



**Washington State
Department of Transportation**

Public Transportation Consolidated Grants Program

2017-2019 Application Instructions

Application due date: October 14, 2016

Americans with Disabilities Act (ADA) Information

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team 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.

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Additional copies may be obtained from:

Washington State Department of Transportation
Public Transportation Division
Phone: 360-705-7718
Email: app-help@wsdot.wa.gov

Download forms from the grants section of the WSDOT Public Transportation Division's website at www.wsdot.wa.gov/transit/grants.

Please email app-help@wsdot.wa.gov with questions regarding this application packet or to request assistance with preparing your application.

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Chapter 1: Overview of WSDOT's Public Transportation Consolidated Grants Program

The Washington State Department of Transportation distributes a variety of state and federal grants to support public transportation programs. The 2017–2019 Consolidated Grants Program application is used for the following funding programs:

- Federal Transit Administration sections 5310, 5311 and 5339
- State Rural Mobility grant (competitive)
- State Paratransit/Special Needs grant (competitive) for nonprofit organizations

Appendix A contains a glossary of terms used in this document. Appendix B provides detailed information on each of these state and federal programs.

Overview

WSDOT uses a single process to distribute state and federal public transportation funds from the above referenced funding programs. Using one application for these related funding sources, applicants are asked to provide one application per project that describes the project, why it is needed, and what benefits it would provide. Based on this information, as well as points awarded from a ranking process administered by regional planning organizations, a panel of state evaluators then rank the proposals according to the criteria described in Chapter 5 of these instructions. Using this ranked list, WSDOT then attempts to match the highest ranking projects with the appropriate available source(s) of funding to provide funds to as many projects as possible. In the past several grant cycles, funding requests have far exceeded the amount of funding available through the Consolidated Grants Program.

Every two years (per [RCW 47.66.080](#)), WSDOT assesses the effectiveness of its grant programs and the equitable distribution of grants. As part of this assessment, WSDOT re-convened a Grant Program Advisory Committee (GPAC) in early 2016 to seek feedback on elements of the program. Several changes to the program were proposed and are reflected in changes to the grant application and these instructions. Additional changes were made based on federal and state regulations, WSDOT policy, and efforts to streamline the application process. All funding awards under the Consolidated Grants Program follow the state biennium (July through June) with applicants submitting grant applications every two years, in the fall prior to the start of a new biennium.

Results WSDOT

Results WSDOT, the agency's strategic plan for 2014–2017, provides the vision, mission, values, goals, priority outcomes, and strategies that guide the work of the agency. The six goals of Results WSDOT relate to:

- Strategic Investments
- Modal Integration
- Environmental Stewardship
- Organizational Strength
- Community Engagement
- Smart Technology

Results WSDOT represents a shift in the way WSDOT does business to get the most capacity out of the entire multimodal transportation system, while leveraging limited funding and engaging with

communities and partners. It places more emphasis on working across all modes and ensuring the agency meets its mission to provide and support safe, reliable, and cost-effective transportation options to improve livable communities and economic vitality for people and businesses.

Consolidated Grants Program Goals

The goals of the WSDOT Consolidated Grants 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** – Local organizations are required to coordinate services with other transportation providers in their area, as well as other organizations potentially able to use or purchase the services. Organizations are encouraged to consider all modes/forms of transportation beyond traditional sources to enhance the effectiveness of their services.
- **Maintain Fleets** – As part of the *Results Washington*, WSDOT has the goal of maintaining the percentage of transit vehicles in the state that are within their minimum useful life.

2017–2019 Application Cycle

The 2017–2019 application differs from the 2015–2017 version and all applicants are strongly encouraged to read it carefully. Chapters 2 through 6 provide details on the requirements.

Competitive projects will be evaluated based on local and state criteria. All projects must be based on the needs and strategies identified in a regional Coordinated Public Transit-Human Services Transportation Plan before being submitted to WSDOT. Appendix C describes this planning process. A new ranked project list from each Metropolitan Planning Organization/Regional Transportation Planning Organization (MPO/RTPO) is required for the 2017–2019 biennium.

Transit Formula Funds

Transit agencies that are eligible for formula funds should not submit a formula project through this process. You will be notified by your WSDOT community liaison if and when you are awarded Rural Mobility Transit Formula funds and/or Paratransit/Special Needs Transit Formula funds.

Heavy-Duty Transit Coaches

Heavy-duty transit coaches are now an eligible capital project under the Consolidated Grants Program. FTA 5339 Bus and Bus Facilities is the only funding source for this type of coach.

FAST ACT – Fixing America’s Surface Transportation Act

The Fixing America’s Surface Transportation (FAST) Act, signed by President Obama in December 2015, applies new program rules to all Fiscal Year (FY) 2016 funds and authorizes federal transit programs for five years (FY16-FY20), through September 30, 2020.

Chapter 2: Eligibility, Project Definitions, and Match Requirements

Organization Eligibility

The chart below identifies the funding each type of organization is eligible to receive. If you cannot determine your organization type, check Appendix A, Glossary of Terms, for definitions.

Organization Type	FTA 5310 ¹	FTA 5311	FTA 5339 ²	Special Needs Competitive	Rural Mobility Competitive
Small Urban Public Transit	X	X			
Rural Public Transit	X	X	X		X
Nonprofit Organizations	X	X	X	X	X
Private For-Profit Transportation Providers		X			
Tribal Governments	X	X	X	X ³	X
Other General or Local Governments	X	X	X	X ³	X

¹Organizations in large urbanized areas must apply for FTA 5310 funding through the MPO in their area. 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.

²FTA 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.

³Requires 501(c) nonprofit status and 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.

This chart is intended only to show which grant programs each organization type is potentially qualified to receive. For more information on program qualifications, see Appendix B.

Note: Only organizations in compliance with the WSDOT’s In Good Standing policy will be eligible to receive grant awards Please see the [Consolidated Grants Program Guidebook](#) for more information on the In Good Standing policy and processes.

Eligible Operating Projects

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 dollars, 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.

Eligible Capital Projects

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

Note: Projects supporting single occupant vehicles are not eligible for funding through the Consolidated Grants Program.

Eligible Mobility Management Projects

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 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.

Eligible Planning Projects

Planning projects consist of planning, coordination, or other activities to address the needs of the applicant and/or the community they serve. 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 (see Appendix C for more information).
- Agency financial and operating planning.
- Comprehensive transportation planning.

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.

Project Match Requirements

The amount of match required for a project depends on the type of project and whether it is a new or continuing project. Under the Consolidated Grants Program, a project may be awarded federal funds, state funds, or a combination of both, to ensure that the minimum match requirement for the federal funds is met.

The minimum federal match ratios are as follows:

Operating	50%
Capital	20%
Mobility Management	20%
Planning	20%

For capital, mobility management, and planning projects, applicants are required to provide a minimum of 20 percent matching funds from non-USDOT sources.

Note: Capital projects require a cash match. In-kind contributions are not eligible.

For operating projects, the Consolidated Grants Program uses a graduated match system. State funds can be awarded and used to provide a portion of the funds needed to meet the federal match requirement. New operating projects are required to provide a minimum of 5 percent of the project budget from local and/or other sources. For returning operating projects, the local (non-state) matching fund requirement increases by 5 percent each biennium until the minimum federal requirement (50 percent) is reached. The table below illustrates how the graduated scale works for operating projects.

Time period	Amount of match required from local sources	
	New Operating Projects	Returning Operating Projects
2013-2015 biennium	5%	5%
2015-2017 biennium	5%	10%
2017-2019 biennium	5%	15%
2019-2021 biennium	to be determined	20%
2021-2023 biennium	to be determined	25%
2023-2025 biennium	to be determined	30%
2025-2027 biennium	to be determined	35%
2027-2029 biennium	to be determined	40%
2029-2031 biennium	to be determined	45%
2031-2033 biennium	to be determined	50%

Note: Organizations that are awarded a grant will be expected to adhere to the match ratio proposed in their application, regardless of the minimum level of match required. Providing matching funds above the minimum requirement may improve the likelihood of a project being funded.

Additional details on match requirements

- For operating 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.
- For capital projects, the local match must be cash 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.
- For mobility management projects the match percentage is calculated based on net operating expenses (not including any revenue collected from passenger fares and/or donations). The match may consist of local, state (excluding Consolidated Grants funding), or federal (non-USDOT) funds. USDOT funds provided through the Federal Lands Highway Program may be used as match for the 5310 program.
- For planning projects, the local match must be cash. USDOT funds cannot be used as match. Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement.

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 (FMV) 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 that are 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. These conditions are as follows:

- 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:
 - A written statement from the person or organization providing the goods or services. Signed timesheets must document volunteer hours donated.
 - The fair market value determination of the donated goods or services.
- 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.

Note: Donations received by your organization from someone other than a passenger in lieu of fare are eligible to use as match.

Chapter 3: Applying for Funding

Obtaining an Application

Application forms are available electronically on WSDOT's Public Transportation Division website at www.wsdot.wa.gov/transit/grants. Applications must be filled out electronically and saved as Adobe PDF files (as opposed to printing the application and scanning).

Number of Applications Allowed

Applicants are required to submit one application for each project. There is no limit to the number of applications an organization may submit. Unlike prior biennia, summary, authorization and project information are now included on one form. A separate application is required for each distinct project and project type (do not combine operating and capital projects in one application).

Application Due Date

Completed applications must be received by WSDOT no later than **5 p.m. on Friday, October 14, 2016**. Late applications will not be considered eligible for grant funding. Applicants are encouraged to submit applications before the deadline. Upon submittal, WSDOT will review all submitted applications for errors and completeness and may request additional information/corrections from applicants, which may be submitted up to **5 p.m. Monday, November 28, 2016**. Unless requested by WSDOT, applicants may not submit any revisions to an application after the application due date of October 14, 2016.

Electronic Submission

Electronic submissions only. WSDOT requires that applications be submitted electronically by email to: PTDAPP@wsdot.wa.gov. Detailed instructions on how to submit an application can be found in Chapter 4.

Fatal Flaw Policy

WSDOT uses a formal fatal flaw policy for its grant programs. 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 rejected:

- The checkbox in the application authority section is not marked.
- The application is submitted after the deadline.
- The applicant is not in compliance with WSDOT's "In Good Standing" policy.
- The project(s) does not address the needs and strategies identified in the regional Coordinated Public Transit-Human Services Transportation Plan, and has not been ranked through the regional process.

Applicants must correct any fatal flaws identified by WSDOT prior to November 28, 2016, or the application will be rejected.

Transportation Planning

The application process includes several steps requiring advanced planning for grant proposals to be successful.

The federal FAST Act, MAP-21 and SAFETEA-LU require the establishment of local coordinated plans

for all human services transportation programs. Applicants for WSDOT's Consolidated Grants Program are required to participate in the planning process with their local RTPO or MPO. For more information, see Appendix C.

Coordination of Services and Funding

In addition to the Coordinated Public Transit-Human Services Transportation Plan, 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.

Documentation and Attachments

Attachments required for each application:

- Copy of your organization's most recent audit report.
- 501(c) determination for new nonprofit applicants.
- WUTC Certification for new non- and for-profit private applicants who 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 where the service will be provided and/or the location of the project described in the application.

Note: Organizations applying for funding for a specific route(s) 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 population density for each project.
- Independent cost estimate (capital projects only).
- Letters committing matching funds from financial partners (if applicable).
- In-kind valuation plan – for operating and mobility management projects only. Please see the In-kind contribution section in Chapter 2 of these instructions for more information on submittal requirements.

Optional attachments:

- Letters of support – Organizations may include current letters of support received from local agencies or the public. 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. Letters received separate from the application will not be considered.

Contacting WSDOT for Help

Please email app-help@wsdot.wa.gov with questions regarding these documents and attachments or for assistance with preparing your application.

Chapter 4: Preparing the Grant Application

This chapter provides information on completing the application form.

One application should be completed for each project and for each project type (operating, capital, mobility management and planning).

Applications must be filled out electronically and saved as Adobe PDF files (as opposed to printing the application and scanning). Electronic forms are available online at www.wsdot.wa.gov/transit/grants.

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 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.

Main Office Address – Provide your organization’s main office address, if different from the mailing address.

Phone Number – Provide your organization’s main office phone number.

Fax Number – Provide your organization’s main office fax number.

Organization’s Director – Provide the name of your organization’s director.

Email Address – Provide the email address of your organization’s director.

Applicant Contact – 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.

Email Address – Provide the email address of the applicant contact.

Project Contact – 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.

Email Address – Provide the email address of the project contact.

Type of Applicant

Check the box that best describes your organization.

Organization Type		
Rural Public Transit	Nonprofit	General and Local Government Agencies
Small Urban Public Transit	Private For-profit	State Agency
Large Urban Public Transit	Special District (i.e. school, port)	Tribal Government

For nonprofit applicants that have not previously received WSDOT grant funding, attach a copy of your 501(c) IRS Letter of Determination for nonprofit status.

Note: For local governments, special districts, and tribal governments that are 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, 2015, through June 30, 2016** – List actual service levels provided during this period.
- **July 1, 2016, through June 30, 2017** – List the estimated service-level information for this period.
- **July 1, 2017, through June 30, 2019** – List the projected service-level information for the period, assuming your project is funded.

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

II. Type of Project

Select the appropriate type of project. Refer to the Glossary of Terms, Appendix A, 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 Glossary of Terms, Appendix A, for service-type definitions.
 - b. **Need for Service** – Select either “Preserve Existing Service” or “Expand Service.” If your project is expanding service, check the boxes that describe the nature of the expansion. If your project will provide new services, briefly describe them.
2. **Capital** – Select the appropriate check box that best describes your project.

Select the option that best describes your capital project request. If the project is proposing to purchase a vehicle with added equipment and/or vehicle options, check the box for the vehicle (fleet replacement or expansion) and identify the equipment in the equipment text box. Additional equipment could include but is not limited to bicycle racks, fareboxes, radios, destination signs, fire suppression, signage, automatic vehicle location, mobile data terminal, or other vehicle-installed technology equipment. The budget section of the application will ask for cost estimates for these additional features.

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

If the project meets the definitions of an intelligent transportation system project, identify the regional Intelligent Transportation System (ITS) architecture in which your project is referenced, including the title and page number.

Below are examples that are designated as ITS projects:

- Automatic Vehicle Locators
 - Mobile Data Terminals
 - Traveler Information Systems
 - Automatic Passenger Counters
 - Automated Stop Announcement Systems
 - Integrated Voice Response for Paratransit
 - Electronic Farebox
 - Integrated Security Camera Systems
 - Transit Signal Priority
 - Proximity On-Board Safety Awareness systems
 - Automated Maintenance Reporting Systems
 - Automated Rideshare Reporting
 - Web based reporting systems
 - Data Warehouses
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.
 4. **Planning** – Check the box if your organization is applying for a planning project. The maximum amount of grant funding that will be awarded for a planning project is \$50,000.

III. Project Description

Project Title Must be the same project title ranked by your local planning organization (RTPO/MPO). See Appendix C for more information on project titles.

Amount of Funds Requested – Enter the amount of grant funds requested.

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 for the 2015-2017 biennium (see the [Consolidated Grants Program Guidebook](#)).

1a. Proposed scope of the work (maximum 4 sentences).

Briefly and specifically describe what your project proposes to do.

Example 1: To provide operating funding assistance to sustain rural commuter routes 20, 21, 22, 25 and 26 for the general public in Chelan and Douglas counties Monday through Saturday.

Example 2: To provide operating funding assistance to sustain dial-a-ride transportation for the elderly, special needs populations and the general public in Leavenworth and the area immediately surrounding Leavenworth Monday through Friday.

Example 3: To provide capital funding assistance to purchase one replacement, ADA-accessible, cutaway bus and one community van for special needs transportation services in Skagit County.

Example 4: To provide capital funding assistance for the purchase and installation of hardware and software necessary to implement an automatic stop announcement system on fixed route coaches to improve ADA access for the elderly and persons with special needs in Skagit County.

1b. Identify which regional Coordinated Public Transit - Human Services Transportation Plan(s) (HSTP) this project is included in and on which page it is referenced. If this is a new project, on what page of the HSTP is the regional need addressed?

From the drop-down menu, select the appropriate RTPO(s) or MPO(s) that ranked this project in its HSTP(s). Include the page number on which the project is referenced.

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. Include details such as 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.

2. 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? List other transportation service providers serving this area, and describe the coordination you have done regarding the proposed project.

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. Please describe how your project advances in these areas, and how you are going about developing these advancements.

3. How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public or special-needs transportation?

How will you know if the project is successful? Identify data sources and monitoring processes.

Explain how the project provides more efficient and effective transportation services to the target population within the community.

4. 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.

5. Does your project connect to, coordinate with, leverage or enhance 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?

6. Identify the project staff for this project. What type of experience do these individuals have with grant management? Describe their experience managing FTA funds, state funds or other funds.

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.

7. Is this project dependent on any other project submitted by your organization or other organizations? If so, please identify the other project(s) and any other organization(s), and describe their relationship to the project proposed in this application. Please identify the priority order for funding of all of the identified linked project(s).

If one project is contingent on another project, both project applications should indicate the relationship of the two projects (and the priority for funding, if applicable). For example, if one application proposes to purchase a vehicle (capital project) and another application proposes to provide service using that vehicle (operating project), it is important to acknowledge the interdependence of the projects in both applications (and whether one could proceed without the other). Additionally, if the proposed project is reliant on completion of another project (whether grant funded or otherwise), please describe.

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.

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 projects, summarize your service accomplishments in both qualitative (narrative) and quantitative (statistical) formats.

Provide information related to the services provided, populations served, and outcomes

produced from those efforts.

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 or restoration projects, complete all four columns. For new projects, complete only the last column labeled “Projected” and leave the first three columns blank. Applicants needing assistance with this section should contact WSDOT at app-help@wsdot.wa.gov.

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. Total the first two columns by category in the third column. If you received a WSDOT Consolidated Grant last biennium, this should match your project budget listed in your 2015–2017 Consolidated Grant Agreement. Use question 3 to explain variances in your budget.

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:

- **Labor and Benefits** – Wages, salaries, and fringe benefits paid to drivers, dispatchers, shop mechanics, and other employees working directly on the project.
- **Rent and Utilities** – This includes, but is not limited to, rent/lease payments for office space as well as light, heat, water, and telephone
- **Fuel and Lubricants** – Gas, diesel, biodiesel, compressed natural gas, motor oil, and lubricants used in vehicles providing transportation services.
- **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).
- **Maintenance Parts & Supplies** – You may include costs for routine vehicle maintenance and repairs that are 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.

- **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 whole or in part using federal or state grant funds is not eligible.
- **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 must be 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.
- **Vehicle-Use Fees** – This fee is typically charged if another party, such as the local city or county government, charges your organization a set fee in lieu of actual maintenance costs. Those fees are grant eligible. However, the fee charged must not include depreciation of grant funded vehicles.
- **Other** – All direct operating expenses not previously specified. Major expense items may be listed individually or smaller categories of expenses can be combined.
- **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.
- **Contracted Services – Other** – The expenses paid to other outside vendors for system development or planning activities.
- **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:
 - Labor and benefits – Wages, salaries and benefits paid to program managers and executives, clerical and support staff, and other administrative employees.
 - Rent and Utilities – This includes, but is not limited to, rent/lease payments for office space as well as light, heat, water, and telephone.
 - Consulting Services – Expenses paid for professional and technical services provided by a third party that are needed to support your organization.
 - 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.

Total Gross Operating Expenses – The form auto calculates this line based on the information provided above.

Less Passenger Fares and Donations – These are the fares and donations that are 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.

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

The form will auto-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. **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 or revenues used for capital purchases.

Please 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 2015-2017 biennium totals in the third column.

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 Grants 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 FMV of donated goods, services, and volunteer labor that are 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 that are used to support the project.

Note: Do not include the funding requested in this application. The “Amount requested in this application” line will automatically populate with the “Amount of Funds Requested from WSDOT” on Page 3 of the application.

The form will auto-calculate the totals for the first three columns and calculate the “Subtotal

Operating Revenue” in the fourth column. The form will then auto-calculate “Total Operating Revenue” for the proposed project, and the “Pledged match rate.” Please confirm that the pledged match rate is at least equal to the minimum required match for your project. Finally, please 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.*

3. Please describe how the budget was developed. If there are variances between the 2015–2017 biennium totals and the requested 2017–2019 biennium totals, please explain. 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.

4. 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, please 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 please see the following WSDOT website: [WSDOT - Equal Opportunity - Disadvantaged Business Enterprise](#).

VI. Equipment Request

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.

Make the appropriate selection from the vehicle types listed on the dropdown menu.

Heavy-duty Bus 30ft
Heavy-duty Bus 35ft
Heavy-duty Bus 40ft
Heavy-duty Bus 60ft articulated
Heavy-duty Bus double decker
Heavy-duty Trolley-style Bus
Medium-duty Cutaway (truck chassis)
Light-duty Cutaway (van chassis)
Light-duty Cutaway – Narrow Body
Van (Non-ADA)
ADA Raised-Roof Van
ADA Minivan
Specialty Vehicle
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.

Useful Life – Use the following table if your organization’s project includes the purchase of a vehicle.

If your project includes the purchase of a capital item other than a vehicle, please provide the minimum useful life for the item. Consult the manufacturer or your internal depreciation schedules to determine the useful life.

Minimum Service (Useful) Life Categories for Buses and Vans				
Category	Typical Characteristics		Whichever Comes First	
	Length	Approx. GVW	Years	Miles
Heavy-Duty Large Bus	35ft – 60ft	33,000 – 40,000	12	500,000
Heavy-Duty Small Bus	28ft – 35ft	26,000 – 33,000	10	350,000
Medium-duty Truck Chassis-Built Cutaways	< 35ft	16,000 – 26,000	7	200,000
Light-duty Van Chassis-Built Cutaways	20ft – 35ft	10,000 – 16,000	5	150,000
Light-duty ADA Vans, ADA Minivans, and passenger vans	< 20ft	6,000 – 14,000	4	100,000
Specialty Vehicle not fitting in the above categories	Variable	Variable	Negotiable	Negotiable

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

Fuel Type			
Diesel	Gas	Biodiesel	Ethanol
Hybrid Diesel	Hybrid Gas	Plug-in Electric	Propane
CNG	LNG	En-route Electric	

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

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.

Note: *Vehicles carrying 15 passengers or less 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.*

Other Equipment Types

MDT/AVL hardware	Passenger Bus Shelters
MDT/AVL Software	Desktop Computers
Communication Equipment – Bus	Bicycle racks – Facility
Communication Equipment – Facility	Bicycle racks – Bus
Data Communication Equipment	Bus Stop signage
Security cameras – Bus	Fareboxes
Security Cameras – Facility	Wireless local area network (WLAN)
Video recording equipment	Facility lighting
Dispatch hardware	Vehicle lifts/hoists
Dispatch software	Shop equipment
Asset Management Software	Fuel System conversion – vehicle
Web/Data Servers	Fuel System conversion – facility
Informational Kiosks	Trip planning software/Apps
Automated Stop Announcers	Other

2. Please explain how you determined the unit cost for each item listed.

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. For vehicle purchases, attach a copy of your independent cost estimate with your application (see the [Consolidated Grants Program website](#) for a sample). If the project is proposing to purchase a vehicle with added equipment and/or vehicle options, include these costs in the cost estimate for the purchase of the vehicle.

Please note if your organization intends to purchase used vehicles or lease vehicles.

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

Select the source from the dropdown menu and describe the specific source of match and provide the amount.

4. Is this capital project scalable? If yes, specify the minimum funds needed and explain the scalability.

Describe whether your project is scalable – that is, if you are able to accomplish some of the

objectives of the project without the full funding requested. 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.

5. 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, please explain why you believe there are no DBE contracting opportunities on this project.

Estimate the percentage of the capital 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 please see the following WSDOT website: [WSDOT - Equal Opportunity - Disadvantaged Business Enterprise](#).

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

Populate the table based on the vehicles that are 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 mileage/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* (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT) by June 1, 2018?

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 practicable 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 practicable to comply with the rules, 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 system ADA accessibility in the field. 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 www.access-board.gov/transit.

Estimated Milestones

Select the milestones appropriate to your project and provide estimates of the schedule. Please remember that all awarded grant funds must be expended by June 30, 2019.

Application Authority

Complete this section by checking the certification box, identifying the certifying authority, the date and their title.

VII. Supplemental Information

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

VIII. Attachments Checklist

Identify the attachments required for the proposed project and check the appropriate boxes (see Chapter 3 (Documents and attachments) for more information on required attachments). Applications without the necessary attachments will be considered incomplete.

Assembling Your Grant Application Packet

After completing the application form, assemble the application packet for submission. For an application to be considered complete, all of the questions in the application must be completed and properly addressed. Your organization's submitted application must contain the following for each project submitted:

- One application form
- Each required attachment

File Naming Conventions

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

- Application form = organization name + application type abbreviation. (Ops, Cap, MM, Plan) + number, with underscores between words (no spaces)
Example: XYZTransit_Ops1.pdf or XYZTransit_Cap1.pdf

- Attachments = organization name + application type abbreviation/number + attachment type, with underscore between
Example: XYZTransit_Ops1_PopDensityMap

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.

Example: XYZTransit_Ops1_SupportLetterA.pdf
XYZTransit_Ops1_SupportLetterB.pdf

Submitting Your Application

Applications must be submitted by email to PTDAPP@wsdot.wa.gov before 5 p.m. Thursday, October 14, 2016. The application form must be completed electronically and saved directly as an Adobe PDF file (as opposed to printing the application and scanning). Application size is limited to 20 megabytes. If the application materials are larger than 20 megabytes, please divide them into separate emails.

Chapter 5: Evaluating Applications

Evaluation Criteria

WSDOT has developed 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 good faith effort to utilize and/or contract with disadvantaged businesses on the project.
12. Contributes to the state maintaining 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).

Evaluation Committee

Eligible applications will be reviewed by an independent grant scoring committee. The panel will score each application based on the criteria described above and will recommend a prioritized project list to WSDOT.

Project Evaluation

All projects in an application will be evaluated using the forced-pairs method. Each project is assigned a number and placed on a grid pairing it with other projects received (Figure 1). Each evaluator compares project 1 to project 2, chooses the superior proposal, and circles 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 proposals.

This step is repeated with all other projects until each evaluator has compared all of the proposals. The scores are tallied based on the number of times each project was chosen. The evaluation committee then reconvenes to discuss the scores and come to consensus on a prioritized list of projects. A recommendation is made to WSDOT for funding based on this prioritized list. The maximum number of percentage points from the state is 100.

	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	-

Figure 1

The projects are also ranked at the regional level. For more information about the regional process, see Appendix C. Projects ranked by the regions in the A, B, C, and D categories receive additional percentage points as follows:

- A = 50 percentage points
- B = 25 percentage points
- C = 12 percentage points
- D = 0 percentage points

Note: If a project is not ranked at the regional level, the application will be disqualified from consideration.

Chapter 6: Project Awards, Funding, and Additional Requirements

Project Awards and Funding

The review committee will recommend a prioritized list of project to WSDOT for funding. Using this ranked list, WSDOT attempts to match the highest ranking projects with the appropriate available source(s) of funding to provide funds to as many projects as possible.

In the spring of 2017, WSDOT will present a tentative project award list including the type of funds tentatively awarded for each project. Grant awards are tentative until the federal and state governments approve transportation budgets and actual appropriation levels are provided to WSDOT.

Additional Requirements

Organizations selected for funding will be notified of the state and/or federal requirements for developing a final project agreement. This includes but is not limited to any of the following:

- A more defined scope of work and project schedule.
- Budget clarification, including match sources.
- A requirement to hold a public hearing.
- Signatures on federal Certifications and Assurances (see below).
- Title VI policy, drug and alcohol policy, written customer complaint process.
- Documentation of your organization's 501(c) status (non-profit organizations only).
- A list of other service providers and their respective unions in the service area of the project.
- Asset or vehicle maintenance plan.

Note: Transit agencies must self-certify ongoing compliance with their transit asset management plan by July 1, 2017. All other grantees receiving funds for vehicles must submit a written vehicle maintenance plan or certify ongoing compliance with their current plan. A guide to preparing your vehicle maintenance plan can be found online at www.wsdot.wa.gov/transit/library.

There are numerous requirements associated with receiving federal funds. For detailed information on the requirements, please refer to the [Guide to Managing Your Public Transportation Grant](#) or contact your Community Liaison.

Certifications and Assurances for Federal Funds

Recipients of federal funds will be required to submit the appropriate federal Certifications and Assurances before WSDOT can execute a grant agreement. WSDOT also requires annual updates of Certifications and Assurances from current grantees. New grantees will be required to submit Certifications and Assurances within 60 days of receiving a grant award letter and before WSDOT can execute the grant agreement. The forms for the Certifications and Assurances will be provided to new grantees with the grant award letter or they can be downloaded from WSDOT's website at: www.wsdot.wa.gov/transit/library.

Grantees already receiving federal funds directly from FTA only need to provide a copy of their existing certification to WSDOT.

Organizations that submitted Certifications and Assurances to WSDOT as part of the annual update will not have to re-certify.

Examples of federal certifications and assurances that may be required include, but are not limited to:

- Assurance of Authority of Applicant and its Representative
- Standard Assurances
- Intergovernmental Review Assurance
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability
- Suspension and Debarment
- U.S. Office of Management and Budget (OMB) Assurances
- Lobbying Certification (applications for \$100,000 or more)
- Procurement Compliance (capital only)
- Protections for Private Transportation Providers
- Public Hearing
- Acquisition of Rolling Stock (capital only)
- Acquisition of Capital Assets by Lease (capital only)
- Bus Testing (capital only)
- Charter Service Agreement
- School Transportation Agreement
- Demand Responsive Services (capital only)
- Alcohol Misuse and Prohibited Drug Use
- Interest and Other Financing Costs
- Intelligent Transportation Systems
- Letter for Acceptance of the FTA Section 5333(b) Special Warranty on your organization's letterhead (formerly Section 13c)

A complete list of requirements for your organization's specific funding source(s) will be included with its award letter. Some will be required before execution of the agreement while others will be verified during a WSDOT grantee site visit.

Grant Agreements

WSDOT distributes grant funding through the use of grant agreements. A sample agreement can be found online at www.wsdot.wa.gov/transit/library. WSDOT reserves the right to periodically amend agreements to reflect additional requirements from the state or federal government, legal direction, change in scope, or best practices.

Project Start Date

The earliest start date for a project funded for the 2017–2019 biennium is July 1, 2017. However, new projects may not begin until WSDOT has executed an agreement for that specific project. The agreement period will extend from the date of execution through June 30, 2019.

Note: Unlike federal funds, there is no pre-award authority for state funds. Therefore, potential grant

recipients should not make any financial commitments to a third party using grant funds without having written approval from WSDOT.

Grant Management Requirements

To ensure compliance with regulatory requirements and established best practices, WSDOT requires that grantees adhere to specific grant management practices. Prior to the start of the project, grantees will be required to participate in a WSDOT-led training on grant management practices. Specific information on WSDOT's grant management requirements can be found in the [*Guide to Managing Your Public Transportation Grant*](#). Each grant recipient will be assigned a WSDOT community liaison who will support and oversee the administration of the grant. Community liaison geographic areas are shown at www.wsdot.wa.gov/Transit/Grants/contact.

Appendix A: Glossary of Terms

Active status – A vehicle actually operated full time to provide service on an average weekday, average Saturday, and average Sunday.

ADA – ADA is 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.

Asset Management Plan (AMP) – A public transit system plan that describes an agency's preventative maintenance and asset management policies. For grantees that are not a public transit systems this plan is called a Vehicle Maintenance Plan (VMP).

Brokers – Those bodies authorized to coordinate and purchase services for people with special needs through the state's Medical Assistance Administration's transportation program. Examples of selected brokers are: Human Services Council, Vancouver; Northwest Regional Council, Bellingham; Hopelink, Bellevue; and People for People, Yakima.

Bus – See Chapter 4 for description.

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.

Competitive funds – Funds that are distributed based on a competitive process using defined criteria.

Coordinated Public Transit-Human Services Transportation Plan – A locally developed, coordinated, public transit-human services transportation plan identifying prioritized strategies for delivering transportation to people with special needs including individuals with disabilities, children, older adults, and people with low incomes.

Coordination – Requires the cooperative participation of two or more entities and has the following characteristics:

- The participating entities share responsibility for ensuring that customers can access transportation services.
- There is a single entry process for customers to use to have trips arranged and scheduled, so the customer does not have to contact different locations based on which sponsoring agency is paying/providing the trip.
- A process is in place to ensure that affected parties are able to provide feedback on transportation costs associated with facility siting or program policy implementation decisions.
- Open market mechanisms give all providers an opportunity to participate and allow for cost comparisons so that purchasers can select the least expensive trip most appropriate to the customer's needs.
- Vehicle use is flexible so that the ability to transport people is not restricted by categorical claims to vehicles.
- There is maximum sharing of operating facilities and administrative services to avoid duplication of costly program elements.

- Trip sponsors and service providers have agreed on a process for allocating costs and billing when they share use of vehicles.
- Minimum standards exist for safety, driver training, maintenance, and technology to eliminate barriers that may prevent sponsors from using each other's vehicles or serving each other's customers.
- The resulting system of transportation services is user friendly and the coordination of eligibility, contracting, service delivery, payment, and funding structures does not negatively affect the customer's ability to access service.

Cutaway – A vehicle in which a bus body is mounted on 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 point-to-point transportation at the passenger's request. Also referred to as paratransit or dial-a-ride service.

Disability – A physical or mental impairment that substantially limits one or more of a person's major life activities, including: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Disadvantaged Business Enterprise (DBE) – A business status wherein persons must own 51 percent or more of a "small business," establish that they are disadvantaged, and prove they control their business.

Elderly person – All individuals 60 years or older. In MAP-21, elderly is defined as 65 years or older.

Equipment – All tangible, nonexpendable, personal property that has 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.

Fixing America's Surface Transportation Act (FAST Act) – The most recent federal transportation authorization act, signed into law in December 2015, establishing a long-term funding program for numerous modes of transportation.

Federal funds – Money appropriated by the United States Congress to support a variety of programs and projects.

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 with vehicles stopping for passengers along the way.

Formula funds – See *Transit formula funds*.

FTA Section 5310 – A federally funded, competitive grant program administered by WSDOT. For more information see Appendix B.

FTA Section 5311 – A federally funded, competitive grant program administered by WSDOT. For more information see Appendix B.

FTA Section 5339 – A federally funded, competitive grant program administered by WSDOT. For more information see Appendix B.

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.

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) – The system defined as the electronics, communications or information processing in transportation infrastructure and in vehicles used singly or integrated to improve transportation safety and mobility and enhance productivity. ITS encompasses a broad range of wireless and wire line communications-based information and electronics technologies.

Intermodal – The ability to make convenient connections between transportation modes for people and goods. Intermodal refers to operations 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. Local match funds can come from local, state, or federal sources depending upon individual grant program requirements.

Moving Ahead for Progress in the 21st Century (MAP-21) – In July 2012 MAP-21 was signed in to law and set transportation funding levels for FFY2013 and 2014. This legislation also established a number of performance measurement concepts for future transportation programs and projects.

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, bus passenger shelters, etc.

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, social, and employment.

Paratransit/special needs grant – Paratransit/special needs grants to support public transportation for persons who, because of their age (youth or seniors), disabilities, or income status, are unable to provide or purchase their own transportation.

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 physical or mental disability, income status, or age, are unable to transport themselves or purchase transportation ([RCW 47.06B](#)).

Pre-award authority – Authority given under specific and limited circumstances to incur costs for eligible projects before a grant is made without prejudices to possible federal participation in the cost of the project(s). Applications must comply with all federal requirements. Failure to do so will render a project ineligible for FTA financial assistance.

Private for profit – An individual or association of individuals organized for the purpose of carrying on a commercial or industrial enterprise for gain, benefit, advantage, or livelihood.

Nonprofit – An agency not organized for profit but operated exclusively for the promotion of social welfare, no part of the net earnings of which benefits 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.

Purchase of service contract (POS) – A POS agreement is used when WSDOT is the grant recipient and directly contracts with transportation service providers to provide eligible public transportation services as determined by the federal funding source.

Public transportation – Mass transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, sightseeing transportation, or intercity bus transportation or intercity passenger rail

transportation provided by Amtrak. Coordinated human service transportation, which primarily serves elderly persons and persons with disabilities, but which is not restricted from carrying other members of the public, is considered available to the general public if it is marketed as public transit service.

Replacement equipment – Capital assets such as vehicles, equipment, and facilities acquired to replace similar equipment that outlasted their useful life periods as designated by FTA, or because of accidents or defects. Capital assets replaced must be retired from regular services within three months of accepting the new asset. Assigning a vehicle to another service area or contractor, or leasing the vehicle to another organization is not considered replacement.

Retired vehicle – Sold, placed in backup reserve, placed in part time service (no longer available for service exceeding 30 percent of prior use) or otherwise disposed of. Assigning a vehicle or other capital asset to another service area or contractor or leasing the asset is not considered retiring.

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, and trolley buses, as well as 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 mobility – State-funded, competitive, and formula grants administered by WSDOT to establish, preserve, and improve rural public transportation.

Rural public transit – A transit provider, whose administrative headquarters is located in a rural area, that operates principally in rural areas, but can operate into and returning from urban areas.

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

State funds – Money appropriated by the Washington State Legislature to support a variety of programs and projects.

Statewide plan – The statewide, multimodal transportation plan defined by [RCW 47.06.040](#) that consists of a state-owned facilities component, a state-interest component, and is commonly titled “Washington’s Transportation Plan.”

Transit formula funds – Grant funding that is distributed to transit agencies only based on a formula.

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

Urban area (same 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 – Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not 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 Federal Grant Program Descriptions

State-Funded Competitive Programs

Rural Mobility Grant Program

Background

The Washington State Legislature established the Rural Mobility Grant Program in 1993 with a \$1.5 million appropriation to WSDOT. In 2003, the Legislature provided the Legislative Transportation Funding Package that significantly expanded the state’s Rural Mobility Grant Program. As a result of this support, last year WSDOT was able to award over \$10.2 million in competitive Rural Mobility grants to fund 2015–2017 biennium projects.

Purpose

The purpose of the Rural Mobility Grant Program is to establish, preserve, and improve rural public transportation. WSDOT prioritizes using this funding for services in rural counties. Rural counties are defined as counties that do not contain an urbanized area as defined by U.S. Bureau of Census.

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.
- Provide short-term funding to preserve rural public transportation where there is a demonstrated need.
- Provide operating support for services that connect communities.
- Provide funding to enhance rural public transportation.
- Provide funding to preserve capital investments.

Organizations Eligible to Receive Rural Mobility Funds

The following types of organizations are eligible to receive Rural Mobility Grant funds for services in rural counties. See Chapter 2 for additional eligibility details.

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

Projects Eligible to Receive Rural Mobility Funds

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

Background

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 has 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.

Organizations Eligible to Receive Competitive Paratransit/Special Needs Funds

The following types of organizations are eligible to receive Paratransit/Special Needs grant funds. See Chapter 2 for additional eligibility details.

- Private nonprofit organizations
- Tribal governments or other general or local governments with nonprofit status

Projects Eligible to Receive Competitive Paratransit/Special Needs Funds

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:

For the 2015–2017 grant cycle, WSDOT is planning to award federal funds remaining in MAP-21 and the FAST Act.

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.

Organizations Eligible to Receive 5310 Funds

A variety of organizations are eligible to receive these funds:

- Private nonprofit organizations
- 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
- Tribal governments

Projects Eligible to Receive 5310 Funds

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 one replacement 14-passenger bus with wheelchair securement for Ephrata Senior Center.
- Operating assistance for transportation services for demand-response trips for the special needs populations in North Bend.
- Mobility management services in Skamania, Klickitat, Hood River, Skamania, Sherman, and Wasco 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 Grants 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.

Organizations Eligible to Receive 5311 Funds

A variety of organizations are eligible to receive these funds:

- Urban public transit (using funds for service in rural areas)
- Small urban public transit (using funds for service in rural areas)
- Rural public transit
- Private nonprofit organizations
- Private for-profit transportation providers
- Tribal governments
- 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 State. 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 two wheelchair accessible transit coaches for fixed route service on a rural county route

FTA 5339 Program

Grants for Buses and Bus Facilities program (49 U.S.C.5339) 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 Grants Program.

Organizations Eligible to Receive 5339 Funds

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

- Urban public transit (using funds for service in rural areas)

- Small urban public transit (using funds for service in rural areas)
- Rural public transit
- Private nonprofit organizations
- Private for-profit transportation providers
- Tribal governments
- 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-emissions vehicles or facilities.

Statutory References

49 U.S.C. Section 5339 / FAST Act Section 3017

Funding Availability

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

Appendix C: Coordinated Public Transit-Human Services Transportation Plans

Federal law requires the establishment of local developed coordinated Human Service Transportation plans for special needs transportation programs. While the federal requirement applies only to certain programs, WSDOT has extended the requirement to all applicants for the Consolidated Grants Program. To accomplish this, applicants are required to participate in the planning process with their local RTPO or county (for Okanogan, Island and San Juan). A current list of RTPOs and their contact information can be found at <http://www.wsdot.wa.gov/planning/Metro>.

Plans must be updated every four years. Updated plans are required for most parts of the state for the 2015-2017 funding cycle. All projects must come from the needs and strategies identified in the existing plans. Further information about the Human Service Transportation plans can be found at www.wsdot.wa.gov/acct.

Ranking Projects

In addition to the planning requirement, all projects must be submitted to the appropriate MPO, RTPO, or county to be ranked.

Project Titles

All project titles should be one phrase describing the project. First, determine if the project is either an **operating**, **capital**, **mobility management**, or **planning** project. If there is both an operating and a capital element to the project, the applications must be submitted separately.

For **operating** projects, include the following information:

- New or existing project (must be one or the other).
- The need that project will address.
- Geographic area the project will serve.
- Mode of transportation the project will use.

For **capital** projects, include the following information:

- Expansion or replacement (must be one or the other).
- Type of vehicle or equipment.
- The need that the equipment will address.
- Geographic area the equipment will be used.

Examples of project titles include:

- Demand response service for people outside of transit district in Cascade County.
- Purchase vans for expansion service for people with special needs in Cascade County.
- Purchase replacement minibuses to continue service to people with disabilities in Evergreen County.

- New fixed route operating service for transit district.
- Volunteer driver program to transport older adults in Cascade County.
- Use Medicaid brokerage for job-related trips along Columbia Gorge.

Ranking

Regions will assign letter grades to each of the projects. All projects coming from a region will be ranked either A, B, C, or D. The number of letter grades each region has to award is determined by the population in each region that fall into the following categories:

- Rural
- People with disabilities
- Youth
- Elderly
- People with low income

Value of Local Ranking in State Process

The region's ranking will count for one third of the total possible value of the state's competitive process. Projects ranked by the regions in the A, B, C, and D categories will receive additional percentage points as follows:

A = 50 percentage points

B = 25 percentage points

C = 12 percentage points

D = 0 percentage points

Note: *If a project is not ranked at the regional level, the application will be disqualified from consideration.*