



**Washington State
Department of Transportation**

Regional Mobility Grant Program Guidebook

2017-2019 Biennium

Public Transportation Division

Americans with Disabilities Act (ADA) Information

English

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Spanish

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Información del Acta Americans with Disabilities Act (ADA)

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The purpose of this guide is to provide a resource for managing Regional Mobility Grant (RMG) program funds awarded through the Washington State Department of Transportation. WSDOT is committed to the success of the funded projects and the effective management of grant funds. As such, it is important that WSDOT and grantees work from a common set of principles and resources, outlined in this guide.

This guide may be used as a reference tool throughout the life of the project, offering technical assistance and direction for maintaining compliance with the laws and regulations associated with Washington state public transportation funding.

This guide is reviewed and updated every two years, with the possibility of interim updates. When revisions are made to this document, WSDOT will notify organizations with current grants that an updated version has been posted to the WSDOT [Public Transportation Division \(PTD\) website](#).

This guide is not intended to supersede any grant agreement. In the event that any sections of this guide are inconsistent with the specific terms and conditions of a grant agreement, the agreement is contractually binding and must be followed.

For more information on managing RMG funded projects, please contact the WSDOT contact listed on the grant agreement.

For general questions regarding the RMG program, please contact Capital Projects Manager Alan Soicher at 360-705-7917 or soichea@wsdot.wa.gov.

Acronyms and Abbreviations

AMP	Asset Management Plan
FTA	Federal Transit Administration
NEPA	National Environmental Policy Act
PMP	Performance Measurement Plan
PTD	Public Transportation Division
QPR	Quarterly Progress Report
RMG	Regional Mobility Grant
SEPA	State Environmental Policy Act
VMP	Vehicle Maintenance Plan
VMT	Vehicle Miles Traveled
VT	Vehicle Trips
WSDOT	Washington State Department of Transportation

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Grant Agreement

WSDOT expects grantees to carry out grant-funded projects as described in the application for funding and the subsequent grant agreement. To ensure project compliance, grantees should read the entire grant agreement, understand its clauses, and if necessary, request clarifications regarding the Scope of Work and Budget.

[Appendix A](#) contains a table of submittals grantees must produce over the life of the grant.

Project Change Requests

Occasionally changes to grant-funded projects are necessary. However, a project cannot be modified, adjusted, or changed without prior written approval from WSDOT.

All aspects of a grant agreement will remain in force until WSDOT provides written confirmation of an approved change. In some cases, project changes will require a formal amendment to the existing grant agreement.

The total amount of grant funding available for the 2017-2019 Biennium is shown as Current Funds in the grant agreement. If a portion of the Current Funds are not fully expended during the 2017-2019 Biennium, grantees may request that remaining funds be reappropriated¹ into the next biennium.

Reappropriation requests must meet criteria established by the Office of Financial Management (OFM), and must provide justification for why spending on the project did not proceed as planned. Additionally, all reappropriations must be approved by the legislature. As such, approvals are not guaranteed.

WSDOT encourages grantees to expend all grant funds according to the schedule identified in the grant agreement, avoiding the need to request reappropriations.

Project Change Request Process

Please contact the WSDOT contact listed on the grant agreement to discuss the details of a project change prior to submitting a formal written request. All formal changes must be requested in writing to the WSDOT contact listed on the grant agreement.

Change requests must include:

- Specific information about the proposed change (e.g., scope, schedule, and/or budget).
- Specific information about proposed changes to existing grant commitments and/or deliverables.
- Reasons for the requested change.
- Anticipated impacts of the proposed change (positive and/or negative), including impacts on stakeholders.

¹ Reappropriation is defined as a “Capital budget appropriation that reauthorizes the unexpended portion of previously appropriated funds. Because capital projects often overlap fiscal periods, it is necessary to reauthorize some expenditure authority to ensure project completion.” (Office of Financial Management (OFM))

In addition, change requests should include information about other potential solutions that were considered and rejected.

Examples of project changes that could require a formal amendment to the grant agreement include but are not limited to:

Scope of Work

- Service modification – schedule and route changes.
- Change in the type or size of vehicles to be purchased.
- Number of parking spaces in a park and ride lot.
- Change in location of a transit station or other facility.
- Use of grant funds for elements of work not included in the original scope of work.
- Change in level of environmental documentation (National/State Environmental Policy Act (NEPA/SEPA)) for the project (e.g., SEPA exemption to environmental impact statement).

Schedule

- Change to project begin or end date.

Budget

- Overall project budget.
- Local match percentage.
- Funding for phase of work (e.g., transferring funds from construction to design phase).

Use of Federal Funds

If a grant-funded project receives additional federal funds directly from the federal government, the grantee assumes full responsibility for complying with all federal rules and regulations.

If the grantee is found in non-compliance with federal rules and regulations, the grantee must notify WSDOT in writing. Notification should include details of the non-compliant activities. WSDOT will work with the grantee to determine next steps.

Assignments and Subcontracts

All assignments and subcontracts (third-party contracts) must include certain provisions as outlined in the *Assignments and Subcontracts* section of the agreement. All third-party contracts, including purchase-of-service contracts, are subject to competitive procurement requirements.

Grantees must seek authorization from WSDOT prior to entering into third party contracts to perform any of the work authorized under the agreement. Grantees must submit a written request to the WSDOT contact listed on the grant agreement seeking authorization to assign or subcontract with a third party. WSDOT's authorization will be provided in writing by email.

Purchasing Policies

Grantees that use state funds for procurement (e.g., purchase of vehicles and/or equipment, contracting for design or construction services, etc.) must use a competitive procurement process (RCW 39.26.120). Additionally, the procurement process must be in accordance with each grantee's purchasing policies and must follow all applicable state laws.

Total Project Cost

A grantee must notify WSDOT if the total project cost decreases by 10 percent or more. Additionally, RMG funds must not provide more than 80 percent of the total project cost. Each agency's financial participation will be adjusted to maintain the matching percentage described in the grant application.

Matching Funds

Matching funds represent the grantee's share of the total project cost. Sources of matching funds may include local, state, federal, and/or private funding, as long as the state funds are not from another WSDOT competitive grant.

Matching funds must be directly related to the grant funded project. Prior investments in project design, real-estate acquisition, and construction may be used as match.

Grantees must maintain all documentation related to the grant-funded project as detailed in [Project Record Retention and Financial Management](#) below. Grantees must also submit documentation verifying the expenditure of matching funds as described in [Requesting Reimbursements](#) below.

Project Record Retention and Financial Management

WSDOT is required to comply with the policy and procedure requirements outlined in the [State Administrative & Accounting Manual](#). In addition, the State Auditor's Office issues accounting and reporting requirements for local governments to collect and report their revenues and expenditures ([RCW43.09.200](#)). These requirements are issued through the Budget, Accounting, and Reporting System (BARS) managed by the State Auditor's Office. Grantees receiving RMG funds are required to meet all requirements outlined in the [BARS Manuals](#).

Grantees are required to retain grant records during the term of the project and for six years thereafter.

All agencies receiving WSDOT grant funding should establish a record retention policy that conforms to the audit review requirements. Grantees are expected to keep project records documenting project activities and costs.

Audits

As a condition of receiving state funds through WSDOT, grantees may be required to participate in an audit conducted by the State Auditor's Office. These audits are typically conducted when WSDOT is being reviewed. However, in cases where a grantee has lost its *In Good Standing* status, WSDOT may conduct a specific audit of all grant-funded projects with that grantee.

Audits can be based on but are not limited to the following:

- The scope of work for the project.
- The organization's financial records.
- The federal and state laws and regulations referenced in the grant agreement with WSDOT.

If a subcontractor is hired for services using grant funds, the subcontractor may also be subject to an audit or inspection.

Performance Measurement Plans

Performance measurement plans (PMP) are designed to monitor project performance after the project is implemented. A grantee's grant application provides estimates of anticipated project performance; the PMP documents the methods for determining and reporting the actual performance of the project.

RMG grantees must have their project's PMP reviewed and approved by WSDOT before reimbursement requests will be processed for payment.

For questions about PMPs, please contact the WSDOT contact listed on the agreement.

Reporting Requirements

Two types of reports must be submitted by all grantees:

Quarterly Progress Reports

Quarterly progress reports (QPR) are to be submitted with the information requested and in the format shown in Appendices E-G.

Annual Reports

The annual reports describe the actual benefits the project is providing to the public with respect to reductions in vehicle trips (VT) and vehicle miles traveled (VMT). Grantees should use the procedures and methods contained in the approved PMP to collect data for the annual reporting.

Annual reports are due by October 31 of each year for four years. The start date for annual reporting varies by project type as follows:

- Capital construction: When the *Operationally Complete* milestone is reached.
- Capital vehicle/equipment: When the vehicle is placed into service.
- Operating: When grant-funded operations start service.

The first annual report should be submitted after the Year 1 data has been collected per the schedule in the PMP. For example, if the PMP calls for conducting occupancy surveys at a park and ride twice a year and those surveys have been completed, then the Year 1 report should be submitted by October 31, regardless of whether the park and ride has been operational for a full year.

Transit Asset Management Plan

As a condition of receiving state funding, all public transit systems (as defined in [RCW 35.84.060](#), [36.56](#), [36.57A](#) and [81.112](#)) are required to submit an asset management plan (AMP) to WSDOT for certification every two years ([RCW 36.57A.191](#)). In the intervening years, public transit systems must submit a self-certification stating that they are following the previously adopted plan, or that changes to their plan are consistent with state requirements.

At a minimum, the AMP must include:

- An inventory of the transit system's assets (vehicles, equipment, and facilities).
- A conditions assessment of those assets.
- A preventive maintenance program based on lowest-life-cycle cost methodologies.

Transit agencies must update asset inventories annually and submit them to WSDOT by February 15 of each year.

More information on AMPs can be found on the [Transit Asset Management Plan](#) webpage.

Requesting Reimbursements

To receive payment for eligible expenses incurred under the grant agreement, a reimbursement request form must be completed. The reimbursement request form must be signed by the grantee's financial manager or authorized representative. The reimbursement request form must be emailed to PTDInvoices@wsdot.wa.gov, with a cc to the WSDOT contact listed on the grant agreement. Along with completed reimbursement request forms, please submit backup documentation for WSDOT to verify project expenses.

If the reimbursement request form is incomplete or inaccurate, payments will be withheld until the form is corrected and approved.

Additionally, all required QPRs must be submitted before a payment can be processed.

Please note that, although reimbursement requests may be submitted as frequently as once per month, WSDOT prefers that reimbursement requests be submitted quarterly. Following submittal of a reimbursement request, WSDOT may request additional backup documentation to verify certain expenditures.

Refer to Appendices B-D for examples of reimbursement request forms and instructions for completing the forms.

Documenting expenditures of matching funds

Matching funds (i.e., “Contractor’s Funds” in the grant agreement) must be documented on QPRs. Matching funds expended prior to the start of the grant agreement (e.g., prior land purchase for construction of a park and ride facility) should be documented on the top of the QPR financial reporting table.

As the project proceeds, expenditures of matching funds should be documented in the QPR for the quarter in which the expenditures are made. In the space below the QPR financial reporting table, describe the source(s) of the matching funds and the purpose(s) for which they were used.

Continue to submit QPRs until all “Contractor’s Funds” listed in the grant agreement are documented, even if all RMG funds have already been reimbursed (e.g., for a project where RMG funds were used to purchase a bus, and matching funds were used to operate that bus).

After reviewing the QPR entries, WSDOT may request additional backup documentation to verify certain matching fund expenditures.

Reimbursement requests near the end of the state fiscal year (June 30)/ end of the project

A reimbursement request or an estimate of charges must be submitted by July 15 for any expenses incurred in the previous state fiscal year² of the term of project.

If a grantee is unable to provide an invoice by July 15, the grantee must provide an estimate of the charges to be billed so that WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued.

The grantee’s final payment request must be received by WSDOT by (whichever is sooner):

- July 15 immediately following the final fiscal year of the term of project.
- Within 30 days of the completion of the project.
- Within 30 days of the termination of the agreement.

Any payment request received more than 15 days after the end of the term of the grant will not be eligible for reimbursement.

In Good Standing Policy

WSDOT’s PTD is responsible for administering grant funds in conformity with state laws. To ensure compliance with those laws and commonly recognized best practices for grant management, WSDOT has implemented an *In Good Standing* policy. As such, all grant recipients are required to maintain *In Good Standing* status to receive payments, and to be eligible to receive grants from the PTD.

² July 1 through June 30

Performance Requirements for Determining in Good Standing Status

During the course of the project, WSDOT staff will evaluate the following performance requirements:

- Compliance with all contractual obligations and satisfactory progress toward project completion, which includes:
 - Staying on schedule without unexplained delays.
 - Performing the specific work as described in the *Scope of Work*.
 - Maintaining the local match level detailed in the project budget.
- Adequacy of financial records that document and support all grant expenses.
- Submittal of accurate and timely progress reports and reimbursement requests.
- Full participation during site visits and project reviews with timely responses to any deficiencies noted during and after the site visit.
- Timely compliance with recommended measures for identified deficiencies.
- Timely and complete responses to any WSDOT communication and requests for information.

Consequences for Noncompliance

Grantees who do not meet performance requirements will not maintain *In Good Standing* status and can expect one or more consequences.

Consequences for noncompliance include, but are not limited to:

- Suspended payment of grant funds.
- Written warning to the organization grant project manager, organization executives and board of directors that identifies deficiencies, the necessary remedies, and a timeline for corrections.
- Ineligibility for any additional grant funds either within the current biennium or in future biennia.
- Audit of the organization to determine the extent of compliance with contractual obligations.
- Suspension or termination of the grant contract(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded capital vehicle or equipment purchase or capital construction project.
- Appropriate legal action.

Relationships with Employees and Officers of WSDOT

Under state ethics laws ([RCW 42.52.080](#)), WSDOT staff members are not allowed to accept loans, gratuities, or gifts of money in any form from the grantee's organization or any of its representatives. In addition, WSDOT employees are not allowed to work for an organization if they have oversight responsibilities or are involved with contract negotiations with that organization.

For more information about ethics requirements, refer to the "Ethics" clause in the grant agreement.

False or Fraudulent Statements and Claims

All information provided to WSDOT must be accurate and complete. Severe penalties may be applied for falsifying information concerning a grant-funded project.

Use of Park and Ride Lots (Transit Agencies Only)

Per [Engrossed Senate Bill 5096](#), transit agencies must establish a process for private transportation providers to apply for the use of park and ride facilities.

Eligible Services

The grant agreement with WSDOT specifies the specific services that are eligible for reimbursement under each project. Only those services identified in the grant agreement are eligible for reimbursement. Operating grant funds may not be used for depreciation of vehicles or costs associated with expenses incurred for timeframes outside of the grant period, such as prepaid insurance coverage.

Eligible Expenses

An expense must be directly related to the project and reasonable in amount to be eligible for grant reimbursement.

Examples of eligible direct expenses include, but are not limited to:

- Employee wages and benefits.
- Vehicle fuel¹.
- Vehicle maintenance costs.
- Purchased transportation services (see [Assignments and Subcontracts](#) in [Chapter 1](#)).

Grant funds can only be used to reimburse for net transit operation expenses. As such, grantees must subtract revenues (e.g., farebox receipts, advertising income) from gross operating expenses to arrive at reimbursable net operating expenses.

¹ The purchase of fuel is subject to competitive procurement requirements.

Eligible Use of Vehicles and Equipment

All vehicles and equipment purchased with grant funds must be used to support the passenger transportation services described in the grant agreement. Additionally, it is WSDOT policy that grant funds shall not be used to replace spare vehicles.

Eligible Expenses

An expense must be directly related to the project and reasonable in amount to be eligible for grant reimbursement.

Examples of eligible direct expenses include, but are not limited to:

- Factory or other field visits (if pre-approved by WSDOT). These expenses must fall within state per diem rates. A written request must be submitted to WSDOT for review and approval prior to taking the trip. WSDOT will not reimburse trip expenses without prior written approval.
- Purchase of vehicles identified in the grant agreement, including any associated sales or use taxes paid.
- Purchase and installation of other vehicle-related equipment identified in the grant agreement or as otherwise pre-approved by WSDOT (e.g., charging stations, signage, bike racks, radios, cameras, fare boxes, etc.).
- Purchase and installation of striping and/or logos on the exterior of any vehicles purchased under the grant agreement.
- Purchase and installation of non-vehicle equipment specifically identified in the grant agreement, including software licensing use fees.
- Required inspection costs for vehicle acceptance.

Please note, storage charges, parking charges, late fees, fines, other fees, and taxes (other than applicable state sales or use taxes) are not eligible expenses for grant reimbursement.

Importance of Making Progress with Purchase(s)

Vehicle procurement and delivery can be a lengthy process. WSDOT staff will assist grantees to ensure successful implementation of capital projects. It is critical that grantees initiate the purchase of grant-funded vehicles and equipment in a timely manner.

For vehicle purchases, RMG grantees must send a [vehicle acceptance letter](#) to the vendor and submit a copy of the letter to WSDOT prior to submitting a request for reimbursement for the vehicle.

RMG vehicle and equipment-acquisition projects for the 2017-2019 Biennium must, at a minimum, place orders and set an anticipated acceptance date before June 30, 2019.

Vehicle Procurement Records and Retention

Grantees must file and maintain all pertinent procurement records in a procurement file for all grant-funded procurements. Grantees must maintain the complete procurement file for six years beyond the minimum useful life of vehicles, regardless of the process used to purchase the vehicles. For more information, please see [Appendix H](#).

Title of Vehicles

When obtaining vehicle titles with funds administered by WSDOT, the grantee's organization must be shown as the registered owner of the vehicle and WSDOT must be shown as the legal owner. The following information must appear on the title:

Legal Owner

Washington State Department of Transportation Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

This same vehicle ownership structure must be shown on the vehicle registration certificate. WSDOT may make exceptions to this requirement upon request. Contact the WSDOT project contact listed on the grant agreement if you wish to pursue an exception.

Title Retention

The length of time WSDOT retains title to vehicles purchased for the project will depend on the size and type of vehicle purchased. WSDOT will release vehicle titles when the vehicle has reached the end of its minimum useful life, as shown in Appendix H.

Note: After WSDOT releases the vehicle title, grantees must complete the transfer of legal ownership of the vehicle with the Washington State Department of Licensing (DOL) within 15 calendar days.

Failure to do so may result in penalties imposed on the grantee by DOL.

Allowable and Required Uses

All vehicles and equipment purchased with grant funds must be used throughout their minimum useful life to support the passenger transportation services described in the scope of work of grant agreement. Vehicles and equipment must also be used consistent with grant funding requirements.

Failure to use the vehicle and equipment as described in the grant agreement may jeopardize the organization's ability to remain in compliance with WSDOT's *In Good Standing* policy.

Maintenance of Vehicles and Equipment

Grantees are required to maintain all vehicles and equipment purchased with grant funds according to the manufacturer's recommendations and the organizations' vehicle maintenance plan (VMP). The VMP typically includes a graduated preventive maintenance program.

Grantees should refer to the owner's manuals received from the vehicle and equipment manufacturers and any installed components (such as wheelchair lift, bicycle rack, air conditioning unit, etc.) in order to establish a VMP.

Insurance Requirements

Vehicles purchased with grant funds must be insured to be in compliance with state law. Grantees must provide a certificate of insurance documenting liability, comprehensive and collision insurance for all grant-funded vehicles.

For vehicles where WSDOT retains legal ownership, WSDOT must be listed as the loss payee.

Self-insured organizations must provide WSDOT with a declaration of self-insurance, including a description of how the self-insurance pool is funded.

For specific insurance requirements, refer to the *Loss or Damage of Project Equipment* section of the grant agreement. Grantees must submit proof of insurance to WSDOT as described above prior to placing the vehicle into service.

Damages and Repairs

Grantees are responsible for reporting and repairing any damage to grant-funded vehicles. All damages should be repaired as quickly as possible.

WSDOT must be notified in writing within five business days if a grant-funded vehicle sustains disabling damage (e.g., vehicle is removed from service for ten or more operating days or is totaled). WSDOT must also be notified in writing within five business days if the circumstances of the incident trigger a Federal Transit Administration (FTA) drug-and-alcohol test.

In the event that a grant-funded vehicle is damaged, the following information must be submitted to WSDOT:

- The nature of the incident.
- The level of damage to the vehicle.
- The grantee's intentions regarding replacement of the vehicle if the damage resulted in a total loss of the vehicle.
- The incident report on file with local law enforcement officials.
- The investigation summary conducted by the grantee's organization.
- A copy of witness statement/comments.

Vehicle Total Loss

If a grant-funded vehicle is deemed a total loss by the insurance carrier, the insurance proceeds shall be paid directly to WSDOT. Grantees that do not intend to replace a vehicle deemed a total loss will be forwarded the proportionate local share of the insurance proceeds received by WSDOT, provided that the grantee is in compliance with WSDOT's *In Good Standing* policy.

Grantees that intend to replace a vehicle deemed a total loss must replace it with a new or similar vehicle (e.g., value at the time of the incident, capacity, wheelchair accessibility, etc.). Once the replacement vehicle is received, a copy of the vendor invoice and the title showing WSDOT as legal owner must be submitted to WSDOT.

WSDOT will reimburse the grantee up to the insurance proceeds paid. Any replacement costs in excess of the insurance proceeds must be assumed by the grantee.

If the grantee orders a replacement vehicle within 60 days of the incident and before the insurance proceeds have been processed, WSDOT may waive the requirement for the proceeds to be received directly by WSDOT. In these instances, WSDOT may allow the insurance to be paid directly to the grantee to expedite the replacement.

Change of Use

Written approval from WSDOT is required if any grant-funded vehicle or equipment is no longer needed for the services described in the scope of work of the grant agreement. The following options may be available:

Change of Use Option 1

Grantees providing other passenger transportation services in the same service area may request to use the vehicles or equipment for those services.

Change of Use Option 2

Grantees not providing any other passenger-transportation services or reducing the scope of service may return the vehicles or equipment to WSDOT. Upon written notification, WSDOT will:

- Initiate a fair-market valuation by an independent appraiser.
- Identify other service providers who are willing and able to accept the vehicle(s) or equipment.
- Initiate the transfer, once another service provider is identified and the fair-market valuation is completed. If local funds contributed to the purchase of the vehicle or equipment, grantees may be reimbursed for the proportionate local share as long as they are in compliance with WSDOT's *In Good Standing* policy. Once the transfer is complete, grantees will be released from the terms and conditions of the grant agreement.

Buyout of the Grant Share of a Vehicle and Other Equipment

Grantees may purchase the grant-funded interest in vehicles or equipment at any point during the grant agreement.

If a grantee elects to buy out the interest in the vehicles or equipment less than 12 months from the time of the receipt of grant funds, the amount returned to the state will be 100 percent of the grant.

If a request to buy out the vehicle or equipment is received more than 12 months after the payment of the grant funds, WSDOT will initiate a fair-market valuation of the vehicles or equipment.

Grantees will be required to pay the proportionate grant share of the current market value to WSDOT. After payment is received for a vehicle, WSDOT will send the grantee the original certificates of title for the vehicles and release them from any responsibilities under the grant agreement.

Chapter 4 Guidelines for Capital Construction Projects

WSDOT's Role in Capital Construction Projects

WSDOT has oversight responsibility for ensuring that state capital grant funding is properly used to deliver approved scopes of work and meet program requirements.

Grantee's Role in Capital Construction Projects

Grantees are responsible for carrying out the project described in the grant agreement and complying with relevant federal, state, and local requirements. The grant-funded project is defined by its scope, schedule, and budget. Any changes to the scope, schedule, and budget require WSDOT approval, as outlined in [Chapter 1](#) Guidelines for All Projects.

The grant-funded project scope is detailed in the grant application and grant agreement. In some cases, only part of the overall project scope is eligible for grant reimbursement.

WSDOT requires grantees to reach project-schedule milestones, which are used to track progress. With mutual agreement, these milestones can be adapted to suit the particular complexities of the project. In some cases, grantees may achieve some project milestones before receiving grant funds. Some of these activities may also occur simultaneously.

Project schedule milestones include:

1. PMP approved by WSDOT
2. Initiate design
3. Design 30 percent complete
4. Design 60 percent complete
5. Design 90 percent complete
6. Environmental documentation complete (NEPA/SEPA)
7. Executive Order 05-05 review complete
8. Environmental permits received
9. Design 100 percent complete
10. Right of way certification
11. Utility work
12. Contract advertisement date
13. Contract award
14. Construction start date
15. Construction 25 percent complete
16. Construction 50 percent complete
17. Construction 75 percent complete
18. Operationally complete
19. Physically complete
20. Final site inspection visit by WSDOT
21. Asset management plan or facility maintenance plan submitted to WSDOT
22. Project closeout

Eligible Expenses

An expense must be directly related to the project and reasonable in amount to be eligible for grant reimbursement.

Examples of eligible direct expenses include, but are not limited to costs associated with:

- Engineering design.
- Project level permitting.
- Environmental assessment and documentation.
- Property acquisition.
- Construction.
- Construction oversight.
- Purchase and installation of non-vehicle equipment specifically identified in the grant agreement, including software licensing use fees.

Please note, costs associated with the following do not qualify as eligible capital construction project expenses:

- Scope, schedule, and budget development.
- Corridor planning.
- Alternatives analysis.
- Major investment studies.
- Corridor analysis.

Additionally, storage charges, parking charges, late fees, fines, other fees, and taxes (other than applicable state sales or use taxes) are not eligible expenses for grant reimbursement.

2017-2019 RMG Project Requirements

All two-year RMG projects awarded in 2017 must be completed and delivering public benefits before June 30, 2019. RMG grant funds can only be used to reimburse for expenses accrued before this date.

All four-year RMG projects awarded in 2017 must seek reimbursement of grant funds and deliver the following project milestones by June 30, 2019:

- 90 percent design complete.
- Environmental documentation complete.
- Contract advertisement date established.
- Construction start and completion dates established (completion date must be before June 30, 2021).

Note: All RMG funds beyond June 30, 2019, are subject to legislative appropriation, and are therefore not guaranteed.

Project Design

Project designs must meet the requirements in the Washington State [Standard Specifications for Road, Bridge, and Municipal Construction](#). For projects located on state highway facilities, project designs must comply with the current version of the WSDOT [Design Manual](#). For projects within the boundaries of other jurisdictions, project designs must comply with the design standards adopted by the relevant jurisdiction.

Project teams wishing to use other design standards must submit a request to WSDOT and obtain documented approval before design work commences. If design work is already underway before WSDOT awards grant funds, grantees must request documented approval to use other design standards as soon as possible after the grant agreement is executed.

Grantees must submit final (i.e., 100 percent) design plans to WSDOT prior to submitting reimbursement requests for activities in the construction phase.

WSDOT encourages grantees to develop a [risk management plan](#) for the project during the preliminary engineering (design) phase.

Grantees are responsible for maintaining progress to meet schedule milestones. Some project elements may need significant lead time, including the permit requirements described below. Utilities and third parties may also need extensive lead time to reasonably schedule the work and obtain the materials necessary for relocation of their facilities.

Note: All design plans must be stamped by an appropriate, licensed professional engineer.

Permit Requirements

Grantees are responsible for obtaining and ensuring compliance with all applicable local, state, and federal laws, regulations, and permit requirements. Federal compliance does not by itself signify compliance with applicable local and state permit requirements.

All capital construction projects are subject to the requirements of SEPA and should follow all appropriate SEPA procedures.

Compliance with [Governor's Executive Order \(EO\) 05-05](#) is required for all capital construction and land acquisition projects. This compliance is documented in a letter from the Washington State Department of Archeology and Historic Preservation. If the project has a federal nexus that requires compliance with Section 106 of the [National Historic Preservation Act of 1966 \(NHPA\)](#), compliance with Section 106 will satisfy the compliance requirements of EO 05-05. Grantees must submit documentation of compliance with EO 05-05 prior to submitting reimbursement requests during the right of way or construction phases. It is the grantee's responsibility to schedule and budget the project to comply with EO 05-05.

Conducting Procurement for Construction Projects

WSDOT does not prescribe a specific procurement process when using state funds. However, grantees must use competitive procurement processes. Additionally, the procurement process must adhere to the grantee's purchasing procedures and follow all applicable state laws.

For vehicle and equipment purchases, please see the provisions outlined in [Chapter 3](#), which apply to these procurements.

Maintaining Procurement Records

All pertinent procurement records must be maintained in a procurement file. Regardless of the process used to construct a facility, the complete procurement file must be maintained for six years beyond the useful life of the facility, as shown in [Appendix H](#).

Maintenance and Use of the Constructed Facility

Once the constructed facility is completed and accepted, grantees are expected to ensure it is used for the purposes described in the grant agreement and that it is properly maintained. Grantees are required to maintain facilities purchased and/or renovated with grant funds based on the contractor's recommendations and industry best practices for the useful life of the facility.

Grantees must submit a written facility maintenance plan and receive WSDOT's written approval prior to the occupancy of the constructed facility. At a minimum, the plan must cover all elements of the facility purchased with federal or state grant funds. In establishing the plan, grantees should refer to any owner's manuals provided by the contractor for components (e.g., fueling pumps, vehicle lifts, heating, ventilation, and air-conditioning units) installed at the facility.

Insuring the Facility

Facilities and equipment purchased with state grant funds must be insured in compliance with state law.

WSDOT must be listed as the loss payee in the event of a total loss.

Grantees that self-insure must provide WSDOT with a declaration of self-insurance including a description of how the self-insurance pool is funded.

For insurance requirements, refer to the *Loss or Damage of Project Equipment* section of the grant agreement.

Facilities Involved in an Incident

Grantees are responsible for repairing any damage to grant-funded facilities. All damage should be repaired as quickly as possible. WSDOT must be notified in writing within five business days if a facility sustains disabling damage which results in one or all of the following:

- Total loss.
- Temporary (more than 10 business days) closure of the facility.
- Service operations being significantly hampered or reduced.

The written notification provided to WSDOT must include the following:

- The nature of the incident.
- The level of damage to the facility.
- Whether the damage resulted in a total loss of the facility and if so, intentions regarding replacement of the facility.
- A copy of any accident or incident report on file with local law enforcement officials.
- A copy of any reports of investigations conducted or sponsored by the grantee's organization.

If the damage to the facility results in a total loss, the insurance proceeds are required to be paid directly to WSDOT. Grantees that do not intend to replace the facility will receive a proportionate share of the insurance proceeds, per the terms of the grant agreement, provided that WSDOT finds the grantee is in compliance with the grant agreement.

Grantees that intend to replace the damaged facility must replace it with a similar structure/facility. Contact the WSDOT contact listed in the agreement to initiate and arrange for the distribution of the insurance proceeds.

PROJECT TYPE	WHAT	WHEN	Requires written authorization/ approval from WSDOT
All projects	Performance Measurement Plan	Prior to submitting first reimbursement request	Y
	Process for private transportation providers to apply for use of park and ride facilities (transit agencies only)	Prior to submitting first reimbursement request	
	Quarterly progress reports	Quarterly following execution of agreement	
	Reimbursement requests	At least quarterly for any eligible expenses incurred in that quarter	
	Subcontract and assignment requests	Prior to entering into third party contracts or assignments	Y
	Annual reports	By October 31 of each year for four years, starting when service begins or construction is operationally complete	
	Transit Asset Management Plans	January 31 of each year	
Operating projects	Proposed change to services provided	Prior to changing service	Y
Capital vehicle and equipment projects	Copy of vehicle purchase order	Attached to reimbursement request for vehicle/equipment	
	Copy of vehicle acceptance letter to vendor	Attached to reimbursement request for vehicle/equipment	
	Copy of the vehicle registration (listing WSDOT as the legal owner)	Attached to reimbursement request for vehicle/equipment	
	Copy of the vehicle title (listing WSDOT as the legal owner)	Prior to placing vehicle into service	
	Proof of insurance (listing WSDOT as the loss payee)	Prior to placing vehicle into service	
	Proposed change of vehicle/equipment use	Prior to changing vehicle/equipment use	Y
	Vehicles/equipment involved in a damaging incident	Within five business days of incident	
Capital construction projects	EO 0505 compliance documentation	Prior to submitting first reimbursement request for right of way or construction phases	
	Final (100%) design plans	Prior to submitting first reimbursement request for construction phase	
	Proof of insurance	Prior to occupancy of facility	
	Facility Maintenance Plan	Prior to occupancy of facility	Y
	Facilities involved in a damaging incident	Within five business days of incident	

Appendix B Operating Grants - Reimbursement Request



PUBLIC TRANSPORTATION DIVISION
 Operating Grants - Reimbursement Request
 Regional Mobility Grant Program

Organization Name: _____
 Mailing Address: _____
 City, State, and Zip: _____
 Statewide Vendor #: _____

Grant Agreement #: _____
 Invoice Date: _____
 Billing Period: _____
 Invoice Number: 0
 Final Request? _____

Project Title: _____

Gross Expenses	Fares & Donations	Net Expenses	Local Funds	Amount Requested
		0.00		0.00

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this Agreement.

 Signature Date Type Name and Title of Signatory

Email a scan of the signed original and supporting documents to PTDInvoices@wsdot.wa.gov and Cc to the assigned Community Liaison
 Subject: 0 0

For WSDOT Only

Job Number	Work Op	Obj.	Org Code	Amount	Voucher #

Reviewed by: _____
 Community Liaison Date
 Approved by: _____
 Business Services Staff Date

RMG Op

Updated 09/29/17

Instructions for Operating Grant Reimbursement Requests

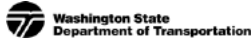
Submit Reimbursement Request forms electronically via email to:

- PTDInvoices@wsdot.wa.gov
- Cc to the assigned Community Liaison (WSDOT contact on agreement)
- Subject Line on email: as shown on the Reimbursement Request form

- 1) Reimbursement Request form for operating grants may be submitted monthly or quarterly.
- 2) Follow the steps below. Please advise if changes are needed.
 - a. **Organization Name and Address:** agency's name and address where you want the payment to be sent.
 - b. **Vendor ID Number:** Statewide Vendor Number or your Federal Tax ID Number.
 - c. **Agreement Number:** WSDOT will fill in the grant agreement number.
 - d. **Billing Period:** From the drop-down list, select the time period covered by your reimbursement request.
 - e. **Invoice Date:** Fill in the date the Reimbursement Request form was completed.
 - f. **Invoice #:** This field auto-populates based on the information provided above.
 - g. **Final Request:** Is this the final reimbursement request for this project? Select Yes or No from the drop-down list.
- 3) **Operating Expenses:** On the line corresponding for the project under this agreement, report the information below. Refer to the scope of work and project budget of your agreement for the project.
 - a. **Gross Expenses:** Enter the total operating expenses for the project during the billing period.
 - b. **Fares and Donations:** Enter any fares and monetary donations received from passengers for services they received.
 - c. **Net Expenses:** This cell auto calculates and subtracts fares, donations, and ineligible expenses from gross expenses.
 - d. **Local Funds:** If local funds are being used to cover some of the net expenses documented in this reimbursement request, enter those funds here. Funds diverted to an established reserve account should
 - e. **Amount Requested:** This field auto calculates and represents the difference between the **Net Expenses** less **Local Funds**
- 4) **Signature Block:** The grantee's Chief Executive Officer or Financial Manager must sign the Reimbursement Request. WSDOT will not issue payment if the form is not signed.
- 5) Scan the completed and signed reimbursement request including all supporting documents and email it to: PTDInvoices@wsdot.wa.gov and Cc to your Community Liaison.
- 6) In the subject line of the email, use the "**Subject**" text as it appears on your reimbursement request (Row 25, Columns F-P).

Capital Equipment and Vehicle Grant - Reimbursement Request

Appendix C



PUBLIC TRANSPORTATION DIVISION
Capital Equipment and Vehicle Grant - Reimbursement Request
Regional Mobility Grant Program

Organization Name: _____
 Mailing Address: _____
 City, State, and Zip: _____
 Statewide Vendor Number: _____

Invoice Date: _____
 Grant Agreement Number: _____
 Billing Period: _____
 Invoice Number: 0
 Final Request? _____

Item Description	Gross Vehicle Weight (for vehicles)	VIN/Serial Number	Date Accepted	Cost

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this agreement.

Total Cost: **\$0.00**
 Local Share: _____
 Reimbursement Requested: **\$0.00**

Signature: _____ Date: _____
 Type Name of Signatory: _____ Type Signatory's Title: _____

Email a scan of the signed original with supporting documents to PTDInvoices@wsdot.wa.gov and Cc to the WSDOT Community Liaison
 Subject: 0 0

For WSDOT Only:

Job Number	Work Op	Obj.	Org. Code	Amount	Voucher #
				\$0.00	

Reviewed by: _____ Date: _____
 WSDOT Community Liaison
 Approved by: _____ Date: _____
 Business Services Staff

RMG Cap Eq./Veh.

Updated 09/29/17

Instructions for Capital Equipment and Vehicle Grant Reimbursement Requests

Reimbursement Requests forms are to be submitted electronically via email to:

- PTDInvoices@wsdot.wa.gov
- Cc to the assigned Community Liaison
- Subject Line on email: as shown on the Reimbursement Request form

- 1) Reimbursement Request forms for capital grants may be submitted after significant expenditures have been incurred.
- 2) Follow the steps below. Please advise if changes are needed.
 - a. **Organization Name and Address:** Name and address where you want the payment to be sent.
 - b. **Statewide Vendor Number:** Please contact WSDOT for assistance if needed.
 - c. **Invoice Date:** Fill in the date the Reimbursement Request form was completed.
 - d. **Agreement Number:** WSDOT will fill in the grant agreement number.
 - e. **Billing Period:** From the drop-down list, select the time period covered by the reimbursement request.
 - f. **Invoice #:** This field auto-populates based on the information provided above.
 - g. **Final Request:** Is this the final reimbursement request for this project? Select Yes or No from the drop-down list.
- 3) Item Description: the information in this section will vary based on the type of equipment purchased.
 - a. **Equipment Description:**
 - For Vehicles: enter the year, make, and model of each vehicle purchased.
 - For Other Equipment: enter the equipment description.
 - For Other Expenses: describe the item and its relation to the project.
 - b. **Gross Vehicle Weight:** Enter the gross vehicle weight, if applicable.
 - c. **VIN/Serial Number:**
 - For Vehicles: enter the vehicle identification number.
 - For Other Equipment: enter the serial number from each piece of equipment.
 - d. **Date Accepted:** Enter the date the vendor was notified that the vehicle/equipment had been accepted, if applicable.
 - e. **Cost:** enter the amount shown on the vehicle vendor invoice less any pre/early-payment discounts, rebates or refunds given. Additionally, public transit agencies need to deduct the transit portion of the sales tax paid on the vehicles since the tax is not eligible for reimbursement by WSDOT.
- 4) **Total Cost:** This field will calculate automatically.
- 5) **Local Share:** If local funds are being used to cover some of the net expenses documented in this reimbursement request, enter those funds here. Funds diverted to an established reserve account should not be included.
- 6) **Reimbursement Requested:** A formula has been inserted to automatically subtract the Local Share from the Gross Expenses.
- 7) **Signature Block:** The grantee's Chief Executive Officer or Financial Manager must sign the Reimbursement Request. WSDOT will not issue payment if the form is not signed.
- 8) **Required attachments for capital vehicle/equipment grants:**
 - a. Copy of vehicle/equipment purchase orders
 - b. Copy of all corresponding vendor invoices
 - c. Copy of vehicle/equipment acceptance letter to vendor
 - d. Copy of the vehicle title (listing WSDOT as the legal owner)
 - e. Proof of insurance (listing WSDOT as the loss payee)
- 9) Scan the completed and signed reimbursement request and email it to: PTDInvoices@wsdot.wa.gov, and Cc to your Community Liaison.
- 10) In the subject line of the email, use the "**Subject**" text as it appears on your reimbursement request (Row 30, Columns F-Q).

Appendix D

Capital Construction Grant - Reimbursement Request



PUBLIC TRANSPORTATION DIVISION
 Capital Construction Grant - Reimbursement Request
 Regional Mobility Grant Program

Organization Name: _____
 Mailing Address: _____
 City, State, and Zip: _____
 Statewide Vendor #: _____

Invoice Date: _____
 Grant Agreement #: _____
 Billing Period: _____
 Invoice Number: 0
 Final Request? _____

Project Title: _____

Project Phase - Design (Preliminary Engineering)

Gross Expenses	Local Funds	Amount Requested
		0.00

Project Phase - Right of Way

Gross Expenses	Local Funds	Amount Requested
		0.00

Project Phase - Construction

Gross Expenses	Local Funds	Amount Requested
		0.00

Total from all Phases (will compute automatically)

Gross Expenses	Local Funds	Total Requested Reimbursement
0.00	0.00	0.00

I hereby certify that the costs shown on this invoice reflect the true and actual costs incurred against this agreement.

Signature

Date

Print Name of Signatory and Title

Email a scan of the signed original with all supporting documents to PTDInvoices@wsdot.wa.gov
 and Cc to the assigned Community Liaison
 Subject: 0 0

For WSDOT Only:

Job Number	Work Op	Obj.	Org. Code	Amount	Voucher #
				-	

Reviewed by: _____
 Community Liaison Date

Approved by: _____
 Business Services Staff Date

Instructions for Capital Construction Grant Reimbursement Requests

Reimbursement Requests forms are to be submitted electronically via email to:

- PTDInvoices@wsdot.wa.gov
- Cc to the assigned Community Liaison
- Subject Line on email: as shown on the Reimbursement Requests form

- 1) Reimbursement Request forms for capital grants may be submitted after significant expenditures have been incurred. Reimbursement
- 2) Follow the steps below. Please advise if changes are needed.
 - a. **Organization Name and Address:** Name and address where you want the payment to be sent.
 - b. **Statewide Vendor Number:** Please contact WSDOT for assistance if needed.
 - c. **Invoice Date:** Fill in the date the Reimbursement Request form was completed.
 - d. **Agreement Number:** WSDOT will fill in the grant agreement number.
 - e. **Billing Period:** From the drop-down list, select the time period covered by the reimbursement request.
 - f. **Invoice #:** This field auto-populates based on the information provided above.
 - g. **Final Request:** Is this the final reimbursement request for this project? Select Yes or No from the drop-down list.
- 3) **Project Expenses:** Report gross expenses and local funds being used for each phase of the project.
 - a. **Gross Expenses:** Enter the total expenses incurred during the billing period for the project.
 - b. **Local Share:** If local funds are being used to cover some of the gross expenses documented in this reimbursement request, enter those funds here.
 - c. **Amount Requested:** This field auto-populates to subtract the Local Share from the Gross Expenses for each project phase.
 - d. **Total for all phases:** These fields auto-populate to sum the amounts from each project phase.
- 4) **Signature Block:** The grantee's Chief Executive Officer or Financial Manager must sign the Reimbursement Request. WSDOT will not issue payment if the form is not signed.
- 5) **Required attachments for capital construction grants:** Backup documentation sufficient for WSDOT to verify project expenses, such as real estate purchase and sales agreements, purchase orders, contractor invoices, etc.
- 6) Scan the completed and signed reimbursement request including all supporting documents and email it to: PTDInvoices@wsdot.wa.gov and Cc to your Community Liaison.
- 7) In the subject line of the email, use the "**Subject**" text as it appears on your reimbursement request (Row 36, Columns D-M).



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Operating**

Report for quarter ending: Select quarter ending

Year: Select year

Reports are due on the last day of: Apr., Jul., Oct., Jan.

Date:

NOTE: Any change to scope, schedule, and/or budget requires written pre-approval from WSDOT.

I. Project Information

Project Title / Agreement #:	
Lead Agency:	
Project Scope:	

II. Quarterly Progress Report / Narrative (Provide complete answers. Boxes will expand)

A. Describe progress over the last quarter and the current status of the project.
B. Describe upcoming activities.
C. Describe any risks to delivering the project within the approved scope, schedule, and/or budget, and how these risks are being addressed.
D. How many passenger trips did the project provide this quarter?
E. How many revenue service hours did the project operate this quarter?
F. How many revenue service miles did the project travel this quarter?
G. Describe project successes and/or other highlights not included above. Please attach any news releases, articles, or photos of your service in action or other documentation as appropriate.



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Operating**

III. Schedule

Milestones	Scheduled Completion Date (mm/yy)	Revised estimated completion dates (if project schedule changes, please note new dates here)	Actual Completion Date (mm/yy)
Performance Measurement Plan (PMP) approved by WSDOT			
Service start date			
Service end date			



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Operating**

IV. Financial Reporting

Please complete the following expense schedule:

Total Grant Award 2017-19:			
2017-2019 Biennium Grant Expenses			
	Planned RMG Expenditures	Actual RMG Expenditures	Contractor Matching Fund Expenditures*
Prior to Jul-17	--	--	0
Jul-17	0	0	0
Aug-17	0	0	0
Sep-17	0	0	0
Oct-17	0	0	0
Nov-17	0	0	0
Dec-17	0	0	0
Jan-18	0	0	0
Feb-18	0	0	0
Mar-18	0	0	0
Apr-18	0	0	0
May-18	0	0	0
Jun-18	0	0	0
Jul-18	0	0	0
Aug-18	0	0	0
Sep-18	0	0	0
Oct-18	0	0	0
Nov-18	0	0	0
Dec-18	0	0	0
Jan-19	0	0	0
Feb-19	0	0	0
Mar-19	0	0	0
Apr-19	0	0	0
May-19	0	0	0
Jun-19	0	0	0
**2017 - 2019 Total	\$ 0.00	\$ 0.00	\$ 0.00

****To update the totals at the bottom of each column, hover the cursor over the appropriate cell, right click, and from the menu select "Update field."**

***Please describe the source(s) of matching funds and the specific purpose(s) for which these funds were used.**



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Operating**

V. Project Manager Certification (Completion of this section certifies that the above information is true and accurate to the best of your knowledge.)	
Project Manager:	Date:
Title:	Phone:

Please e-mail this completed QPR and attachments to: PTDReports@wsdot.wa.gov and cc your WSDOT Community Liaison.



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Vehicle & Equipment**

Report for quarter ending: Select quarter ending

Year: Select year

Reports are due on the last day of: Apr., Jul., Oct., Jan.

Date:

NOTE: Any change to scope, schedule, and/or budget requires written approval by WSDOT.

I. Project Information	
Project Title / Agreement #:	
Lead Agency:	
Project Scope:	

II. Quarterly Progress Report / Narrative (Provide complete answers. Boxes will expand.)
A. Describe progress over the last quarter and the current status of the project.
B. Describe upcoming activities.
C. Describe any risks to delivering the project within the approved scope, schedule, and/or budget, and how these risks are being addressed.
D. Describe project successes and/or other highlights not included above. Please attach any news releases, articles, or photos of your service in action or other documentation as appropriate.



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Vehicle & Equipment**

III. Schedule

Milestones (Critical path milestones are in BOLD)	Scheduled completion dates (from grant agreement) (mm/yy)	Revised estimated completion dates (if project schedule changes, please note new dates here)	Actual Completion dates (mm/yy)
Performance Measurement Plan (PMP) approved by WSDOT			
Request for proposals (RFP) or Invitation for bid (IFB) publish date			
Contract award			
Set delivery date			
First vehicle/equipment accepted			
First vehicle service start date			
All vehicles/equipment accepted			
All new vehicles in service			



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Vehicle & Equipment**

IV. Financial Reporting

Please fill out the following expense schedule:

Total Grant Award 2017-19:			
2017-2019 Biennium Grant Expenses			
	Planned RMG Expenditures	Actual RMG Expenditures	Contractor Matching Fund Expenditures*
Prior to Jul-17	--	--	0
Jul-17	0	0	0
Aug-17	0	0	0
Sep-17	0	0	0
Oct-17	0	0	0
Nov-17	0	0	0
Dec-17	0	0	0
Jan-18	0	0	0
Feb-18	0	0	0
Mar-18	0	0	0
Apr-18	0	0	0
May-18	0	0	0
Jun-18	0	0	0
Jul-18	0	0	0
Aug-18	0	0	0
Sep-18	0	0	0
Oct-18	0	0	0
Nov-18	0	0	0
Dec-18	0	0	0
Jan-19	0	0	0
Feb-19	0	0	0
Mar-19	0	0	0
Apr-19	0	0	0
May-19	0	0	0
Jun-19	0	0	0
**2017 - 2019 Total	\$ 0.00	\$ 0.00	\$ 0.00

****To update the totals at the bottom of each column, hover the cursor over the appropriate cell, right click, and from the menu select "Update field."**

***Please describe the source(s) of matching funds and the specific purpose(s) for which these funds were used.**



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Vehicle & Equipment**

IV. Project Manager Certification (Completion of this section certifies that the above information is true and accurate to the best of your knowledge.)

Project Manager:	Date:
Title:	Phone:

Please e-mail this completed QPR and attachments to PTDReports@wsdot.wa.gov and cc your WSDOT Community Liaison



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Capital Construction**

Report for quarter ending: Select quarter ending

Year: Select year

Reports are due on the last day of: Apr., Jul., Oct., Jan.

Date:

NOTE: Any change to scope, schedule or budget requires written approval from WSDOT.

I. Project Information	
Project Title / Agreement #:	
Lead Agency:	
Project Scope:	

II. Quarterly Progress Report / Narrative (Provide complete answers. Boxes will expand.)
A. Describe progress over the last quarter and the current status of the project.
B. Describe upcoming activities.
C. Describe any risks to delivering the project within the approved scope, schedule, and/or budget, and how these risks are being addressed.
D. Describe project successes and/or other highlights not included above. Please attach any news releases, articles, or photos of your service in action or other documentation as appropriate.



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Capital Construction**

III. Schedule

(Critical path milestones are in BOLD)	Scheduled Completion dates (from grant agreement) (mm/yy)	Revised Estimated Completion dates (if project schedule changes, please note new date here) (mm/yy)	Actual Completion Dates (mm/yy)
Performance Measurement Plan (PMP) approved by WSDOT			
Initiate design			
Design 30% complete			
Design 60% complete			
Design 90% complete			
Environmental documentation complete (NEPA/SEPA)			
Executive Order 05-05 review			
Environmental permits received			
Design 100% complete			
Right of way certification			
Utility work			
Contract advertisement date			
Contract award			
Construction start date			
Construction 25% complete			
Construction 50% complete			
Construction 75% complete			
Operationally complete			
Physically complete			
Final site inspection visit by WSDOT			



**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Capital Construction**

IV. Financial Reporting

Please fill out the following expense schedule:

Total Grant Award 2017-2019:			
2017-2019 Biennium Grant Expenses			
	Planned RMG Expenditures	Actual RMG Expenditures	Contractor Matching Fund Expenditures*
Prior to Jul-17	--	--	0
Jul-17	0	0	0
Aug-17	0	0	0
Sep-17	0	0	0
Oct-17	0	0	0
Nov-17	0	0	0
Dec-17	0	0	0
Jan-18	0	0	0
Feb-18	0	0	0
Mar-18	0	0	0
Apr-18	0	0	0
May-18	0	0	0
Jun-18	0	0	0
Jul-18	0	0	0
Aug-18	0	0	0
Sep-18	0	0	0
Oct-18	0	0	0
Nov-18	0	0	0
Dec-18	0	0	0
Jan-19	0	0	0
Feb-19	0	0	0
Mar-19	0	0	0
Apr-19	0	0	0
May-19	0	0	0
Jun-19	0	0	0
2017 - 2019 Total**	\$ 0.00	\$ 0.00	\$ 0.00

****To update the totals at the bottom of each column, hover the cursor over the appropriate cell, right click, and from the menu select "Update field."**

***Please describe the source(s) of matching funds and the specific purpose(s) for which these funds were used.**

V. Project Manager Certification (Completion of this section certifies that the above information is true and accurate to the best of your knowledge.)

Updated July 1, 2017

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**Public Transportation Division – Regional Mobility Grant
Quarterly Progress Report - Capital Construction**

Project Manager:	Date:
Title:	Phone:

Please e-mail this completed QPR and attachments to PTDReports@wsdot.wa.gov and cc your WSDOT Community Liaison

Asset	Minimum Useful Life (in years)
Park and ride surface lot	25
Park and ride parking structure	50
Transit center	25
Transit only, HOV, and BAT lanes	20
Bus bulbs and sidewalks	20
Pedestrian/bicycle trail connections	25
Bus shelters	15
Transit signal priority	15
Security systems	10
Passenger/bicycle amenities	7
Street/train car rolling stock	30
Fixed guideway	30
Cutaway bus van chassis	5
Cutaway bus truck chassis	7
Rolling stock buses	12

