the percentage of DBE contract divided by the entire operating budget?                 | The state goal is established as a percentage of all grant funding.                                                                                                                                                                                                                                                                                                                  |
| Both             | If there is a two-year lag time for heavy-duty buses, is it possible to request grant funds in this biennium for delivery in the next?                                                               | <p>Yes, heavy duty coaches may be ordered in 2017-19 and accepted in 2019-21.</p> <p>For the consolidated grant program you would need to commit a the full 20% federally required match.</p> <p>For the regional mobility grant program, you would submit the application as a four year project, with the understanding that all future biennia are subject to appropriations.</p> |
| Consolidated     | If I have a continuing project, that I am now applying for a third biennium of funding, what is my minimum level of local match that I need to provide.                                              | For an application for a project that is continuing for at least third consecutive biennium, a 15% match is the minimum amount required.                                                                                                                                                                                                                                             |
| RMG              | If we have a four year RMG project and we find we can spend more in the first biennium, can we accelerate the funding?                                                                               | Please let us know as soon as you are aware you have the ability to accerate your budget and milestones. If other projects are behind on their spending we may be able to accelerate the funding to your project.                                                                                                                                                                    |

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| Consolidated     | Does the \$1.5 million dollar cap apply to all projects or just general operating projects?                                                                                                      | The cap only applies to general operating projects. In order to qualify for general operating funding, all the activities of your agency must be eligible to be charged to either the section 5311 or rural mobility programs. In most cases this will only be rural transit agencies.                                                                                                      |
| Consolidated     | Two years ago, it appears that our Title VI policy was required as an attachment - this year it appears not to be required until later in the process. Please confirm.                           | Correct. Once we determine if we are awarding you federal funds, we will ask for a Title VI Policy.                                                                                                                                                                                                                                                                                         |
| Consolidated     | We are a service organization with little in the way of procurement or contracted services. I am struggling with how to answer the two questions regarding DBE goals. What advice can you offer? | Please consider all business you conduct with third parties. Office supplies, printing, vehicle maintenance, and planning are all possibilities. Please visit WSDOT's DBE directory at <a href="http://wsdot.wa.gov/EqualOpportunity/DBE.htm">wsdot.wa.gov/EqualOpportunity/DBE.htm</a> .                                                                                                   |
| Consolidated     | I represent a small non profit with a small fleet. How should I answer the question about alternative fuel vehicles?                                                                             | The point of the question is not to require an outcome. It is to assist you in determining whether or not it is reasonable for your agency to consider purchasing an alternative fuel vehicle.                                                                                                                                                                                              |
| Consolidated     | On your website you list out separately the need for confirmation of match letters for both funding and in-kind, but the application only asks for one. Can you please explain?                  | WSDOT requires that you provide a confirmation of match in any form. Due to the confusion in the instructions, this will not be a fatal flaw, and we will work with you to correct if necessary.                                                                                                                                                                                            |
| Consolidated     | I am a small non profit, that has not been recently audited. Am I required to submit an audit?                                                                                                   | State law dictates that non-profits with receipts \$3m or more per year, in revenues, must have an independent audit. For single audit, (agencies receiving federal funds regardless of type of agency) the dollar threshold is \$750k or more in federal expenditures. If the non-profit is below both thresholds, please submit year-end financial statements to satisfy the requirement. |

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| Consolidated     | Do non profits and private for profit businesses need to have a certificate from the WUTC?                                                                                                                                                                 | <p>WUTC Certification is required for new non- and for-profit private applicants who are direct service providers.</p> <p>For anyone who is currently providing service, this is considered part of the cost of doing business and should submit it.</p> <p>Anyone who is proposing to start the service, is not currently a direct service provider and only need to have it by the time they start service.</p> |
| Consolidated     | Based on the FAQs above, we need to get a letter of recognition from the other RTPO for our project. I know that was a requirement in the last biennium's application, but this time, it doesn't mention it in either the application or the instructions. | You're right that we didn't do a good job of stating the requirement for a letter of recognition in secondary RTPOs where you are operating. We will not make it a fatal flaw if an applicant doesn't have one. We still encourage you to get the letter of recognition. It will only support you're application and prove that the project has value at the other end of your route.                             |
| Consolidated     | I'm proposing to grow my service area, miles and hours. Do I need to submit a separate application?                                                                                                                                                        | Growing a fixed route service in this manner would be considered expansion and you would need to submit the portion of the project that is expansion as a separate application.                                                                                                                                                                                                                                   |
| Consolidated     | Should an agency with a vanpool program add vanpool trips and miles to the stats table on page one even though they don't operate the trips, just administer the assignment of vehicles and track/report the data?                                         | Yes, that is part of the transit system's overall service. Please note that the Section IV, question 1 should only include project specific information.                                                                                                                                                                                                                                                          |

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| Consolidated     | <p>I am completing the consolidated grant application and I have a question about the statement on pg 25 of the instructions:</p> <p>“The application form must be completed electronically and saved directly as an Adobe PDF file (as opposed to printing the application and scanning).”</p> <p>I printed the signature page (page 13) of the application to allow for signing. I then scanned the signed page as a pdf and inserted it into the space for the original (electronic) page 13 so that the whole application acts as single pdf. Is this acceptable?</p> | No. Please have the person with signing authority simply check the box and provide appropriate information in the form. We need the electronic version in order to easily collect other data. |
| Consolidated     | Will you accept a single PDF containing multiple letters of support with each consolidated application being submitted?                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes, that is acceptable.                                                                                                                                                                      |
| Consolidated     | Do we only need to send one copy of our audit for all projects? And do you want just the financial report or accountability also?                                                                                                                                                                                                                                                                                                                                                                                                                                         | Please submit both audit reports with each application.                                                                                                                                       |
| Consolidated     | For the documents required it states most recent Audit. I assume this is the State Audit. So question is: is the audit the single or two year report. I have both. Two year in 2014 ,the single in 2015.                                                                                                                                                                                                                                                                                                                                                                  | Please submit your most recent audit.                                                                                                                                                         |
| Consolidated     | <p>I noticed that the vendor price includes “Annual Verizon Wireless Data Plan – 1 year” with “Description: Data plan provides communication between dispatch and tablet” as part of the purchase cost.</p> <p>Another cost of this purchase includes “Annual IVR Fees – 1year” with “Description: IVR fees refer to the telephony messages that are being delivered via the Notification Module. Specifically, the automated telephone calls to the clients for Night-before and Pre-Arrival alerts.”</p> <p>Would these be reimbursable under the grant?</p>            | We consider these cost to be the initial cost as part of the technology implementation costs for the IVR system. This is an eligible capital expense.                                         |
| Consolidated     | I noticed that the expense and revenue pages sometimes do not total correctly. What can be done to correct this?                                                                                                                                                                                                                                                                                                                                                                                                                                                          | We've noticed this problem. As a workaround please enter a number zero in the line below the last entry you inserted information in the expense and revenue pages.                            |

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| Consolidated     | The application checklist states that we need to submit a population density map. Can you advise me where to find one? | Please start with your RTPO. If they are unable to provide you one, please contact your CL and they will walk you through how to create one using the US census website. |