WSDOT

PUBLIC TRANSPORTATION
CONSOLIDATED GRANT PROGRAM

2019–2021 Application Instructions

Application due date: September 14, 2018

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

TITLE VI NOTICE TO THE PUBLIC

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION

Call ☎	Website 🔲	Email ✉
Contact Nicole Patrick at 360.705.6930 with questions regarding this application.	Download application and instructions at http://www.wsdot.wa.gov/Transit/Grants/competitive.htm	Send application to PTDGrants@wsdot.wa.gov

TABLE OF CONTENTS

IMPORTANT DATES

July 9, 2018	Notice of funding opportunity – application available
Aug. 20–22, 2018	Application workshops at Public Transportation Conference in Tri-Cities
Sept. 14, 2018	Due date for applications
September–November 2018	WSDOT internal review for fatal flaws, accuracy
Dec. 7, 2018	Due date for revised applications – as applicable
Dec. 31, 2018	Due date for metropolitan planning organization (MPO)/regional transportation planning organization (RTPO) regional ranking forms
January–February 2019	External evaluation panel ranks projects
March 2019	Ranked list of projects announced
April–June 2019	Funding assignments made based on legislative budget; WSDOT sends award letters to grantees
July 1, 2019	Biennium begins

APPLICATION SUBMITTAL

Applications must be submitted by email to PTDGrants@wsdot.wa.gov **before 5 p.m. PST Friday, Sept. 14, 2018**. Applications received after this date and time will not be accepted.

MATCH REQUIREMENTS

If committing matching funds other than from local sources, the amount specified in the application must be the amount to which the project commits, if awarded.

If project savings occur, they will be applied proportionally between local match and grant award.

OTHER

For the application file name, use the following conventions: organization-name_application-type (e.g., Ops, Cap, MM, Plan)_project-name, with underscores between words (no spaces)

Example: XYZTransit_Ops_East-Jefferson.pdf or XYZTransit_Cap_Coaches.pdf

Projects supporting single-occupant vehicles are not eligible for funding through the Consolidated Grant Program.

WHAT'S NEW?

- Sustaining operating and mobility management projects may apply for two biennia of funding. Performance measures for eligibility to apply for two biennia (2019–2021 and 2021–2023) are outlined in Appendix D. The application will calculate the percent of change for the performance measures.

- Submission of a service area map is required.

- Organization eligibility has changed; for-profits are no longer eligible for this grant program. See the eligibility chart in Chapter 1.

- For projects that cross planning organization boundaries, a letter of agreement from the non-regional ranking planning organization concurring that the need the project addresses is identified within their HSTP.

- Email all grant applications and related documents to PTDGrants@wswdot.wa.gov.

CHAPTER 1: Overview of WSDOT's Public Transportation Consolidated Grant Program

WSDOT distributes a variety of state and federal grants to support public transportation programs. The 2019–2021 Consolidated Grant Program application is used for the following funding programs:

- Federal Transit Administration sections 5310, 5311 and 5339 (state apportionment).

- State Rural Mobility for rural public transit.

- State Paratransit/Special Needs for transportation of people with special needs.

Appendix A contains a glossary of terms used in this document. Appendix B provides detailed information on each of the state and federal funding sources for this program.

OVERVIEW

Please read these instructions carefully, as they serve to help you write a competitive application. Chapters 1-3 describe the Consolidated Grant Program and process, while Chapter 4 details each of the questions and necessary information sought in the application.

WSDOT uses a consolidated process—one application—to award both state and federal public transportation funds from the above-referenced funding programs. Regional planning organizations award points through a regional ranking process based on local priorities. WSDOT conducts its evaluation of projects using a panel of subject matter experts who rank the proposals according to the criteria described in Chapter 3. WSDOT proceeds to match the highest-ranking projects with the appropriate available funding source(s) with the goal of supporting as many projects as possible.

CONSOLIDATED GRANT PROGRAM GOALS

The goals of the WSDOT Consolidated Grant Program are as follows:

- **Address deficiencies** – Encourage communities to identify and address deficiencies in paratransit/special needs or rural public transportation.

- **Provide a community benefit** – Assist local areas with determining community benefits and support for paratransit/special needs or rural public transportation.

- **Preservation or enhancement** – Provide funding to preserve or enhance paratransit/special needs or rural public transportation where there is a demonstrated need and measurable benefit.

- **Community connections** – Support a sustainable network of transportation services within and between communities.

- **Financial partnerships** – Establish opportunities for collaboration among local jurisdictions; regional organizations; private sector agencies; and state, federal, and tribal governments.

Ensure stakeholders have a voice in project development. Encourage appropriate cost-sharing for projects.

- **Support coordination and multimodal development** – Coordinate services with other transportation providers in a local area, as well as with other organizations potentially able to use or purchase the services. Consider all modes/forms of transportation beyond traditional sources to enhance the effectiveness of local services.

- **Maintain fleets** – Maintain the percentage of transit vehicles in the state within their minimum useful life.

ORGANIZATION ELIGIBILITY

This chart identifies the funding each type of organization is eligible to receive.

	FTA 5310[1]	FTA 5311	FTA 5339[2]	Special Needs	Rural Mobility
Urban Public Transit	X	X[4]			X[4]
Rural Public Transit	X	X	X		X
Nonprofit Organizations	X	X	X	X	X
Tribal Governments	X	X	X	X[3]	X
Other General or Local Governments	X	X	X	X[3]	X

[1]Projects that primarily serve a large urbanized area, with the exception of those within the Puget Sound Regional Council's (PSRC) planning boundaries, must apply for FTA 5310 funding through the MPO in their area. Projects that primarily serve in PSRC's planning boundaries are eligible for funding through this program.

Transit systems and other governmental agencies may receive remaining FTA 5310 funds if eligible nonprofit organizations have already been funded and no other nonprofits are available to provide the proposed service.

[2]FTA 5339 funding is for rural agencies that provide fixed route service. If funding remains after awarding 5339 to eligible rural systems, small urban projects may then be considered.

[3]Requires 501(c) nonprofit status or approval by the state to coordinate services for elderly and persons with disabilities, or certified to the Governor that no other nonprofit agency is available in the area to provide services to the elderly and persons with disabilities.

[4]Urban public transit providers are eligible for FTA 5311 and/or state rural mobility funds for service only within rural areas.

Note: Only organizations in compliance with the WSDOT's In Good Standing policy will be eligible to receive grant awards. Please see the Consolidated Grant Program Guidebook for more information on the In Good Standing policy and processes.

TRANSIT FORMULA FUNDS

Agencies eligible for sales tax equalization and special needs formula funds should not submit a formula project through this process. You will be notified by WSDOT if and when you are awarded formula funds.

MATCH REQUIREMENTS

The amount of matching funds required for a project depends on whether it is a new or sustaining project. New projects (capital, expansion of service, or planning) require a minimum of 5 percent local share. Sustaining projects (operations or mobility management) require a minimum of 10 percent local share. Projects committing more local match may evaluate higher. State funds can be awarded and used to provide a portion of the funds needed to meet the federal match requirement.

Organizations awarded a grant will be expected to adhere to the match ratio proposed in their application, regardless of the minimum level of match required. If project savings occur, the savings will be applied proportionally to the project's matching funds and the grant award.

Match required from local sources		
	Grant share	Minimum local share
New projects	95%	5%
Sustaining projects	90%	10%

The minimum federal match ratios are as follows:

Level of match (statutory – FTA)		
Project Type	Federal share	Minimum local share
Operating	50%	50%
Capital	80%	20%
Mobility management	80%	20%
Planning	80%	20%

Operating and mobility management projects: The match percentage is calculated based on net operating expenses (not including any revenue collected from passenger fares and/or donations). Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement. USDOT funds provided through the Federal Lands Highway Program may also be used as match for the 5310, 5311, and 5339 programs.

Capital and planning projects: These require a cash match and cannot be derived from sources that place any restrictions on the services provided with the equipment or that place a lien on the equipment. In-kind contributions are not eligible.

IN-KIND CONTRIBUTIONS

In-kind contributions can only be used as match for operating and mobility management projects. For the purposes of operating projects, in-kind contributions are the fair-market value of noncash contributions received from a third party. The in-kind contributions must be for goods and services directly benefiting and specifically identifiable to the project, or for costs incurred by your organization not otherwise charged to the project.

Note: In-kind contributions must be specific to the project identified in the application and cannot be used as match for other projects.

In-kind contributions must be included as project costs and the value of the services must be documented. Certain conditions apply for grantees intending to use in-kind contributions as matching funds:

- An in-kind valuation plan must be submitted with your application to WSDOT for approval. This plan must be approved in writing before it can be used as match toward the project. WSDOT can assist with writing this plan.

- The organization must keep detailed documentation that includes:

  o A written statement from the person or organization providing the goods or services. Signed timesheets must document volunteer hours donated.

  o The fair-market value determination of the donated goods or services.

  o The goods or services must be reasonable and necessary for the project.

PASSENGER FARES AND DONATIONS

Passenger fares and donations in lieu of fares cannot be used as match. Fares and donations must be deducted from gross expenses to determine net expenses. Donations received by your organization from someone other than a passenger in lieu of fare are eligible to use as match.

COORDINATION OF SERVICES AND FUNDING

For your project to be evaluated, it must be included and ranked by the applicable MPO/RTPO for the 2019–2021 biennium. All projects must be based on the needs and strategies identified in a regional Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).

In addition to the CPT-HSTP, organizations applying for funding are expected to coordinate services with other transportation providers in their area, as well as other organizations able to use or purchase services provided by the applicant. Activity related to this requirement is verified in the application process. If the project is located within a public transit service district, it is highly recommended to notify and coordinate with the local transit system.

CHAPTER 2: Applying for Funding

APPLICATION DUE DATE

Applications must be submitted by email to PTDGrants@wsdot.wa.gov **by 5 p.m. PST Friday, Sept. 14, 2018**. Applications received after this date and time will not be accepted. It is advised that you submit your application prior to the deadline in order to accommodate any technical challenges. Applications must be received in the fillable PDF form provided by WSDOT.

Application size is limited to 25 megabytes per email. If the application attachments total more than 25 megabytes, please divide them between separate emails (e.g., Clallam Replacement coach 1; Clallam Replacement coach 2).

You will receive an automated email confirming receipt of each submittal.

Applications will be reviewed and additional information may be requested from applicants. Requested information and revisions may be submitted until 5 p.m. PST on Friday, Dec. 7, 2018.

NUMBER OF APPLICATIONS

There is no limit to the number of applications an organization may submit. Submit separate applications for each project and each project type:

- Sustaining operations
- Sustaining mobility management
- New/expanding operations
- New/expanding mobility management
- Capital
- Planning

DOCUMENTATION AND ATTACHMENTS

Attachments required for each application:

- One application form for each project.
- Copy of your organization's most recent audit report.
- 501(c) determination for new nonprofit applicants.
- Certification from the Washington Utilities and Transportation Commission for new non-profit private applicants that are direct service providers.
- Service area map – Applicants for operating or capital grants are required to attach a map that clearly identifies the geographic area in which the service will be provided and/or the location of the project described in the application.

Note: Organizations applying for funding for one or more specific routes must identify the route(s) on the service-area map.

- Population density map – Organizations applying for an operating or a capital grant are required to attach a service-area map that shows the general population density for each project. If technical assistance is needed to generate the population density map, work through your MPO/RTPO or contact WSDOT staff.

- In-kind valuation plan – For operating and mobility management projects only. Please see the In-kind contribution section in Chapter 1 of these instructions for more information on submittal requirements.

- Optional and/or applicable attachments:
  - Letters of support – Organizations may include letters of support. These letters should be addressed to your organization (not WSDOT), must clearly reference the specific project, and identify the benefits that will be gained if the project is funded. These letters should be submitted at the same time as your application. Combine all letters of support into one PDF.

  - For projects that cross planning organization boundaries, a letter of agreement from the non-regional ranking planning organization concurring that the need the project addresses is identified within their HSTP.

  - Letters committing matching funds from financial partners (if applicable).

  - Replacement vehicle worksheet, if needed.

FILE NAMING CONVENTIONS

All electronic documents associated with the application packet should be saved and emailed in PDF format. Please name files according to the following naming conventions:

- For the application: organization-name_application-type abbreviation (e.g., Ops, Cap, MM, Plan)_project-name, with underscores between words (no spaces). Example:

  XYZTransit_Ops_campusloop.pdf or XYZTransit_Cap_Coaches.pdf

- For any attachments: organization-name_ application-type _project-name, with underscores between words (no spaces). Example:

  XYZTransit_Ops_campusloop_PopDensityMap.pdf

  If you are submitting multiple attachments of the same type for the same project, add an "alpha" character to the end of the file name. Combine letters of support into one file attachment.

CHAPTER 3: Project Evaluations and Awards

WSDOT FATAL FLAW POLICY

Applications containing fatal flaws will not be considered for funding. The following items are considered by WSDOT to be fatal flaws and will cause an application to be disqualified from consideration:

- The application is submitted after the deadline.

- The applicant is not in compliance with WSDOT's "In Good Standing" policy.

- The project has not been nor will be ranked through a regional planning organization.

- The application has not pledged the required minimum local match.

- The application authority section is not completed.

WSDOT INTERNAL REVIEW

WSDOT conducts a review of all submitted applications for errors and completeness. After this review, applicants will be contacted for additional information and/or corrections. Please make yourself available during the review period, as any requested changes require resubmittal no later than Dec. 7, 2018. For the WSDOT internal review checklist, see Appendix C.

- Completeness and accuracy.
- Application/project eligibility.
- Financial information.
- Capital milestones.
- Performance data match prior quarterly reports.
- The checkbox in the application authority section is not marked.

INDEPENDENT GRANT EVALUATION PANEL

Eligible applications will be reviewed by an independent evaluation panel. The panel will score each application based on the criteria described below and will recommend a prioritized project list to WSDOT. The evaluation panel is composed of demonstrated subject matter experts with experience in:

- Coordinated special needs transportation.
- Planning.
- Rural transit operations.
- Transit asset management.
- Transportation funding.
- Tribal transit.

EVALUATION CRITERIA

WSDOT has criteria for evaluating applications in collaboration with partners and stakeholders. All applications will be evaluated based on the extent to which the project:

1. Establishes, preserves, or improves public transportation services within a community.

2. Addresses a recognized need within the community.

3. Reflects a community process of coordination and input.

4. Leverages funds from other sources and/or documents local commitment to support the implementation of the project.

5. Appears to be feasible as described.

6. Connects to other systems and/or modes.

7. Defines specific performance measures to be used in determining the success of the project.

8. Describes an active effort aimed at improving the efficiency and effectiveness of transportation services.

9. Applicant reports sufficient experience managing transportation projects and grants awards to ensure success.

10. Applicant reports sufficient financial capability and resources to implement and successfully carry out the project.

11. Applicant demonstrates a good-faith effort to utilize and/or contract with disadvantaged businesses on the project.

12. Contributes to the state's effort to maintain the number of public transportation vehicles within their minimum useful life.

13. Complies with state rules (WAC 194-29) regarding alternative fuels (for vehicle purchases).

PROJECT EVALUATION

All projects will be evaluated by an independent evaluation panel using a forced-pairs methodology.

Forced pairs illustration										
	1	2	3	4	5	6	7	8	9	10
2	(1) 2	-	-	-	-	-	-	-	-	-
3	1 (3)	2 (3)	-	-	-	-	-	-	-	-
4	(1) 4	(2) 4	(3) 4	-	-	-	-	-	-	-
5	1 (5)	2 (5)	3 (5)	4 (5)	-	-	-	-	-	-
6	(1) 6	2 (6)	(3) 6	4 (6)	(5) 6	-	-	-	-	-
7	1 (7)	(2) 7	3 (7)	(4) 7	(5) 7	6 (7)	-	-	-	-
8	1 (8)	2 (8)	3 (8)	4 (8)	5 (8)	6 (8)	(7) 8	-	-	-
9	(1) 9	2 (9)	(3) 9	4 (9)	(5) 9	(6) 9	(7) 9	(8) 9	-	-
10	(1) 10	(2) 10	(3) 10	(4) 10	(5) 10	6 (10)	(7) 10	(8) 10	(9) 10	-

Each project is assigned a number and placed on a grid pairing it with all other projects received. Each evaluator compares project 1 to project 2, chooses the higher-ranked project, and selects the corresponding number on the grid. Project 1 is then compared to project 3 and so on until it

has been compared to all other projects. The scores from all evaluators are then tallied into a prioritized list of projects. The maximum number of points from the state evaluation process is 100.

The projects are also graded at the regional level denoting local priorities and accounting for additional evaluation points: A = 50 points, B= 25 points, C=12 points, and D= 0.

Note: After WSDOT send letters notifying applicants of funding decisions, evaluator comments will be available from Nicole Patrick upon request.

PROJECT AWARDS AND FUNDING

Using the prioritized list of projects, WSDOT matches the highest ranking projects with the appropriate available source(s) of funding to provide support for as many projects as possible.

Grant awards are tentative until the federal and state governments approve transportation budgets and actual appropriation levels are provided to WSDOT.

PROJECT START DATE

A project funded for the 2019–2021 biennium may begin incurring eligible expenses July 1, 2019.

WSDOT cannot reimburse eligible expenses until a contract has been executed. The agreement period extends from the date of contract execution through June 30, 2021.

GRANT MANAGEMENT REQUIREMENTS

To ensure compliance with regulatory requirements and established best practices, WSDOT requires that grantees adhere to specific grant management practices. Grantees will be required to participate in a WSDOT-led training on grant-management practices. Specific information on WSDOT's grant-management requirements is located in the Consolidated Grant Program Guidebook. Each grant recipient will have a WSDOT community liaison who will provide support, technical assistance and compliance oversight of grants in their geographic area.

CHAPTER 4: Preparing the Grant Application

This chapter provides information on completing each section of the application form.

The application must be opened in Adobe Acrobat. Applications must be filled out electronically and saved as Adobe PDF files (as opposed to printing and scanning it). Fill in only the blue-shaded areas. Electronic forms are available online at www.wsdot.wa.gov/transit/grants/competitive.htm.

Space is limited in each of the narrative boxes. Be concise. Should you need additional room, use the Supplemental Information section on page 13 of the application.

Page 1	**Back to Table of Contents**

GENERAL ORGANIZATION INFORMATION

Legal Name of Organization – Provide your organization's legal name as it appears on file with the Washington State Secretary of State's Office.

DBA (Doing Business As) – Provide your organization's DBA name, if applicable.

Federal tax ID Number – Provide your organization's nine-digit number assigned by the Internal Revenue Service.

DUNS (Data Universal Numbering System) Number – Provide your organization's nine-digit identification number as assigned by Duns & Bradstreet.

Statewide Vendor Number – Provide your organization's vendor number (as assigned by the Washington State Office of Financial Management) that enables your organization to be reimbursed by WSDOT.

Mailing Address – Provide the address where all grant correspondence should be sent. Zip +4 is required.

Billing Address – Provide your organization's billing address, if different from the mailing address. Zip +4 is required.

Phone and Fax Numbers – Provide your organization's main office phone and fax numbers.

Organization Director and Email Address – Provide the name and email of your organization's director.

Applicant Contact and Email Address – Identify the person in your organization who will answer questions regarding the application. This person must be familiar with the governance and business operations of your organization.

Project Contact and Email Address– Identify the person in your organization who will answer questions regarding the proposed project. This person must be familiar with the application's content, proposed services and funding request.

Note: If director, applicant, or project contacts are the same, please provide that information, even if duplicate. Do not type "same".

TYPE OF APPLICANT

Check the box that best describes your organization.

Note: For local governments, special districts, and tribal governments also organized as 501(c) nonprofit organizations, WSDOT advises that you identify your organization as a nonprofit on your application. This will expand your eligibility to a greater variety of funding sources.

I.   Organization Service-Level Information

Complete the table for all transportation services your organization provides (not just for the project proposed in this application).

- **July 1, 2017, through June 30, 2018** – List actual service levels provided during this period.

- **July 1, 2018, through June 30, 2019** – List the estimated service-level information for this period.

- **July 1, 2019, through June 30, 2021** – List the projected service-level information for the period, assuming your project is funded.

- **July 1, 2021, through June 30, 2023** – List the projected service-level information for the period, assuming your project is funded.

To properly calculate the service level information, refer to Appendix A: Glossary of Terms for definitions of the different service-level categories.

II. Type of Project

Select the appropriate type of project. Refer to the Appendix A: Glossary of Terms for definitions of each service type.

1. **Operating** – Select the appropriate check box that best describes your project:
   - **General Operating Assistance** – Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides. The maximum amount of grant funding that will be awarded for a General Operating Assistance project is $1.5 million.

   - **Operating Assistance for a Specific Project** – Select this option if your organization is submitting an application for specific services you will provide.

   a. **Service type** – Check all that apply. Refer to the Appendix A: Glossary of Terms for service-type definitions.

   b. **Need for service** – Select either "Sustain Existing Service" or "Expand Service." If your project expands service, check the boxes that describe the nature of the expansion (establish new service area, increase budget, and/or extend hours of service). The project qualifies as sustaining if performance measures are within the ranges explained in Appendix D.

Operating assistance consists of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, and fuel. Operating grant funds cannot be used for the depreciation of vehicles purchased with federal or state funds, or for costs associated with expenses incurred during timeframes outside of the grant period (such as prepaid insurance coverage).

Examples of eligible operating projects include, but are not limited to:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services.
- Feeder bus service for the intercity network.
- Travel training or mobility management activities.

2. **Capital** – Select the appropriate check box that best describes your project.

All equipment purchased through the Consolidated Grant Program must be used to provide the passenger transportation services outlined in the project application. Examples of eligible capital projects include, but are not limited to:

- Purchasing buses, vans, and other passenger-service vehicles.
- Refurbishing existing passenger-service vehicles.
- Retrofitting vehicles for wheelchair lifts.
- Equipment needed for new technologies that enhance public transportation operations, mobility, and access.
- Other equipment such as bicycle racks and fare boxes.
- Replacement parts for passenger-service vehicles.
- Radios and communications equipment.
- Bus-passenger shelters.
- Security equipment.
- Computer hardware and software, including dispatching software and data systems.
- Pre-owned or used wheelchair-accessible, passenger-service vehicles (only if it is clearly identified in the application).
- Maintenance equipment such as bus lifts and specialized diagnostic tools.

If the project proposes to purchase a vehicle with added equipment and/or vehicle options, check the box for the vehicle (fleet expansion or replacement) and identify the equipment in the equipment text box. Provide cost estimates for these additional features in the budget section of the application.

If applying for vehicles, do not include equipment unrelated to the project vehicle on the same application.

Check the Equipment box if this is a capital project proposing to purchase non-vehicle equipment.

If the project meets the definitions of an intelligent transportation system (ITS) project, identify the regional ITS architecture in which your project is referenced. If you need assistance

identifying whether your technology is included in your regional ITS architecture, contact your MPO/RTPO or WSDOT regional traffic engineer.

WSDOT regional traffic engineers			
Eastern Region	Glenn Wagemann	509-324-6550	wagemag@wsdot.wa.gov
Olympic Region	Steve Kim	360-357-2670	kims@wsdot.wa.gov
Southwest Region	Scott Langer	360-905-2241	langers@wsdot.wa.gov
South Central Region	Todd Daley	360-577-1992	daleyt@wsdot.wa.gov
North Central Region	Terry Berends	509-667-3080	berendt@wsdot.wa.gov
Northwest Region	Mark Leth	206-440-4487	lethm@wsdot.wa.gov

Examples designated as ITS projects include, but are not limited to:

- Traveler information systems
- Automated stop announcement systems
- Automated rideshare reporting
- Integrated security camera systems

3. Mobility Management – Check the box if your organization is applying for a mobility management project that does not include the purchase of capital equipment.

Mobility management projects are those that help special needs populations maintain a quality of life by connecting them to vital services through outreach, information, and education; and by working to break down transportation barriers for special needs populations. These funds may be used to support salaries and administration of mobility management programs and staff, develop and/or purchase educational and outreach materials, and support information sharing. Examples of mobility management projects include, but are not limited to:

- Planning and coordination and/or policy work addressing critical gaps in special needs transportation.
- Supporting travel training programs.
- Programs providing information and/or education about special needs transportation.

4. Planning – Check the box if your organization is applying for a planning project. The maximum grant award funding for a planning project is $50,000.

Planning projects consist of planning, coordination, or other activities to address the needs of the applicant and/or the community they serve. Due to the current focus on the implementation and delivery of public transportation projects, WSDOT will award grants for planning activities based on the availability of funds. The maximum grant award for a planning project is $50,000.

Examples of eligible planning projects include, but are not limited to:

- Local or regional marketing planning for special needs or rural public transportation.
- Development of a local or regional coordination plan.
- Agency financial and operating planning.
- Comprehensive transportation planning.

III.　Project Description

Project Title – Must be the same project title ranked (or to be ranked) by your RTPO/MPO and clearly identifies project (e.g., "ops1" or "cap2" should not be used to identify the project).

RTPO/MPO Ranking This Project – Select the regional planning organization ranking this project from the drop-down menu.

Duration of Project – If this is a sustaining operations or mobility management and you are applying for four years, select the Four Year (2019–2023) box. See Appendix D to determine four-year eligibility.

Amount of Funds Requested for 2019–2021 and 2021–2023 will automatically fill once you complete the Revenue section on page 8 of the application.

Amount of Funds Requested from WSDOT (for capital projects only) will automatically fill once you complete the Equipment Request on page 9 of the application.

Willing to Accept FTA Funds? – Check Yes or No.

Checking "yes" to federal funds means that your organization is willing and able to comply with the associated federal requirements. For a list of those requirements, see the Consolidated Grant Program Guidebook.

Identify the areas this project will serve: – List the city/cities, county/counties, and state legislative district(s) served by this project.

Is this project primarily serving a rural area? Check Yes or No.

Is this project primarily serving the Seattle, Tacoma, Everett urbanized area? Check Yes or No.

1a. Proposed scope/description of the work (maximum four sentences).

Briefly and specifically describe what your project proposes to do (who, what, and where). Examples:

- Sustain rural commuter routes for the general public in Cascade and Rainier counties.
- Sustain dial-a-ride transportation for the elderly and special needs populations in Springfield and the area immediately surrounding Springfield.
- Purchase one replacement ADA-accessible cutaway bus and one community van for special needs transportation services in Cascade County.
- Purchase and install hardware and software necessary to implement an automatic stop announcement system.

1b. **Identify which regional Coordinated Public Transit - Human Services Transportation Plan(s) (HSTP) this project is included in and on which page it is addressed.**

If this is a new project, on what page of the HSTP is the regional need addressed?

If the HSTP in your region has not yet been finalized and you do not have a page number, indicate what HSTP it will be in and indicate "TBD" (to be determined) in the page number field.

If the project is ranked in more than one plan, list all RTPOs/MPOs and plan pages. If the plan is not listed, use the "Other" field provided. If you are not sure which RTPO your project is in, see www.wsdot.wa.gov/planning/regional.

1c. Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

2. Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

3. If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, RCW 47.01.450 requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

4. How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

5. Describe your organization's efforts to leverage resources from sources other than WSDOT to support the implementation of the project.

Detail any efforts to leverage funds from other sources, secure financial support from non-governmental organizations, or plans to request additional funding from other governmental sources.

6. Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian).

Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

7. Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

8. Is this project dependent on any other project submitted by your organization or other organizations? Check Yes or No.

If yes, list in order of priority the dependent projects by project title.
If one project is contingent on another project, both project applications should indicate their relationship (and the priority for funding, if applicable).

9. What Disadvantaged Business Enterprise (DBE) goal can your organization meet for the non-vehicle equipment components of this project (express the goal as a percentage of the proposed project budget)? What efforts will you make to meet this goal? If you answered 0, explain why you believe there are no DBE contracting opportunities on this project.

Estimate the percentage of the operating project budget that can be used to employ DBE contractors and suppliers, and describe where you believe these opportunities exist. For more information on DBE and a list of DBE certified businesses, visit:
www.wsdot.wa.gov/EqualOpportunity/DBE.htm.

IV. Project Service Level Information

1. Provide the service level information requested below for this specific project.

This section applies to operating, capital, and mobility management projects. For operating and capital projects, provide information on the levels of transportation services for this project alone. Include only revenue service miles and hours. The total for 2017–2018 and 2018–2019 will automatically calculate as well as the percent of change. If this is a sustaining operations or mobility management project and you are applying for four years, provide estimates for the second biennium (2021–2023). In order to be eligible for four years of funding, the second biennium's service-level information must remain within the performance metrics denoted Appendix D.

2. How were service-level estimates developed?

Describe the methodology used to develop these estimates, including any assumptions used in their development.

3. For mobility management, demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats.

There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

V.   Financial Information – For Operating, Mobility Management, and Planning Grants

Complete this section only if you are requesting an operating, mobility management, or planning grant. If you are applying for a capital grant for equipment (vehicles, computer hardware, bus passenger shelters, etc.), skip to Section VI, Equipment Request.

For existing projects, complete all columns. The form will automatically calculate the 2017–2019 biennium totals in the third column, and the percent of change in the fifth column.

For new projects, complete only the column labeled "Projected" and leave the (2017–2018 Actual) and (2018–2019 Budgeted) columns blank. Percent of change will remain blank for new projects.

1.   **Expenses** – Select the appropriate category of expense(s) from the drop-down menu and populate the table for the proposed project as described below.

An **existing** project is already established and its scope of work from the previous period remains essentially unchanged. The funding may be from a previous WSDOT Consolidated Grant or other sources.

An **expansion** project is one that increases the service level of an existing service.

A **new** project is one that has either not yet begun, or contains substantial changes in cost and scope of work to the original project.

For Existing Projects – Enter the actual and budgeted project expenses for each category (see definitions below) in the corresponding columns. The total for 2017–2018 and 2018–2019 as well as the percent of change will automatically calculate. If you received a WSDOT Consolidated Grant last biennium, this should match your project budget listed in your 2017–2019 Consolidated Grant Agreement. Use question 2 to explain variances in your budget. If a

projected biennium includes a category of expense that wasn't used the prior biennium, the calculation of percent of change will reflect the increase (from zero to the new amount) as negative 1 percent. Don't be concerned about the percent of change in that row.

If this is a continuing operations or mobility management project and you are applying for four years, provide estimates for the second biennium (2021–2023).

For All Projects – Select the appropriate category of expense from the drop-down menu and enter the projected expenses for each category in the fourth column.

Direct Operating Expenses are directly attributable and incurred solely to provide services identified in the project. For operating projects, these generally include:

- **Contracted services – other –** The expenses paid to other vendors for system development or planning activities.

- **Contracted services – transportation** – The expenses paid to outside vendors for all or part of the grant-funded services. If your organization is a broker, the amounts paid to the service providers should be included here. Contracted services may also include contracted dispatching, maintenance, and other transportation-related expenses associated with your project. Organizations contracting with Disadvantaged Business Enterprises (DBE) may receive additional consideration for funding.

- **Depreciation –** The reallocation of the cost of an asset over its useful life. Enter the amount applicable to the grant period using your organization's depreciation method.

  Note: Depreciation on assets purchased in full or in part using federal or state grant funds is not eligible.

- **Fuel and lubricants** – Gas, diesel, biodiesel, compressed natural gas, motor oil, and lubricants used in vehicles providing transportation services.

- **In-kind contributions** – The fair-market value of donated goods, services, and volunteer labor used for the project from a third party. To be eligible, the cost must be necessary to carry out the project and the value consistent with what your organization would have otherwise paid for those goods, services, or labor.

  Note: The value of the in-kind services must also appear in the revenue section of your application. If you include in-kind contributions, you are required to submit an in-kind valuation plan as an attachment to your application.

- **Labor and benefits** – Wages, salaries, and fringe benefits paid to drivers, dispatchers, shop mechanics, and other employees working directly on the project.

- **Maintenance parts and supplies** – You may include costs for routine vehicle maintenance and repairs not capitalized by your organization. Refurbishments that substantially extend the useful life of the vehicle—such as new engines or complete vehicle restorations—should not be included. Those items are normally capitalized expenses and must be requested through a capital grant application.

- **Other** – All direct operating expenses not previously specified. Major-expense items may be listed individually; smaller categories of expenses can be combined.

- **Overhead –** The indirect costs necessary to conduct business. These costs are not directly attributable to a single project but are necessary for the organization to operate. Eligible costs generally include the following:

  o Insurance – Vehicle insurance expenses accrued during the specified time period (prepaid insurance costs outside the grant period should not be included and are not considered an eligible expense for reimbursement).

  o Labor and benefits – Wages, salaries and benefits paid to program managers and executives, clerical and support staff, and other administrative employees.

  o Rent and utilities – This includes, but is not limited to, rent/lease payments for office space as well as light, heat, water, and telephone.

  o Consulting services – Expenses paid for professional and technical services provided by a third party needed to support your organization.

  o Other – All other administrative expenses not identified above, including training and travel. You may list major-expense items individually or combine smaller categories of expenses.

  Note: If you are charging any administrative expenses as either allocated direct costs or an indirect cost rate, you will be required to submit your cost allocation plan for WSDOT approval should your project be awarded funding. If your plan was previously approved by a cognizant federal agency, you may submit documentation of the approval in lieu of the plan. If administrative expenses benefit multiple projects and services, allocate them proportionally among the various projects.

- **Rent and utilities –** This includes, but is not limited to, rent/lease payments for office space as well as light, heat, water, and telephone

- **Vehicle-use fees** – This fee is typically charged if another party, such as the local city or county government, charges your organization a specified fee in lieu of actual maintenance costs. Those fees are grant-eligible. However, the fee charged must not include depreciation of grant-funded vehicles.

Total gross operating expenses – The form automatically calculates this line based on the information provided above.

Less Passenger Fares and Donations – These are the fares and donations directly related to a passenger trip. Although these are generally considered to be revenues, FTA regulations and WSDOT policy require that passenger fares and donations be deducted from the gross project cost and are not eligible to be used as match.

- Do not include capital expenses in the operating budget. Specific expenses may be deemed ineligible upon review.

- The form will automatically calculate the total on the "Total Gross Operating Expenses" line. Once you enter the passenger fares and donations collected for each period, the form will subtract that amount from the total gross operating expenses and enter the difference on the "Total Net Operating Expenses" line.

2. **If there are variances in the expense line item totals between the 2017–2019 biennium and the projected biennia, please explain.** When planning for expenses for years 3 and 4: if you are not reaching your stated performance targets, WSDOT may ask you to reapply for the new biennium. This includes an expense growth rate of more than 10 percent.

3. **Revenues –** Revenue sources are funding sources—other than passenger fares and ride donations—used to support the project and meet any match requirements. Do not include any revenue sources to be retained by your organization for transportation reserve accounts, revenues used for capital purchases, or federal/state grants not yet secured.

Complete the requested information for the proposed project only.

For existing projects – Enter the actual and budgeted revenue for this project by state fiscal year for each funding type used. The form will automatically calculate the 2017–2019 biennium totals in the third column. If this is a continuing operations or mobility management project and you are applying for four years, provide projected revenue amounts for the second biennium (2021–2023).

For all projects – Enter the projected revenues for the appropriate categories in the fourth column.

- **Local funds** – The organization's revenue generated from local sources, including but not limited to taxing authority (i.e., transit taxes); funds received from county or municipal sources; other local or private grant awards; and income generated from service contracts or other internal activities, such as freight or advertising.

- **State funds** – Funds received from WSDOT (excluding funds requested or awarded through the Consolidated Grant Program) and other state agencies.

- **Federal funds** – Funds received from USDOT and other federal agencies, excluding any WSDOT or FTA funds requested with this application.

- **In-kind contributions** – The fair-market value of donated goods, services, and volunteer labor used for the project. To be eligible, these costs must necessary to carry out the project and the value must be consistent with what your organization would have otherwise paid for those goods, services, or labor.

- **Other (list)** – Includes all other revenue sources not identified in the drop-down menu used to support the project.

Note: The "Amount Requested" line will automatically populate the "Amount of Funds Requested from WSDOT" on page 3 of the application.

The form will automatically calculate the totals for the two columns across and calculate the "Subtotal Operating Revenue". The form will automatically calculate "Total Operating Revenue" for the proposed project, and the "Pledged Match Rate." Confirm that the pledged match rate is at least equal to the minimum required match for your project. Finally, ensure that the tool immediately below the revenue table yields a zero in calculating the difference between projected Net Operating Expenses and Total Operating Revenue.

The purpose of this step is to ensure compliance with the requirement that grant funds only be used to reimburse an operating deficit.

4. Describe how the budget was developed. Describe matching sources identified as "other" on revenues section.

Explain the assumptions used to develop the proposed budget, any changes from previous grant funded projects (if applicable), and details on matching funds.

If there are variances between the 2017–2019 biennium revenue totals and the projected 2019–2021 biennium totals, please explain.

VI.   Equipment Request (for Capital projects only)

Complete this section only if applying for capital assistance to purchase equipment. **Leave this section blank if you are applying for an operating, mobility management, or planning project.**

1. Identify your capital equipment request for vehicles or other equipment.

Make the appropriate selection from the vehicle types listed on the drop-down menu.

Vehicle types	
Heavy-duty bus 30 ft. (Contract #09214)	Light-duty cutaway (van chassis) (Contract #04115)
Heavy-duty bus 35 ft. (Contract #09214)	Light-duty cutaway – narrow body (Contract #04115)
Heavy-duty bus 40 ft. (Contract #09214)	Van (non-ADA) (Contract #05916)
Heavy-duty bus 60 ft. articulated (Contract #09214)	ADA raised-roof (full-size) van (Contract #01617)
Heavy-duty bus double decker (Not on contract)	ADA minivan (Contract #01617)
Heavy-duty trolley-style bus (Not on contract)	Specialty vehicle (Contract #01617)
Medium-duty cutaway (truck chassis) (Contract #04115)	Other

How to describe your vehicle – Vans generally refer to vehicles that have not been modified. If a van or minivan has been modified for ADA access but retains its overall exterior appearance, it should be identified as an ADA-accessible van or minivan.

Cutaways (also known as minibuses) have been modified to accommodate access and/or seating capacity. Vehicles built on a van chassis are "light-duty," and vehicles built on a truck chassis are "medium-duty."

Passenger seating and wheelchair (WC) stations – Indicate the number of wheelchair securement positions the vehicle will accommodate. If the vehicle has no ADA accessible seating, enter zero. (For example, 16/2 means 16 ambulatory seats total and two wheelchair spaces.)

Replace or expand – Indicate whether this equipment will be used for the replacement of existing equipment or the expansion of services. See Appendix A, Glossary of Terms, for a definition of expansion and replacement equipment.

Fuel type – Select the appropriate type of fuel from the drop-down menu. Fill out only if the project includes the purchase of a vehicle.

Fuel type			
BD	Biodiesel	HD	Hybrid diesel
CNG	Compressed natural gas	HG	Hybrid gas
D	Diesel	LNG	Liquefied natural gas
E	En-route electric	P	Propane
G	Gas	PE	Plug-in electric

Quantity – Enter the number of vehicles (or other equipment items) requested.

Unit cost – Enter your independent cost estimate, before taxes and licensing, of each vehicle or other equipment item.

Total cost – The quantity is multiplied by the unit cost.

Sales tax – For estimates, use the sales tax rate charged in your area. If you are a public transit agency, the portion of the local tax rate collected for transit purposes is not eligible for reimbursement; therefore, the amount estimated should be reduced by that percentage. For example, if the local tax rate in ABC County is 7.9 percent and the transit share of this tax is 0.3 percent, the sales tax should be calculated at 7.6 percent.

Vehicles carrying 15 or fewer passengers used for vanpooling or special needs transportation are not subject to sales tax per RCW 82.08.0287. To exercise this option, the vehicle must qualify for and be licensed with rideshare plates through the Department of Licensing.

Total equipment request for this project is the estimated cost less the matching funds. This amount will auto-fill on page 3 in the "Amounts of Funds requested from WSDOT (for capital projects only)." Enter your matching funds in Section 4 on page 10.

If "Other" is selected in the Other Equipment section, provide more information about the type of equipment you are requesting.

2. **Explain how you determined the unit cost for each item listed. This constitutes your Independent Cost Estimate (ICE).**

Identify the sources and methods used to determine unit costs for all requested equipment. You may contact WSDOT or vendors and/or review available purchase contracts for assistance. Relying on historical purchase prices for your estimates may fail to consider inflation, model changes and current market conditions.

Specify if your organization intends to purchase used vehicles or to lease vehicles.

3. **Are you buying off the State contract? –** Check Yes or No.

4. **What is the source of the matching funds for this equipment request?**

Select the source from the drop-down menu and describe the specific source of match and provide the amount. The total of your matching funds will populate the "Less Local Matching Funds for the Project" cell on page 9 in the Equipment Request section.

5. **Is this capital project scalable?**

Describe whether or not your project is scalable. If yes, specify the minimum funds needed and explain the scalability. For example, if you are proposing to purchase two buses to replace existing buses, but are willing to accept funding for one bus if that is all the grant is able to fund, please identify your willingness to reduce the scope of your project accordingly. Please note that if your project is not scalable, you may not receive any funds for the project.

6. **Complete the information below regarding the transportation vehicles your organization is proposing to replace transportation vehicles with these grant funds. You may attach one additional Excel worksheet if needed.**

Populate the table based on the vehicles proposed for replacement. These vehicles must be included on your organization's inventory report. Please identify the vehicles by type, make/model, year, vehicle identification number (VIN), current status (active/spare) and current mileage at the date of mileage reading.

7. **For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective? (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT)**

RCW 43.325.080 establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law.

Complete the appropriate parts of the application to describe how you are complying with the requirements of the rules. If you have determined that it is feasible to comply with the rules,

check the "yes" box and describe how your purchasing plans meet the requirements of the rules.

If you have determined that it is not feasible to procure any of the vehicles, check the appropriate box(es) to identify the reason for this determination, and specifically describe the rationale for this determination in the relevant text box(es).

8. **How will you address ADA accessibility issues with the proposed capital procurement?**

Describe how your agency will ensure and provide ADA accessibility. Indicate whether the vehicle(s) proposed for purchase meet(s) the requirements of 49 CFR Part 38, Accessibility Specifications for Transportation Vehicles. Detailed information can be found at the www.access-board.gov.

ESTIMATED MILESTONES
Select the milestones appropriate to your project and provide estimates of the schedule. Remember that all awarded grant funds and local match for the 2019-21 biennium must be expended by June 30, 2021.

APPLICATION AUTHORITY
Complete this section by checking the certification box and typing in the name of the certifying authority, their title and the date. This is the equivalent of an electronic signature.

SUPPLEMENTAL INFORMATION
If needed, use this space to elaborate on information provided in other sections of the application (indicate the specific question number). Limit your entries to the visible space provided.

ATTACHMENTS CHECKLIST
Identify the attachments required for the proposed project and check the appropriate boxes (see Chapter 2 for more information on required attachments). Applications without the necessary attachments will be considered incomplete.

APPENDIX A: Glossary of Terms

ADA – An acronym for the Americans with Disability Act of 1990, a federal civil rights law, that assures persons with disabilities equal opportunity to fully participate in society.

ADA accessible – Accessible to persons afforded protection under the ADA. For public transportation revenue vehicles, features include ramps/low floors that do not restrict access and are usable; and allocated space and/or priority seating for individuals who use wheelchairs that are accessible using lifts (or ramps). Refer to 49 CFR Part 38.

Capital expenses – Long-term assets such as land, vehicles, buildings, and bus shelters. These items must have a useful life of more than one year, exceed your organization's capital cost threshold or $5,000, and are subject to depreciation and inventory records.

Commuter service – A fixed route that connects outlying areas with a city or connects two nearby cities. It has limited stops within the city/cities and at least 5 miles of continuous closed-door service. An example is the route between Yakima and Ellensburg.

Coordinated Public Transit-Human Services Transportation Plan – A locally developed plan that prioritizes strategies for delivering transportation to people with special needs including individuals with disabilities, children, seniors, and people with low incomes.

Cutaway – A vehicle on which a bus body is mounted to the chassis of a van or light-duty truck. Vehicles built on a van chassis are light-duty and vehicles built on a truck chassis are medium-duty.

Demand response – Services characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door or curb-to-curb transportation at the passenger's request; also referred to as paratransit or dial-a-ride service.

Disability – A condition that substantially limits one or more of a person's life activities.

Disadvantaged Business Enterprise (DBE) – A for-profit business at least 51 percent owned by a socially and economically disadvantaged individual(s) with a net worth below $1,320,000.

Equipment – All tangible, nonexpendable property with a useful life of more than one year and an acquisition cost defined as a capital asset by the agency's policies.

Expansion – The acquisition of revenue vehicles for expansion of transit service.

Federal ID number – A unique, nine-digit number assigned to all agencies, associations, entities, and organizations by the IRS.

Fixed route – Public transportation service on a repetitive, fixed-schedule basis along a specific route that stops for passengers along the way.

General and local government agencies – This definition includes the following entities:

- Political subdivisions of the state.
- Authority of at least one state or political subdivision of a state.
- Public corporation, board, or commission established under the laws of a state.

- Incorporated cities, towns, and counties located in rural areas.
- Incorporated cities and counties located in urban areas.
- Special districts (schools, ports).
- State agencies.

Indirect cost plan – A cost allocation plan that results in an indirect cost rate. The indirect cost rate is a percentage of an indirect cost pool and some indirect cost base. The cost allocation plan is a method for assessing indirect costs that benefit more than one cost objective (i.e., project or program) and are not readily assignable without a disproportionate effect. Indirect costs, such as administrative costs, that benefit multiple projects or programs are allocated (divided) proportionately between the projects or programs based upon a documented plan that is consistently applied across all programs. These plans should be assessed to each activity based on relative benefit and to all activities regardless of fund sources. This plan must be approved by WSDOT or cognizant agency (the public agency that provides the majority of an organization's grant funding).

In-kind contributions – In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefit and be specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented.

In-kind match valuation proposal – A written proposal that identifies the sources of in-kind match and method for determining their value. It must only include goods and services donated for the project that would represent eligible grant activities. Documentation for goods and services should include donation receipts with the donor, the item donated, and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing like duties. In-kind match proposals ultimately require WSDOT approval. WSDOT can assist with writing this plan.

Intelligent Transportation Systems (ITS) – Electronics, communications, or information-processing in transportation infrastructure and in vehicles used either singly or integrated to improve transportation safety and mobility and to enhance productivity.

Intermodal – The ability to make convenient connections between transportation modes for people and goods on or through a transportation system.

Local funds – Money appropriated by local, general-purpose government; local municipal government, as defined in RCW 35.58.272; local school districts; or local private agencies for the purpose of supporting public transportation services.

Local match – Money or in-kind contributions provided by potential grant recipients to match requested funding from grant programs. These funds can come from local, state, or federal sources depending on grant program requirements.

Metropolitan planning organization (MPO) – Federally mandated regional organizations responsible for comprehensive transportation planning and programming in urbanized areas.

Mobility management – Eligible expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a governmental authority, but excluding operating public transportation services. [49 U.S.C. § 5301(a)(1)(L)]

Operating expenses – The costs directly related to system operation. Costs may include employee compensation, marketing, administration, fuel, oil, taxes, and maintenance expenses.

Other equipment – Equipment other than passenger-service vehicles, such as computers and bus-passenger shelters.

Paratransit – In this context, transportation services provided:

- To individuals that have special transportation needs.
- By flexible forms of public transportation services that are not operated over a fixed route, and sometimes referred to as "demand response" or "dial a ride."
- For the purpose of increasing access to basic services such as education, medical appointments, and employment.

Passenger trip – The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.

Persons with special transportation needs – Those persons, including their personal attendants, who because of disability, income status, or age are unable to transport themselves (RCW 47.06B).

Nonprofit – An agency not organized for profit but operated exclusively for the promotion of social welfare in which no part of its net earnings benefit any private shareholder or individual. These agencies must comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

Public transportation – Mass transportation by a mode that provides regular and continuing transportation to the public.

Regional grades – The grade assigned to a project from the RTPO/MPO reflecting regional and local priorities.

Regional transportation planning organization (RTPO) – Regional organizations responsible for comprehensive transportation planning and programming in small urban and rural areas.

Replacement equipment – Capital assets such as vehicles, equipment, and facilities acquired to replace similar equipment past their useful-life periods as designated by FTA, or because of accidents or defects. Assigning a vehicle to another service area or contractor or leasing the vehicle to another organization is not considered replacement.

Revenue vehicle hour – The measurement in hours that a public transportation provider operates each vehicle in fixed-route service (not including time to and from the assigned route) or makes paratransit services available for passenger service.

Revenue vehicle mile – The measurement in miles that a public transportation provider operates each vehicle (not including the distance to or from the assigned route) for fixed-route and paratransit services.

Rolling stock – Transit vehicles such as buses, vans, cars, trolley buses, and vehicles used for support services.

Route deviated – Public transportation service on a nonexclusive basis operating along a public way, on a fixed route (from which it may deviate from time to time) in response to a demand for service or to take a passenger to a destination, after which it returns to its fixed route.

Rural area – Incorporated and unincorporated communities and unincorporated areas outside of a designated urbanized area. Total population may not exceed 50,000.

Rural public transit – A transit provider with its administrative headquarters in a rural area that operates principally in rural areas, but can also operate in and return from urban areas.

Seniors – All individuals 60 years or older. In Moving Ahead for Progress in the 21st Century (MAP-21), elderly is defined as 65 years or older.

Spare status – A vehicle placed in backup reserve (not to exceed 30 percent of its prior use) for active-status vehicles.

Travel training – Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities.

Urban area (also known as urbanized area) – As defined by the U.S. Census Bureau, a geographic area with a population of 50,000 or more with a central city and surrounding settlement patterns. Small urban areas have populations between 50,000 and 200,000; large urban areas have populations greater than 200,000.

Volunteer driver – Individual who drives vehicles in revenue service to transport passengers for the transit provider but is neither an employee of the transit provider nor compensated for their labor.

Volunteer hours – The number of hours provided by volunteers, without compensation, for transportation-related services.

APPENDIX B: Washington's State- and Federally-Funded Grant Program Descriptions

STATE-FUNDED COMPETITIVE PROGRAMS

Rural Mobility Grant Program

The Washington State Legislature established the Rural Mobility Grant Program in 1993 with a $1.5 million appropriation to WSDOT. In 2003, the Legislature significantly expanded the program. WSDOT was able to award more than $16 million in competitive Rural Mobility grants to fund 2017–2019 biennium projects.

Purpose

The purpose of the Rural Mobility Grant Program is to establish, preserve, and improve rural public transportation. This funding is used to fund projects primarily serving rural areas.

Program Goals

The specific goals of the Rural Mobility Grant Program are to provide:

- Seed funding to local areas to help them determine if the community benefits from, and there is support for, general public transportation in rural areas.

- Short-term funding to preserve rural public transportation where there is a demonstrated need.

- Operating support for services that connect communities.

- Funding to enhance rural public transportation.

- Funding to preserve capital investments.

Organization Eligibility

The following types of organizations are eligible to receive Rural Mobility Grant funds for services in rural counties. See Chapter 1 for additional eligibility details.

- Nonprofit organizations
- Rural public transit agencies
- Tribal governments
- Other general or local governments

Project Eligibility

Projects providing public transportation services to the general public in rural communities are eligible for rural mobility funding. Priority for using the funds will be for services in rural counties. However, applicants are not required to be located in a rural area. Grants will be available for project development, operating assistance, vehicle and equipment purchases, and minor construction.

Past Projects Awarded Rural Mobility Funds

- Operating assistance for public transportation to people in a rural county provided by a nonprofit agency.

- State matching funds for federal operating and capital grants.

- Capital grants for the purchase of passenger service vehicles.

Paratransit/Special Needs Grant Program

In 2003, the Washington State Legislature provided a transportation funding package adding new Paratransit/Special Needs Grant Programs for persons with special transportation needs.

The competitive Paratransit/Special Needs Grant Program for nonprofit organizations provided $8.7 million in funds during the 2015–2017 biennium for distribution to nonprofit organizations for establishing and improving services across the state.

Program Goals
The specific goals of the Paratransit/Special Needs Grant Program are to:

- Establish, preserve, and improve public transportation services for persons with special transportation needs.

- Enhance the access of persons with special transportation needs to healthcare, shopping, education, employment, public services, and social opportunities.

- Enable communities to identify, plan, and address the special transportation needs of their residents.

- Encourage and facilitate the coordination of transportation resources and services.

- Ensure efficient and effective use of public transportation resources.

Organization Eligibility
The following types of organizations are eligible to receive Paratransit/Special Needs grant funds. See Chapter 1 for additional eligibility details.

- Private nonprofit organizations.

- Tribal governments or other general or local governments with nonprofit status.

Project Eligibility
Projects designed to provide service to people with special transportation needs are eligible for funding. For the purposes of transportation grants, people with special needs are defined as "people who because of age, disability or income status are not able to provide their own transportation."

Past Projects Awarded Competitive Paratransit/Special Needs Funds

- Operating assistance for providing special needs transportation services to any or all of the targeted population included in the paratransit definition.

- Capital assistance for equipment that benefits individuals needing special transportation.

- Matching funds for federal grants targeted to any or all of the specific populations included in the paratransit definition.

- Project development funds that could be used to implement community coordination.

FEDERALLY-FUNDED PROGRAMS

FTA 5310 PROGRAM

Title 49 USC § 5310(a) declares that the U.S. Secretary of Transportation may "make grants and loans to state and local governmental authorities to help them provide mass transportation service planned, designed, and carried out to meet the special needs of elderly individuals and individuals with disabilities."

Program Goals

FTA has designed the 5310 program to:

- Improve mobility for the elderly and persons with disabilities

- Be available in urbanized, small urban, and rural areas of the state

The 5310 program requires the coordination of federally-assisted programs and services in order to make the most efficient use of federal resources.

Organization Eligibility

A variety of organizations are eligible to receive 5310 funds:

- Governmental authorities that certify that no nonprofit organizations in the service area are readily available to provide the services.

- Governmental authorities approved by the state to coordinate services for elderly individuals and individuals with disabilities.

- Private nonprofit organizations.

- Tribal governments.

Project Eligibility

Projects providing transportation services to elderly persons and/or persons with disabilities are eligible to receive 5310 funding. Project equipment may be used in coordination with other passenger transportation programs as long as the services provided under those programs do not displace the elderly and/or persons with disabilities.

Past Projects Awarded 5310 Funds

FTA requires the primary use of 5310 funding to be for capital equipment for passenger transportation services. However, depending on the availability of funds, WSDOT may use the funds to purchase transportation services for elderly individuals and individuals with disabilities. Successful past projects include:

- Capital assistance to purchase replacement 14-passenger buses with wheelchair securements.

- Operating assistance for transportation services for demand-response trips for the special needs populations.

- Mobility management services in multiple counties.

FTA 5311 PROGRAM

Title 49 USC § 5311(d) authorizes states to use funds for the provision of local, general public transportation service in rural areas.

Program Goals

FTA has defined the goals of the 5311 program to:

- Enhance the access of people in rural areas to health care, shopping, education, employment, public services, and recreation.

- Assist in the maintenance, development, improvement, and use of public transportation systems in rural areas.

- Encourage and facilitate the most efficient use of all rural transportation funds to provide passenger transportation in rural areas through the coordination of programs and services.

- Provide financial assistance to help carry out national goals related to mobility for all, including seniors, individuals with disabilities and low-income individuals.

- Assist the development and support of intercity bus transportation (these funds are not distributed under the Consolidated Grant Program).

- Encourage mobility management, employment-related transportation alternatives, joint-development practices and transit-oriented development.

- Provide for the participation of private transportation providers to the extent feasible.

FTA provides funding to ensure that all Americans, including those living in rural and small urban areas, have access to transit to meet basic mobility needs. FTA 5311 funds are provided to the states to be used for public transportation projects in areas other than urbanized areas.

Organization Eligibility

A variety of organizations are eligible to receive 5311 funds:

- Private nonprofit organizations.
- Rural public transit.
- Small urban public transit (using funds for service in rural areas).
- Tribal governments.
- Urban public transit (using funds for service in rural areas).
- Other general or local governments.

Past Projects Awarded 5311 Funds

Historically, projects funded through the 5311 program include capital and operating assistance for services to the general public in rural areas of Washington. Examples of past projects include:

- Operating assistance to support route deviated service in rural counties.
- Operating assistance to support fixed route and demand response service in the rural portions of small urban counties.
- Purchase wheelchair accessible coaches for fixed route service on a rural county route.

FTA 5339 PROGRAM (STATEWIDE APPORTIONMENT)

Grants for Buses and Bus Facilities program (49 U.S.C.5339) and FAST Act Section 3017 makes federal resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment; and to construct bus-related facilities, including technological changes or innovations to modify low- or no-emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides competitive grants for bus and bus-facility projects that support low- and zero-emission vehicles. Only the statewide competitive apportionment is used to fund projects under the Consolidated Grant Program.

Funds remain available for obligation for three fiscal years. This includes the fiscal year in which the amount is made available or appropriated and the two following years.

Organization Eligibility

Eligible recipients under the statewide competitive program are identified below. Priority for the funding will go to applicants who provide public transportation services in rural areas. Eligible recipients include:

- Private nonprofit organizations.
- Rural public transit.
- Small urban public transit (using funds for service in rural areas).
- Tribal governments.
- Urban public transit (using funds for service in rural areas).
- Other general or local governments.

Eligible activities

Capital projects to replace, rehabilitate, and purchase buses, vans, and related equipment; and to construct bus-related facilities, including technological changes or innovations to modify low- or no-emission vehicles or facilities.

APPENDIX C: WSDOT Internal Review Checklist

During its review period, WSDOT checks applications for errors and completeness and, as needed, will request additional information/corrections that must be submitted by Dec. 7, 2018.

The following list briefly describes the items in the application that will be checked:

Item	Check for
Check type of applicant (page 1) and type of project (page 2)	Does this project have a corresponding funding source?
Check type of project and need for service (sustain existing service vs. expand service) (page 2) and service levels (page 6) and budget (page 7)	To determine whether this is a continuing operations or mobility management project check: • Performance measures (miles and hours) on page 6. • Budget request on page 7. Less than 5 percent, no explanation required. Between 5–10 percent, seek an explanation. Does it pass the reasonableness test? More than 10 percent requires an expansion application.
Mobility management project checked (page 2) and scope (page 3)	Is the project mobility management as opposed to operations? If the primary purpose is training-oriented or for information services, then it is mobility management. If the primary purpose is providing trips, then it is operations.
Project title (page 3)	Does the project title clearly describe the project? Is it descriptive enough that WSDOT staff will be able to understand which funding sources the project is eligible for? (i.e., Ops 1 or Ops 2 is not descriptive enough.)
Check 2-year or 4-year for operations (page 3)	Four years can only be checked if this is a sustaining operations or mobility management project
Check the RTPO/MPO (page 3)	Did they list the RTPO/MPO who will be ranking the project?
Scope/Description of project (page 3)	For operating projects, does it include a description of the work to include: • New or continuing. • Population to be served (seniors, veterans, low-income, people with disabilities, general public). • Geographic area (city, town, county, rural or urban). • Mode (demand management, route deviated, fixed route, brokered, commuter).
Service Levels for operating projects (page 6)	Confirm performance measures reflect QPRs submitted for this project in the 2017–2019 biennium.

Performance measures for <u>mobility management</u> projects (page 6)	Ensure there is a quantitative output. This is what the project will be measured against for the following biennium (i.e., # of trainings) to determine if it qualifies as a continuing (four-year) or as an expansion project. Confirm deliverables reflect QPRs submitted for this project in the 2017–2019 biennium. Confirm that projected deliverables for 2019–2021(23) reflect quantitative measures.
Federal Tax ID, DUNS Number, and Statewide Vendor Number (page 1)	Make sure they are provided
Check Capital Fleet replacement (page 2) and (list on page 11)	If they are requesting to replace a vehicle, check that it was not already awarded funding to be replaced in a past biennia.
For *Capital* project title description (page 3)	Is it descriptive to include expansion or replacement, and type of vehicle or equipment? Example: "Purchase vans for expansion service for people with special needs in Cascade County."
Revenue table (page 8)	• Ensure the difference is $0 in the total operating expenditures and revenues tool section. • Are the revenue sources listed eligible for match (for both operating and capital)? • Check the required match and eligible match for all project types. • Are they providing adequate match (for both operating and capital)? • For capital projects, does the amount of money make sense and reasonable for what they're saying they are going to buy?
Estimated milestones (page 12)	Are milestones realistic and fit within biennial timeline (if necessary)?
Legislative district(s) (page 3)	Did they provide the right Leg district?
Application authority (page 12)	Certification box checked; name, title, date completed
Attachments checklist (page 13)	Are the required attachments included? • 501(c) IRS Letter of Determination (required for new non-profit applicants only). • Service area map (required). • Population density map (required). • For projects that cross planning organization boundaries, a letter of agreement from the non-regional ranking planning organization is required.

APPENDIX D: Performance Measures Matrix

What qualifies as a sustaining project eligible to apply for two biennia of funding?				
Compares what was pledged and evaluated in the most recent application (2017–2019) with requests in the 2019–2021/2023 application.				
Project type	**What gets measured?**	**Change ratio**	**Output**	**Outcome**
Traditional measures	Grant funding request	≤ 5 percent	No explanation needed	Sustaining project
		≥ 5.1–10 percent	Explanation needed	Passes or fails reasonableness test
		> 10 percent	Considered expansion	Submit 2019–2021 expansion application for that portion
	Revenue vehicle hours Revenue vehicle miles	≤ 5 percent	No explanation needed	Sustaining project
		≥ 5.1–10 percent	Explanation needed	Passes or fails reasonableness test
		> 10 percent	Considered expansion	Submit 2019–2021 expansion application for that portion
Non-traditional measures	Grant funding request	≤ 5 percent	No explanation needed	Sustaining project
		≥ 5.1–10 percent	Explanation needed	Passes or fails reasonableness test
		> 10 percent	Considered expansion	Submit 2019–2021 expansion application for that portion
	Objectives as stated in application (e.g., no. of trainings or outreach, no. of passengers served)*	≤ 5 percent	No explanation needed	Sustaining project
		≥ 5.1–10 percent	Explanation needed	Passes or fails reasonableness test
		> 10 percent	Considered expansion	Submit 2019–2021 expansion application for that portion

* There may be some projects for which traditional performance measures (revenue vehicle hours/miles) do not apply. If the applicant would like the evaluation panel to consider the value of the project based on another measurement, quantifiable objectives can be used in place of traditional performance measures. In order to be eligible to apply for two biennia of funding, the project must have documented those same measures in the previous application.