

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

All grantees are required to submit reports to the WSDOT Public Transportation Division using reporting forms supplied by WSDOT. Report formats will differ depending upon the project type and grant program: Consolidated Grant Program, Regional Mobility Grant Program (RMG), or Vanpool Investment Program (VIP). Reporting requirements are detailed in this appendix by grant program, including instructions on how to fill out the forms. In the event that the Office of Financial Management or legislative action requires additional performance reporting during the grant cycle, WSDOT will notify grantees of any new requirements.

Consolidated Grant Program Reports

Unless otherwise specified, all reports are due within 30 days after the end of the calendar quarter and must be filled out and submitted electronically for **each project** funded through your agreement(s) with WSDOT. Sample reports can be found starting on page B-17.

Report required by type of project:

| | Operating | Program Development* | Capital Equipment | Capital Construction |
|--------------------|---|--|--|--|
| Report Type | Quarterly Narrative Progress Report | Quarterly Narrative Progress Report | Quarterly Narrative & Financial Progress Report | Quarterly Narrative & Financial Progress Report |
| | Financial & Statistical Progress Report (consists of): <ul style="list-style-type: none"> • Detail of Match • Detail of Volunteers • Expenses • Statistics by Service Type • Program Income • Complaints • DBE | Financial & Statistical Progress Report (consists of): <ul style="list-style-type: none"> • Detail of Match** • Detail of Volunteers • Program Income*** • Complaints • DBE | Statistical Progress Report (consists of): <ul style="list-style-type: none"> • Program Income • Complaints • DBE (not rolling stock) | Statistical Progress Report (consists of): <ul style="list-style-type: none"> • Program Income • Complaints • DBE |
| | Non-Progress Specialty Reports <ul style="list-style-type: none"> • Charter Service • Inventory (if WSDOT still holds vehicle title) | | Non-Progress Specialty Reports <ul style="list-style-type: none"> • Charter Service • Inventory (if WSDOT still holds vehicle title) | Non-Progress Specialty Reports <ul style="list-style-type: none"> • Inventory |

* Includes mobility management projects

** Not required of planning projects

*** Not required of planning & mobility management projects

Other Potential Reports: National Transit Database, FTA 5316/5317, and FTA 5310.

See details under Additional Reports section on [page B-8](#).

Quarterly Progress Report

The Quarterly Progress Report is a Word document in which grantees narratively describe project-related accomplishments, coordination efforts, challenges and overall progress for the reporting quarter. Include planned and actual project milestones. See page B-17.

1. **Project Information** – This section is the same for all project types.
 - **Project Title** – A brief identification of the project or the program supported by project funds (“Veterans Transportation,” “East County Route,” or “Three Replacement Coaches”).
 - **Grant Recipient** – Organization name.
 - **Agreement Number** – Four-digit number assigned to the grant agreement by WSDOT.
 - **Consolidated Project** – Project letter assigned to the project found in the scope of work of the agreement. If there is only one project, select the box next to project A.
2. **Funding Source(s)** – This section is the same for all project types (operating, capital, etc.). Select the appropriate box(es) next to each funding source listed in the federal and/or state funding source rows to reflect the type of grant funds provided for this project.
3. **Progress Narrative** – This section differs depending on the project type. Answer all narrative questions in the space provided under each question on the form. Text boxes in the form will expand to accommodate your text. If you have any questions about how to answer the questions, contact your WSDOT project manager.
4. **Schedule** – This section is different depending on the type of project.
 - **Operating and Program Development Projects** – In the “Planned” column, list the start and completion dates of the project activity as initially scheduled. Then enter what have been the true start and completion dates as of the reporting quarter in the “Actual” column. If a project is continuing from a prior biennium, then the start date is the beginning of the grant period (July 1, 2011). If a project is ongoing, then the planned end date will be the end of the grant period (June 30, 2013) and the actual end date will not be filled in until the last quarterly report is submitted.
 - **Capital Vehicle/Equipment Projects and Capital Construction Projects** – For the first-quarter report, fill in the “Planned” column using the estimated dates of your procurement or construction process.
On subsequent reports, fill in the “Revised” or “Actual” columns, as appropriate, as each quarter passes. By the end of the agreement, the milestones should all have a date listed in the “Actual” column.
5. **Financial Reporting** – Section 5 is a checklist of other required reports that must accompany the quarterly progress report narrative form, depending on project type. Instructions on filling out those reporting forms can be found later in this appendix.

6. **Statistical Reporting Section** – Section 6 is a checklist of other required reports that must accompany the quarterly progress report narrative form, depending on project type. Instructions on filling out those reporting forms can be found later in this appendix.
7. **Signature Section** – Complete every field in this section.

Quarterly Financial and Statistical Forms

WSDOT provides an Excel workbook containing seven report forms (spreadsheets) to submit financial and statistical information along with the quarterly progress report. Not all projects will require all seven forms.

Quarterly Detail of Match (Project to Date)

This form is required for operating or planning projects only (see page B-19). Enter the following information for each project to date:

- Gross expenses
- Fares and donations
- Ineligible expenses
- Net expenses (calculated automatically based on the information entered above)

Note: The above expense information should agree with the information provided on the reimbursement requests.

- **Less Local Match** – Enter the name and amount received from each matching source applicable to each project.
- **Total Local Match** – Calculates automatically based on the information provided.
- **Funding Sources** – Enter the total amount billed to WSDOT for each funding source applicable to the project.
- **Total Amount Requested** – Calculates automatically based on the information provided and should equal the Total Amount to Date of reimbursement requests submitted to WSDOT.
- **Local Match Percentage** – Calculates automatically based on the information provided. The percentage for each project should be equal to or greater than the percentage shown as the Contractor's Share for the project in the agreement. If this percentage is less than what is shown in the agreement, WSDOT may contact the grantee to determine what action, if any, is necessary for the project.

Detail of Volunteers

This form is required for projects that use in-kind match in the form of volunteer hours and other volunteer expenses.

- **Total Volunteer Driver Activity** – Enter the total number of passenger trips (one-way boardings), revenue vehicle miles (in-service miles), and volunteer hours reported on the volunteers' timesheets.
- **Other Volunteers** – If you count volunteers other than drivers (marketing consultants, office interns) toward in-kind match, list the position(s), the number of hours, and other related expenses (travel to project-related activity) here. Add more boxes as needed.

All volunteer activity listed should conform to your approved in-kind valuation plan on file with WSDOT. This is a new form this biennium. Do not hesitate to contact Public Transportation Division staff to assist you with this or other forms.

Quarterly Expenses

This form is required for all project types. Enter the total net expenses in the appropriate funding row and service type column. Use service type “Other” for capital expenses. Net expenses are the balance after the fares, donations, and ineligible expenses are subtracted from the gross expenses. See page B-21.

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

Quarterly Statistical Summary by Service Type

This form reports statistical information regarding ridership, revenue vehicles miles, and revenue vehicle hours. Unique projects such as mobility management may use this form to report performance under different categories than the ones listed below. See page B-22.

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

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

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

Quarterly Program Income

This form collects program income received from a federal grant-funded project. Program income is any revenue (i.e., money), except fares, received by a grantee that is directly generated by a grant supported asset or activity.

Examples of revenue generated from a grant-funded asset could be revenue from advertisements placed on grant-funded buses or sub-leases of space at a grant-funded facility. An example of revenue from a grant-funded activity may be money received from carrying freight on a route funded by an operating grant. While most grantees earn little to no program income besides fares due to the nature of their activities, it is still a federal requirement that this information be collected and reported as long as the underlying grant is still open.

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

This quarterly report will be collected for different durations depending upon the type of project:

- **Planning and Operating** – This report will be collected quarterly until the end of the project.
- **Capital** – This report will be collected quarterly until the federal grant that funded the purchase is closed by WSDOT or until the life of the vehicle is complete and the title is released to the grantee.

WSDOT project managers will provide grantees with a program income report that includes all past and present agreement information. See page B-23. For each grant listed on the report, grantees will be required to provide the following information on the quarterly program income form:

- A brief description of how the program income was earned, such as bus advertising or parcel delivery.
- The amount of income earned for this activity.
- Verification that the funds earned went into the capital reserve account.
- The amount of income that was spent during the quarter.

Use the box at the bottom of the form to describe methodology for determining program income.

As the Federal grants are closed, the WSDOT project managers will update the agreement report with the grantee to remove those grants from the forms.

To find additional information on program income, review FTA Circular 5010.1D.

Quarterly Complaints Log

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

To complete this report, first fill in organization name, agreement numbers covered by this report (all bus and non-bus purchase agreements), quarter/year, contact name, and phone number. If no complaints were received during the quarter and there was no activity to report, simply check the box in the agency information section that says “No complaints received this quarter” and submit the report.

If one or more complaints were received:

- Select what type of complaint was received (ADA, EEO, or Title VI).
- Record the date the complaint was received.
- Select the status of the complaint (open, investigation, lawsuit, referral, or closed).
- Enter a description of the complaint.
- List actions taken by your organization to resolve the complaint, which includes to whom the complaint was referred if it was referred to another organization.

Disadvantaged Business Enterprise (DBE)

This report is only required for organizations receiving federal funds for projects other than capital rolling stock (vehicle) purchases (i.e., for capital equipment such as radios or bus shelters, for operating projects, or for planning projects). All quarterly expenses are to be listed, but associated DBE information is only listed for purchasing activities that have contracting opportunities. The table at the end of this section gives a partial list of what activities FTA considers a contracting opportunity as well as a partial list of non-contracting activities. These activities are examples. If you have any question about what qualifies as a contracting opportunity, contact your WSDOT project manager.

To complete the report, first fill in organization name, agreement number, quarter/year, contact name, and phone number. If no expenses were submitted for reimbursement to WSDOT during the quarter, simply check the box in the agency information section that says “No expenses incurred or reimbursement request submitted this quarter” and submit the report.

If expenses were incurred in the reporting quarter, complete the following fields:

- **Type of Expense** – This is a category such as “photocopier contract,” “facilities lease,” “office supplies,” “radio-system purchase,” “vehicle maintenance,” etc.
- **Federal Funds Spent on Item** – Using the percentage of federal funding identified in your agreement, calculate what dollar amount of the reimbursable expense listed in the Type of Expense field would be paid by federal funds.

If listed expenses qualify as a contracting opportunity, fill in the remaining columns:

- **Number of DBEs Used** – Fill in the number of DBEs used for the item(s) listed in Type of Expense. If no DBEs were used, enter zero (0).
- **Name(s) of DBE Used** – List the names of the DBEs counted in Number of DBEs Used.
- **Notes** – Use this space to provide any additional information.
 - If unable to find any DBEs to purchase from, if DBE costs were exorbitant compared to other bidders, or if there was another reason you did not use a DBE for a contracting opportunity, at the bottom of the form is a space for you to describe your good faith efforts to locate and purchase from DBE vendors during this time period.

Contracting Opportunities

- Office supplies
- Printing (regular, digital, etc.)
- Concrete work for new bus shelters and facilities
- Shelter maintenance/repair
- Snow removal
- Security and courier services
- Environmental assessments
- Construction
- Shop tools, supplies, and tires
- Building maintenance
- Fuel
- Radio or AVL equipment
- Vehicle and equipment repairs (unless performed by in-house staff)
- Structural engineering
- Insurance
- Feasibility studies
- Engineering and design
- Translation of printed materials
- Transportation services
- Janitorial Services

Non-Contracting Activities

- Salaries, benefits, and taxes
- Mileage and transportation (rental cars, airfare)
- Meals and lodging
- Conferences and seminars
- Postage
- Vehicle repairs (unless done by an outside organization)
- Dues and subscriptions
- Transit vehicle purchases

Additional Reports

Charter Service

The Charter Service Exception report is required for all organizations receiving federal funds who are engaging in charter activities recognized under the FTA approved exceptions. Organizations that are required to complete this report must use FTA's form, which can be found at www.fta.dot.gov/laws_reg_8429.html.

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

Annual Physical Equipment and Facility Inventory

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

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

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

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

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

- **National Transit Database** – This report affects any grantees that currently receive FTA 5311 funds to operate a service or purchase a vehicle, or grantees for which WSDOT still holds title to a vehicle purchased with FTA 5311 funds. The report is due annually on the last business day in April.
- **Job Access and Reverse Commute (JARC)/New Freedom Reporting** – This report affects any grantees that currently receive FTA 5316 (JARC) or FTA 5317 (New Freedom) funds or grantees for which WSDOT still holds title to a vehicle purchased with either funding source.
- **Elderly and Disabled Transportation** – This report affects any grantees that currently receive FTA 5310 funds or grantees for which WSDOT still holds title to a vehicle purchased with FTA 5310 funds. This report is due annually in October.

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

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

Submission of Reports

Submit all Consolidated Grant Program reports to consolidated@wsdot.wa.gov. Only reports submitted to this email address will be accepted.

Failure to Submit Reports

If WSDOT does not receive the quarterly progress and statistical reports or applicable specialty reports, the reimbursement request(s) will be held without payment until acceptable reports are received. See [Chapter 1](#) for more information.

- Operating Projects – Quarterly Progress Report
- Quarterly Detail of Match
- Detail of Volunteers
- Quarterly Expenses
- Quarterly Statistical Summary by Service Type
- Quarterly Program Income
- Quarterly Complaints Log
- Quarterly Disadvantaged Business Enterprise (DBE) Log
- Physical Rolling Stock Inventory & Verification of Continued Use
- Physical Equipment Inventory
- Physical Facility Inventory