

Congratulations! Your organization has been awarded a public transportation grant through the Washington State Department of Transportation (WSDOT). WSDOT is committed to both the success of the projects of grant recipients and the effective management of grant funds. This guide provides technical assistance to organizations awarded state and federal public transportation project funding. It also offers direction for maintaining compliance with the laws and regulations associated with Federal Transit Administration (FTA) and Washington State public transportation funding. This guide is a valuable reference tool for your organization throughout the life of your project.

## Guidebook Contents

Although this guide is a valuable resource, it not intended to supersede your grant agreement. In the event that any sections of this guide are inconsistent with the specific terms and conditions of your grant agreement, the agreement is contractually binding and must be followed. In addition, some of the requirements in this guide only apply to organizations receiving federal funds, but should be used as a model for best practices on all projects.

This guide is divided into the following four chapters and supplemental appendices to help you locate the information needed based on the type of project you are managing and the laws and regulations you need to comply with regarding public transportation grants:

[Chapter 1](#) Guidelines for All Projects

[Chapter 2](#) Guidelines for Operating and Program Development Projects

[Chapter 3](#) Guidelines for Capital Vehicle and Equipment Projects

[Chapter 4](#) Guidelines for Capital Construction Projects

[Appendix A](#) Reimbursement Request Instructions and Forms

[Appendix B](#) Progress and Statistical Reporting

[Appendix C](#) Procurement Inspection Forms

[Appendix D](#) Project Site Visit Checklists

[Appendix E](#) Vehicle Disposition Schedule

[Appendix F](#) Acronyms and Definitions

[Appendix G](#) References

## Program Covered in the Guidebook

This guide covers the Consolidated Grant Program. In brief, this grant program provides funding to support public transportation services statewide. It consists of both state and federal funding sources. The following includes funds awarded through the program's competitive process, as well as funds awarded outside the competitive process.

### State Funds

**Rural Mobility Grant Program** – Funding to support rural and small urban areas statewide. There are two separate rural mobility allocations:

- **Competitive** – Priority for competitive funding is given to rural areas.
- **Transit Formula** – This is a formula-based grant program for small urban and rural public transit systems only.

**Paratransit/Special Needs Grant Program** – Funding to sustain and expand services to special needs populations.

- **Non-Profit Competitive** – Priority for competitive funding is given to private non-profit organizations to support special needs transportation services.
- **Transit Formula** – This is a formula-based grant program for public transit agencies to provide special needs transportation.

### Federal Funds

- **5309** – Transit bus and bus-related projects (allocated annually by FTA)
- **5310** – Elderly and Persons with Disabilities Program
- **5311** – Non-urbanized Area Formula Program
- **5313** – Statewide Planning Program
- **5316** – Job Access and Reverse Commute (JARC) Program
- **5317** – New Freedom Program
- **5339** – Bus & Bus Facilities (Provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities)

**Surface Transportation Program (STP) Funds** – STP funds are awarded to rural public transportation providers by the Regional Transportation Planning Organizations (RTPO) and are then transferred to the FTA 5311 Program.

### Guide Revisions

This guide is typically reviewed and updated every two years with the possibility of interim updates. In the event that sections require updating, WSDOT will send these updates to all organizations with current grants and post them on its website at [www.wsdot.wa.gov/transit](http://www.wsdot.wa.gov/transit).

## Other Resources Available

WSDOT provides technical assistance to grantees upon request. Public Transportation Division staff will make every effort to assist grantees in the following areas:

- Vehicle specifications and bid procedures.
- Drug abuse and alcohol misuse testing policies and procedures.
- Archaeological and cultural resources (State of Washington [Executive Order 05-05](#) compliance).
- Project management.
- Financial management.
- Compliance with federal and state regulations, policies, and procedures.
- Project development.

For additional information to assist with managing your project, visit the websites listed below:

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

## Contacts

For questions regarding the contents of this guide or to receive technical assistance, contact one of the WSDOT Public Transportation Division staff listed below.

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