



**Washington State
Department of Transportation**

State Management Plan

for Federal Transportation Administration
Public Transportation Programs

March 2008

Public Transportation Division

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- Fax your questions to 360-705-6820.
- E-mail your questions to transit@wsdot.wa.gov.

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The Federal Transit Administration (FTA) provides financial assistance to states through a number of programs to develop new transit systems and improve, maintain, and operate existing systems. The Governor of the state of Washington has designated the Washington State Department of Transportation (WSDOT) as the agency of authority and responsibility for administering assistance received in Washington through FTA Sections 5310, 5311, 5316, and 5317 funding programs. FTA requires that each state produce a plan describing the state's policies and procedures for the state-managed portion of these programs. This *State Management Plan* describes the state of Washington's administrative policies and procedures for these FTA programs.

Definitions

When used in this plan, the meaning of rural area, small urban area, and urbanized area is as follows. For other definitions and acronyms used in this plan, see the "Acronyms and Definitions" Appendix of the [Guide to Managing Your Public Transportation Grant](#).

- **Nonurbanized area** (other than urbanized) means any area outside of an urbanized area. The term "nonurbanized area" includes rural areas and urban areas under 50,000 in population not included in an urbanized area.
- **Rural area** means an area with low population and density outside the boundaries of an urban area. In this plan, the term rural is commonly used to refer to all areas other than urbanized areas.
- **Small urban area** is an urbanized area with a population of at least 50,000 but less than 200,000.
- **Urbanized area** means an area with a population of not less than 50,000 people that has been defined and designed in the most recent decennial census as an "urbanized area" by the U.S. Census Bureau.

Legal Authority

The FTA has the responsibility for national implementation of these funding programs: Title 49 USC § 5310, § 5311, § 5316, and § 5317 and provides further program guidance in the circulars listed below. The circulars describe the intent of the programs and explain funding requirements. These requirements include program management and development of the Washington *State Management Plan*. Therefore, the contents of this plan must comply with the FTA circulars as well as any other state requirements that are not in conflict with these circulars. Further references in this *State Management Plan* to sections of Title 49 USC shall be identified by section number (i.e., § 5310).

- **Circular 9070.1E:** 49 USC § 5310, Elderly Individuals and Individuals with Disabilities Program.

- **Circular 9040.1F:** 49 USC § 5311, Nonurbanized Area Formula Program.
- **Circular 9050.1:** 49 USC § 5316, Job Access and Reverse Commute (JARC) Program.
- **Circular 9045.1:** 49 USC § 5317, New Freedom Program.

Federal Program Goals

49 USC § 5310

FTA defines the goals of the § 5310 program, in *Circular 9070.1E* “to improve mobility for elderly individuals and individuals with disabilities throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of elderly individuals and individuals with disabilities in all areas — urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.”

49 USC § 5311

FTA defines the goals of the §5311 program, in *Circular 9040.1E* “to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services, and recreation; assist in the maintenance, development, improvement, and use of public transportation systems in nonurbanized areas; encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; assist the development and support of intercity bus transportation; and provide for the participation of private transportation providers in nonurbanized transportation.”

Title 49 USC § 5311(e) authorizes the state to use these funds for program administration and to provide technical assistance to grantees. Technical assistance includes project planning, program management, program development, coordination of mass transportation programs, and research to assist in effective delivery of mass transportation to nonurbanized areas.

Title 49 USC § 5311(f) requires the state to spend not less than 15 percent of the annual 5311 funding to develop and support intercity bus transportation, unless the Governor certifies to the U.S. Secretary of Transportation that the intercity bus service needs of the state are being met. Eligible activities under the program include:

- Planning and marketing for intercity bus transportation.
- Capital grants for construction (i.e., intercity bus shelters).
- Vehicle purchase, rehabilitation, refurbishment, and wheelchair lift retrofit.

- Equipment purchase.
- Operating assistance.

49 USC § 5316

FTA defines the goals of the § 5316 program in *Circular 9050.1* “to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities.”

49 USC § 5317

FTA defines the goals of the § 5317 program in *Circular 9045.1* “to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society, reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990.”

State Investment Guidelines

The programs are administered within the guidelines of the [Washington Transportation Plan, 2007-2026](#) (WTP). The WTP Investment Guidelines include:

- **Preservation** – Preserve and extend prior investments in existing transportation facilities and the services they provide to people and commerce.
- **Safety** – Target construction projects, enforcement, and education to save lives, reduce injuries, and protect property.
- **Economic Vitality** – Improve freight movement and support economic sectors that rely on the transportation system, such as agriculture, tourism, and manufacturing.
- **Mobility** – Facilitate movement of people and goods to contribute to a strong economy and a better quality of life for citizens.
- **Environmental Quality and Health** – Bring benefits to the environment and our citizens’ health by improving the existing transportation infrastructure.

Roles and Responsibilities

State Administration

The role of WSDOT includes:

- Documenting the state’s procedures in a state management plan (SMP).
- Notifying potential participants about the program and soliciting applications.

- Developing project selection criteria and competitive selection process.
- Arranging for the evaluation of potential projects for funding.
- Reviewing and selecting projects for approval.
- Developing elements of the state transportation improvement program (STIP) for each FTA Section.
- Developing and forwarding an annual program of projects and grant application to FTA.
- Certifying eligibility of applicants and project activities.
- Developing agreements with selected agencies.
- Monitoring local project activity.
- Ensuring grantee compliance with all federal requirements; including all certifications and assurances.
- Overseeing project audit and closeout.
- Submitting reports as required by FTA including National Transit Database (NTD) reporting for § 5311 grantees.
- Certifying that funds are distributed in a fair and equitable basis.
- Certifying that all projects funded through § 5310, § 5316, and § 5317 are from a locally developed, *Coordinated Public Transit-Human Services Transportation Plan* developed through a process including representatives from public transportation, private and non-profit transportation, human services providers and the public.

WSDOT's role in programs funding capital purchases includes:

- Overseeing the purchase of equipment.
- Ensuring that equipment purchased with grant funds is operated consistent with project objectives.

WSDOT responsibilities also include the following program specific elements:

- **§ 5311:**
 - Developing and carrying out a program of training and technical assistance under § 5311 (b) (2), the rural transit assistance program (RTAP.)
 - Developing and carrying out the intercity bus program under § 5311 (f).
 - Ensuring that projects funded through § 5311 have been developed in coordination with transportation projects assisted by other Federal sources.
- **§ 5310 and § 5311:**
 - Plan for future transportation needs, and ensure coordination among transportation modes and providers.

Statewide Advisement

Every other year, WSDOT is required by state law to review the division's existing grant programs. The purpose of this review is to determine the program's effectiveness and whether the methods used to award funds result in a fair and equal distribution of the grants. In 2006, the Grant Program Advisory Committee (G-PAC) was formed with representatives from public, private, and non-profit agencies; local and tribal governments; and planning organizations and agencies that may have an interest in purchasing transportation for their clients in many communities. G-PAC evaluated the grant programs and determined what changes were needed to address the strategic goals of the state and comply with federal changes. Their recommendations were incorporated into the 2007-09 application cycle.

Other state agencies and staff from associations which represent public transportation interests review the evaluation criteria, distribute information about the program, and evaluate prospective projects. These agencies include:

- Agency Council on Coordinated Transportation (ACCT)
- Washington State Department of Community Trade and Economic Development
- Washington State Association of Counties or Washington State Association of Cities
- Community Transportation Association of the Northwest
- State or Regional Aging programs, such as the Area Agency on Aging or the Aging and Disability Services Administration
- State or regional representative from a Medicaid transportation program
- Regional Transportation Planning Organizations (RTPO)/Metropolitan Planning Organizations (MPO)
- Washington State Transit Association
- Governor's Office on Indian Affairs or an individual representing Tribal Governments
- Community Action Councils
- Washington Utilities and Transportation Commission
- WSDOT staff

Regulation

The Washington Utilities and Transportation Commission regulates all intrastate transportation service provided by the private sector beyond three miles of a city's limits or between cities. This regulation includes private non-profit organizations transporting elderly persons or persons with disabilities.

These regulations include: driver training; safety of operation, including vehicle inspection; minimum insurance levels for liability; fixed routes; and fares charged to passengers.

Coordination

Coordinated Public Transit-Human Services Transportation Plans

WSDOT requires applicants for public transportation grants to participate in the planning process with their local RTPO or MPO as listed below:

- Benton-Franklin-Walla Walla RTPO – Benton, Franklin, and Walla Walla Counties
- North Central RTPO – Chelan, Douglas, and Okanogan Counties
- Northeast Washington RTPO – Ferry, Pend Oreille, and Stevens Counties
- Palouse RTPO – Asotin, Columbia, Garfield, and Whitman Counties
- Peninsula RTPO – Clallam, Jefferson, Kitsap, and Mason Counties
- Puget Sound Regional Council – King, Pierce, Snohomish, and Kitsap Counties
- Quad County RTPO – Lincoln, Adams, Grant, and Kittitas Counties
- Skagit/Island RTPO – Skagit and Island Counties
- Southwest Washington Regional Transportation Council – Clark, Skamania, and Klickitat Counties
- Southwest Washington RTPO – Cowlitz, Wahkiakum, Lewis, Pacific, and Grays Harbor Counties
- Spokane Regional Transportation Council – Spokane County
- Thurston Regional Planning Council – Thurston County
- Whatcom Council of Governments – Whatcom County
- Yakima Valley Conference of Governments – Yakima County

The method used in the initial process is described below:

- Stakeholders were convened including the RTPOs, public transportation providers, non-profit human services agencies, health care providers, large employers, and consumers.
- Information was collected and analyzed regarding human services, public transportation, and potential riders in each region. Examples of useful information included:
 - **Common Origins** – Locations of low-income populations, people with disabilities, and the elderly;
 - **Common Destinations** – Entry-level employment opportunities, childcare facilities, schools, medical centers, and shopping districts; and
 - **Existing Transportation Services** – Fixed route, intercity bus and rail, shuttle, demand-response, paratransit, shared-ride taxi, regular taxi, vanpools, rideshares, and other commuter services.
- Various types of transportation challenges and “gaps” in existing transportation services were identified.
- Origins and destinations of people with special needs using existing transportation services were compared.

- The unmet needs and possible wasteful duplication of efforts in certain areas were identified. The definition of an unmet need is:
 - A project that does not exist where a need has been identified.
 - A service that was locally funded in the past, but has been officially scheduled to be removed even though it meets a need.
 - Projects that would not be funded without the public transportation grant program.
- Prioritized solutions were developed to meet the unmet needs. Transportation solutions varied in each area depending on the resources available, the size of the market for each alternative, and the extent of existing services. Examples of options included increasing fixed route service (extending hours or territory), employer vanpool services, dial-a-ride services, volunteer ride services, gas vouchers, and bus passes.

Once the plan was complete, the regions ranked projects by assigning letter grades to each of the projects. The letter grade determined the number of additional percentile points the project received as shown below.

A – 50 percentile points

B – 25 percentile points

C – 12 percentile points

D – 0 percentile points

Not listed = disqualified from consideration

State Level Coordination

Coordination is the most important element to the success of the programs in Washington. Coordination is required and implemented through:

- State Law
- WSDOT policy
- *Washington Transportation Plan, 2007-2026*

One element of state level coordination is the development and distribution of grant program information. WSDOT accomplishes this primarily through the statewide mailings of the *Public Transportation Grant Application*, providing program information on the [WSDOT Public Transportation Web site](#), and the public involvement process associated with program changes to this *State Management Plan*. The *Public Transportation Grant Application* contains all required information about the programs in Washington.

Another coordination element is WSDOT's participation in the Agency Council on Coordinated Transportation (ACCT). ACCT was created in September 1997 and codified in [RCW 47.06B.012](#). ACCT fosters coordination of transportation for people with special transportation needs (children, low-income, the elderly, and persons with disabilities) by providing a forum to identify, discuss, and resolve coordination barriers.

ACCT supports coordination among public transportation organizations, private non-profit transportation providers, and public organizations that provide transportation to access jobs, services, and education. Increased efficiency and effectiveness can be achieved through coordination.

Another coordination element is the representation of various agencies and organizations on evaluation teams that assist WSDOT with project selection. These agencies are listed in the Method of Distributing Funds and Program Development Process section of this plan. The representatives provide a well-rounded perspective to the evaluation process.

When program changes are made, WSDOT will announce the availability of the draft *State Management Plan* and request comments from the public. This announcement will be posted on the [Public Transportation Division's Web site](#) and announced to all interested parties. WSDOT will consider comments received for inclusion in the plan. The final plan will be available on the division's [Web site](#) and upon request.

Project Level Coordination

All applicants are expected to coordinate with other transportation providers in their service area. As part of their grant application, applicants are asked to identify the local [Coordinated Public Transit-Human Services Transportation Plan](#) that contains their project. As financial resources become limited, an agency's ability to maintain service is affected by their successful coordination of services with other providers and funding sources. In addition, applicants are strongly encouraged to take part in the ACCT Local Coordinating Coalition in their service area.

Grantees

49 USC § 5310

The following entities are eligible to receive § 5310 assistance for capital purchases:

- Private non-profit organizations.
- Governmental authorities that certify that no non-profit 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.

WSDOT requires private non-profit applicants to:

- Hold or obtain a certificate from the Washington Utilities and Transportation Commission (WUTC), which authorizes non-profit agencies to provide transportation.
- Hold a 501 (c) (3) certificate verifying non-profit status.
- Register with the Washington State Secretary of State.

49 USC § 5311

The following entities are eligible to receive § 5311 capital and operating assistance:

- State agencies
- Local governmental agencies and their divisions
- Tribal governments
- Private non-profit organizations
- Transit agencies
- Private for-profit organizations (intercity bus program only)

49 USC § 5316

The following entities are eligible to receive § 5316 capital and operating assistance:

- Private non-profit organizations
- State or local governmental agencies and their divisions
- Operators of public transportation services, including private operators of public transportation services
- Tribal governments

49 USC § 5317

The following entities are eligible to receive § 5317 capital and operating assistance:

- Private non-profit organizations
- State or local governmental authorities
- Operators of public transportation services, including private operators of public transportation services
- Tribal governments

Services and Service Areas

For all programs, the services provided with capital or operating grants focus on rural areas of Washington. This does not disqualify service into Idaho, Oregon, or British Columbia provided that the public served resides in Washington.

Projects may include public transportation into and out of urbanized areas. However, the projects may not provide service exclusively within an urban area.

The § 5311(f) Intercity Bus Program describes network corridors. Refer to the Intercity Bus Program section of this plan for details.

Projects

Capital

All equipment purchased under these programs must be used to provide passenger transportation services. Examples of eligible capital projects include:

- Passenger service vehicles
- Commuter vans
- Refurbishment of existing vehicles
- Vehicle retrofit for wheelchair lifts
- Replacement parts for passenger service vehicles
- Communications equipment
- Computer hardware and data systems; dispatching software
- Other equipment such as bicycle racks and fareboxes
- Pre-owned or used wheelchair accessible, passenger service vehicles (only if they are clearly identified on the application)
- Bus shelters, accessible features for sidewalks and facilities
- Maintenance equipment (such as bus lifts)
- Security equipment

Operating

Operating assistance usually consists of activities and services that are directly provided or purchased by the grantee. Examples of eligible operating activities include:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services within and/or beyond ADA requirements.
- Feeder bus service for the intercity network.
- Operating assistance for transportation to and from jobs and employment support services.

Mobility Management

Mobility management works to build coordination among existing transportation providers and expand the availability of services. Examples of eligible mobility management activities include:

- Promoting, enhancing, and facilitating access to transportation services.
- Supporting short-term management activities to plan and implement coordinated services.
- Supporting coordination policy bodies or councils.
- Operation of transportation brokerages to coordinate providers, funding agencies, and customers.
- Providing coordinated services such as navigator systems, individualized travel training, and trip planning.
- Developing and operating one-stop transportation traveler call centers.
- Operational planning for acquiring intelligent transportation technologies to help plan and operate coordination systems such as vehicle scheduling, smart card systems, Geographic Information System (GIS) mapping, Global Positioning Systems, and dispatching systems.

Planning

Examples of eligible planning activities include:

- Local or regional marketing plan for special needs or rural public transportation.
- Local or regional coordination plan ([RCW 47.06B](#)).
- Agency financial and operating plan.
- Comprehensive Transportation Plan.
- Mobility management.

Local and State Share Funding Requirements

Grantees are encouraged to provide local funds to support their projects. In some circumstances, WSDOT supplements the project with state rural mobility and/or state paratransit/special needs funds.

Capital Assistance

The required local and/or state share for capital assistance is 20 percent of eligible expenses. The 20 percent match requirement may be met using a combination of local funds and eligible state funds. WSDOT permits a local share greater than 20 percent if the total eligible capital expenses exceed the amount budgeted. The project may be supplemented with additional local, state, and/or federal funds depending on availability.

There are a few restrictions on the source of the local share of the project costs. Restrictions include:

- The local share cannot be derived from USDOT federal funds.
- No use restrictions may be put on the equipment by the funding source.
- The funding source must not affect the legal ownership of the equipment.

Operating Assistance

The local and/or state share for operating assistance is 50 percent of the net eligible expenses (gross expenses less fares and/or donations). The 50 percent match requirement may be met using a combination of local funds and eligible state funds. Based on availability, the project may be supplemented with additional local, state, or federal funds if the total net eligible expenses exceed the budget.

The source of the local share for operating assistance must comply with the Federal Transit Act and amendments, which permits the use of federal funds received from a state social service agency such as Medicaid and Title IIIB.

Method of Distributing Funds and Program Development Process

Application Cycle

WSDOT grant funds are distributed through a consolidated application process. This process is scheduled to coincide with the state biennial cycle. Applications are made available in the late summer to early fall of even years for two year projects beginning in July of the following year. The benefits of this consolidated application process include:

- Putting federal and state grant applications on the same cycle, maximizing the ability of state funds to match federal projects.
- Having one combined call for projects.
- Minimizing paperwork to applicants.

- Providing a single application process for state and federal public transportation funding.
- Providing the state flexibility to select the funding sources to be used for specific projects.
- Providing a list of public transportation needs to the state legislature during the budget cycle.

The consolidated application process was developed with representatives from:

- Agency Council on Coordinated Transportation
- Washington State Transit Association
- Community Transportation Association of the Northwest
- Staff from the Senate Transportation Committee and the House Transportation Committee

Method Used

Each biennium, WSDOT establishes evaluation teams that review applications and make recommendations to WSDOT regarding project priorities. WSDOT works with the following agencies and organizations for representation on evaluation teams:

- Agency Council on Coordinated Transportation
- Washington State Department of Community Trade and Economic Development
- Washington State Association of Counties or Washington State Association of Cities
- Community Transportation Association of the Northwest
- State or Regional Aging programs, such as the Area Agency on Aging or the Aging and Disability Services Administration
- State or regional representative from a Medicaid transportation program
- Regional Transportation Planning Organizations/Municipal Planning Organizations
- Washington State Transit Association
- Governor's Office on Indian Affairs or an individual representing Tribal Governments
- Community Action Councils
- Washington Utilities and Transportation Commission
- WSDOT staff

A single grant application form is used regardless of the type of funding to be used for the project. The application forms are available in electronic format via the Internet. If organizations are unable to access the Internet, WSDOT will forward an electronic copy upon request. WSDOT provides a written explanation of the application questions and a complete description of the evaluation process in the *Public Transportation Grant Application*. WSDOT's Public Transportation Division offers technical assistance in grant writing. To avoid conflict of interest issues, technical assistance is performed by WSDOT staff who are not involved with the evaluation of the grant applications.

During the application period, WSDOT conducts training workshops to explain the program requirements, application process, and project selection to potential applicants. These workshops are beneficial in coordinating public transportation providers in the same geographical area.

Evaluation Criteria and Rating of Applications

WSDOT established criteria to be used by evaluation team members during application review. Team members are given these criteria at the time they receive the evaluation materials. All applications are scored on three components:

1. Project Component

- Does the project establish, preserve, or improve public transportation services in a community?
- Does the project address a recognized need in the community?
- Does the applicant report the leveraging of funds from other sources to support the implementation of the project?
- Does the project reflect a community process of coordination and input?
- Does the project appear to be feasible as described?

2. Applicant Component

- Does the applicant report sufficient experience in managing transportation projects to provide assurance of success?
- Does the applicant report sufficient experience in managing previous grant awards?
- Does the applicant report sufficient financial capability and resources to implement and successfully carry out the project?
- Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?

3. Performance Component

- Does the project describe community benefits resulting from the grant?
- Does the project define the performance measures to be used in determining the success of the project?
- Does the project describe an active effort aimed at improving efficiency and effectiveness?

Rating Process for Applications

WSDOT provides evaluation team members with copies of project applications, evaluation instructions, materials, and evaluation criteria. A date is established for the completion of the rating process.

A forced-pair method is used to compare project applications. Each project is assigned a number and placed on a grid which pairs it with each of the other projects received by the team member. (See example of grid below.)

	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	-

Project 1 is then compared to project 2. The evaluator chooses the best proposal based on the evaluation criteria and circles the corresponding number on the grid. Project 1 is then compared to project 3 and so on. This step is repeated with each project until a comparison has been made between all assigned projects. (See the example on the following page.)

	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	-

A list of projects is created based on the number of times each project was selected in this process. The evaluation teams are then reassembled to discuss the merits of each proposal and their individual evaluations resulting in a consensus on a prioritized list of projects for recommendation to WSDOT. The maximum available percentile points from this portion of the process is 100.

The percentile points received through the regional scoring process described in Coordination section of this plan are added to the evaluation team’s list of projects. The final prioritized list is reviewed, revised as necessary, and approved by WSDOT. WSDOT reviews the successful projects to determine the most appropriate funding source. WSDOT reserves the right to award FTA funds to priority projects outside the competitive process.

Final awards are made after the Governor signs the state transportation budget and WSDOT has been notified of the allocation amount for the FTA programs. WSDOT may reduce funding for some projects based on evaluation team recommendations, their placement on the list of projects, and the available state and federal funds. A project budget is developed based on the prioritized list and all applicants are notified of the result of their application.

Successful applicants are notified to submit the applicable certifications and assurances and to hold public hearing, if required. After the successful applicants submit the required documentation, WSDOT submits the program of projects to FTA for funding.

Equity of Distribution

This evaluation method accomplishes fair and equal treatment of all applicants. WSDOT announces the availability of the *Public Transportation Grant Application* on the [WSDOT Public Transportation’s Web site](#).

In addition, an extensive distribution is made to all applicants from the prior grant cycle and those agencies, associations, and individuals listed on a mailing list of interested parties maintained by WSDOT.

There are approximately 29 federally recognized Native American Tribal Nations who are eligible to receive § 5311, § 5316, and § 5317 funding. Tribal transportation needs are a part of the evaluation process. The Governor's Office on Indian Affairs or Tribal Governments are represented on the evaluation team. WSDOT receives both capital and operating applications from tribal governments.

If all available funds are not awarded through the competitive process or if actual project expenses are below budgets creating a potential of unspent funds, WSDOT may conduct a call for smaller projects within the federal funding cycle. WSDOT will review and award funds based on appropriate criteria.

WSDOT coordinates with metropolitan planning organizations (MPO) for projects in designated transportation management areas of the state. For example, during the 2007-09 funding cycle WSDOT is providing administration and oversight for 12 projects selected for funding by the Puget Sound Regional Council.

Note: WSDOT may elect to fund tribal projects through the state Rural Mobility Program. Those projects will not be listed on the FTA program of projects.

Transfer of § 5310, § 5316, and § 5317 Funds

WSDOT may transfer § 5310, § 5316, or § 5317 funds to the § 5311 program for rural projects selected under these funding programs. Transfers of § 5316 and/or § 5317 funds only occur after discussion with responsible local officials and public transportation operators in each area for which WSDOT originally awarded JARC or New Freedom funds in the competitive selection process.

Transfer of § 5310 program funds occur only when insufficient applications have been selected to meet the annual federal allocation of those funds. WSDOT will make every attempt to further verify that selected projects are described sufficiently and estimates of costs are reasonable.

Private Sector Participation

Federal law requires that the public be involved in the transportation planning process and private providers must have an opportunity to be involved in the development of transportation plans and programs. WSDOT meets this requirement through involvement in G-PAC, grant evaluation teams, and participation in planning processes such as the *Washington State Intercity and Rural-to-Urban Public Transportation Network Plan* and the regional *Coordinated Public Transit-Human Services Transportation Plans*.

In addition, potential capital grantees are required to hold a public hearing if the project will “substantially affect a community or the public transportation services of a community.” Grantees sign the public hearing certification prior to contract signature by WSDOT.

Intercity Bus Program § 5311(f)

The WSDOT developed the *Washington State Intercity and Rural-to-Urban Public Transportation Network Plan*. This plan identifies a statewide intercity, public transportation network of places connected by corridors, and linked by intermodal facilities. These are referred to as network corridors. The plan defined standards for service and facilities on the network. This new network plan recommended an alternative method to the current consolidated application process for selection of service providers. This method involves assessment, planning, and implementation as described below.

The program goals include the following:

- Support meaningful connections between rural and urban areas with the national intercity network.
- Support operating services to meet the intercity travel needs of residents in rural and small urban areas.
- Support the infrastructure of the state’s intercity bus network through capital investments in facilities, vehicles, equipment, planning, and marketing.
- Support the development, enhancement, and preservation of essential intercity bus services on deficient corridors.
- Support a network of intercity bus services and multimodal connections within a national system.
- Support the incorporation of new intercity services with interline ticketing arrangements.
- Support a variety of funding strategies.

WSDOT sets aside 15 percent of its annual § 5311 program funding for intercity bus purposes. The new intercity bus network plan was developed with the cooperation of intercity carriers, human service providers, transit agencies, local governments, regional transportation planning organizations, the Washington State Utilities and Transportation Commission, the Federal Transit Administration, and others to address intercity bus needs. The new intercity network plan:

- Reviewed the current and potential funding requirements.
- Looked at statewide intercity needs and deficiencies in service and facilities as defined by the *Washington State Intercity and Rural-to-Urban Public Transportation Network Plan*.

- Discussed barriers of and challenges to intercity transportation.
- Made recommendations on the program's purpose, goals, eligibility, and evaluation criteria.

Assessment

WSDOT provides outreach to various stakeholders to identify intercity bus needs statewide. The planning phase includes a consultation process before funds are distributed.

Funding for planning is permitted under § 5311(f) with up to 80 percent federal match. Planning may involve the following new elements:

1. Annual Consultation and Network Plan Update
2. Statewide Intercity Bus Plan Update

The annual consultation process is conducted by WSDOT staff who contacts intercity providers and analyzes their current service to determine if the intercity needs are being met. Intercity providers are consulted regarding the long- and short-term needs of the intercity network, and their assessment of meeting those needs.

Planning

A follow-up planning effort to assess intercity bus needs may be more in-depth, consisting of feedback and input from human service providers, intercity bus providers, transit agencies, regional transit planning organizations, local transit planning organizations, local governments, and others. This planning may be done at the same time as the coordinated human service planning. The planning may also include the use of Geographic Information System (GIS) and census data to geographically map special needs populations and identify and assess underserved corridors.

Implementation

WSDOT uses a Request for Proposal (RFP) process for the intercity service that is different from the consolidated application process. WSDOT advertises the needed service and contracts with a third-party provider. This ensures that the most needed services are supported, while selecting the most qualified candidates to provide service on a particular route.

WSDOT ensures the fair selection of a service provider by screening RFP applications in a committee of qualified professionals including WSDOT staff and private and non-profit transportation representatives. Contracts may be for two years, with the option for an additional three years.

Eligible Grantees

The following entities are eligible to apply for the intercity bus grant program:

- Private for-profit organizations
- Public transportation agencies
- Tribal governments
- Nonprofit organizations
- Local governmental agencies such as cities, counties, and special districts

Eligible Projects

Projects must serve people residing in rural and small urban communities. All organizations are reimbursed for eligible expenses during the project period. Eligible activities include planning, marketing, vehicle and equipment purchases, and operating assistance for intercity and feeder services. Eligible projects are identified below.

Capital

Capital assistance consists of up to 80 percent federal contribution toward eligible capital purchases. A 20 percent local and/or state match is required for all projects. Eligible projects include:

- Purchase of new ADA accessible lift-equipped buses
- Vehicle refurbishment
- Vehicle retrofit for wheelchair lifts
- Computer hardware and data systems
- Communication equipment
- Passenger shelters
- Modifications to transit facilities

Operating

New and existing intercity services must be located on deficient corridors. These corridors are identified through the planning process and are eligible under the new FTA pilot program. This pilot program uses up to 50 percent of the capital costs of non-subsidized connecting intercity carriers. These services link rural communities and urban centers along corridors provided by fixed route intercity bus services. Minor route deviated service along the corridor may be determined eligible on a case-by-case basis. Feeder bus services that are fixed route, route deviated, and/or demand response must make meaningful connections to intercity providers on the state's Intercity Public Transportation Network. Generally, the services must be:

- Fixed route
- Fixed schedule
- Able to carry luggage and/or bus package express
- Operate at least five days per week
- Provide meaningful connections along the national intercity network
- ADA accessible

State Rural Transportation Assistance Program (RTAP)

The Rural Transportation Assistance Program (RTAP) is established by Title 49 U.S.C. § 5311(b) (3). WSDOT administers the RTAP funding directly to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the specific needs of transit operators in nonurbanized areas and providers of special needs transportation.

A WSDOT Public Transportation Division staff member administers the RTAP program and establishes the activities and priorities for each of the assistance categories. This is done through consultation with rural and specialized transportation providers during the development and review of training programs, scholarship programs, and technical support.

Training

WSDOT uses a variety of methods to provide training for public and private transportation providers. Much of the training is provided through the [Washington State Transportation Training Coalition \(WSTTC\)](#), which is funded through the RTAP program. WSTTC has representatives from a variety of organizations and associations, including:

- Washington State Department of Transportation
- Washington State Transit Insurance Pool
- Community Transportation Association of the Northwest
- Washington State Transit Association

The WSTTC board seeks input from various organizations in the summer of each year to identify training needs for the following calendar year. A training needs survey is developed and distributed to all public transportation providers during the annual WSDOT Public Transportation Conference and on the [WSTTC Web site](#). The training calendar is developed based on the results of that survey and the board.

The training participants are charged a small fee to reduce the cost of the training. This enables WSTTC to provide a large selection of courses each year, secure high quality trainers, and enable employees of all transit systems to take advantage of this training.

In addition, WSDOT supports training through the Washington State Transit Association (WSTA) Committees and Community Transportation Association of the Northwest (CTA-NW); purchases training aids such as manuals, videotapes, and DVDs; and coordinates, develops, and conducts other training programs addressing specific issues. Training programs may be oriented to specific job categories and may focus on personal development or general management skills. WSDOT also coordinates training sessions with neighboring states.

Scholarship Program

WSDOT provides training scholarships to employees of rural or special needs transportation organizations. The scholarships cover a portion of the tuition and travel expenses associated with attending a training class. WSDOT reimburses the participant at 100 percent of the first \$500 of eligible costs and 50 percent of the remaining costs. A scholarship for a single employee may not exceed \$1,500. Prospective participants must apply in advance for the scholarship and submit a report and an expense worksheet upon completion of the training. Participants are usually limited to three scholarships per year. In addition, each organization may submit only three applications for a single training event.

Technical Assistance

WSDOT staff periodically surveys rural public transportation and specialized transportation providers to determine technical assistance needs. Technical assistance needs may also be identified during site visits with grantees.

RTAP funds may be used to provide technical assistance to public transportation providers, associations and organizations representing rural public and specialized transportation agencies. Examples of projects include technical assistance grants for a variety of rural public transportation issues, development of Web site capabilities, and peer reviews.

Peer Review Program

RTAP funds may be used to reimburse the costs of training, travel, and per diem expenses of professional experts providing peer-to-peer technical assistance. At the request of a public transportation provider, WSDOT assembles a technical assistance team made up of peers of the organization to be reviewed. The scope of review is based on the need of the requesting organization.

Annual Public Transportation Conference and Expo

RTAP support is provided to the annual WSDOT Public Transportation Conference and Expo. WSDOT uses RTAP funds to reimburse speakers who have been asked to make presentations on rural and specialized transportation issues as well as to provide scholarships for conference participants.

State Administration and Technical Assistance

FTA Circular 9040.1F permits WSDOT to retain up to 15 percent of the state's fiscal year apportionment of § 5311 program funding for state administration, planning and technical assistance.

FTA Circulars 9070.1F, 9050.1F, and 9045.1F permit WSDOT to retain up to 10 percent of the state's fiscal year apportionment of § 5310, § 5316, and § 5317 program funding for state administration, planning, and technical assistance.

WSDOT uses these funds for staff, travel, and support costs associated with managing the grant programs and providing technical assistance. Examples of the activities include:

- Development and distribution of the *Public Transportation Grant Application* to perspective applicants.
- Development, printing, and distribution of the *Guide to Managing Your Public Transportation Grant* and *Reference Manual*.
- Meeting with the staff of providers and applicants to clarify requirements.
- Obtaining and updating the required assurances and documentation.
- Assisting RTPOs and MPOs with the coordinated transportation planning process.
- Developing the grant application to FTA.
- Developing and monitoring the grant agreements with grantees.
- Coordinating and overseeing grantees' capital procurement processes.
- Overseeing grantees' accounting procedures and records (including the requirements in the *Guide to Managing Your Public Transportation Grant*).
- Reviewing grantee's drug use and alcohol misuse policies.
- Preparing required reports to FTA.
- Implementing the state's Rural Transit Assistance Program (RTAP).
- Providing technical assistance.
- Updating the State Management Plan.
- Legal advertisements and room rental costs for applicant workshops.
- Conducting Request for Proposals (RFP) for Intercity Bus Program.
- Travel costs for application evaluators.

Civil Rights

Grantees must submit all required certifications and assurances prior to contract signature and annually thereafter. These include:

- Standard Assurances
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability
- Protections for Private Providers of Public Transportation

The appropriate civil rights disclosure is included on the inside cover of the *Public Transportation Grant Application* and civil rights clauses are included in grantee agreements. Ongoing oversight is provided through desk reviews and/or site visits to grantees. The checklist used during grantee reviews includes a section that verifies compliance with Civil Rights issues such as discrimination, employment, complaints, and accessibility of services.

Potential grantees serving significant minority populations are reached through the *Coordinated Public Transit-Human Services Transportation Plan* process and by broad distribution of grant funding announcements and application materials. WSDOT conducts “Successful Grant Writing” training to assist applicants complete the *Public Transportation Grant Application*.

Grantees must take reasonable steps to ensure that Disadvantaged Business Enterprises (DBE) have the opportunity to compete for and perform contracts. All FTA grantees who anticipate that they will award contracts totaling over \$250,000 during the federal fiscal year (October 1–September 30) are required to have a DBE program (49 CFR 26). Contracts to purchase transit vehicles do not count toward the \$250,000 total. WSDOT staff coordinates with WSDOT’s Office of Equal Opportunity and provides technical assistance to help grantees meet the federal DBE requirements.

Grantees are required to annually report purchases made from DBE vendors and provide a description of their good faith efforts to locate and purchase from DBE vendors.

Section 504 and ADA

WSDOT notifies each grant recipient at the time of the award that the Public Transportation Division may receive complaints alleging discrimination in service or employment, including Section 504 and ADA. Any written complaints alleging discrimination are referred to WSDOT’s Office of Equal Opportunity.

If the grantee chooses to conduct a vehicle procurement internally, WSDOT reviews and approves the bid documents and procedures. One of the items reviewed is how the vehicle complies with the ADA. WSDOT requires all vehicles purchased with FTA funding must be accessible and comply with ADA requirements.

Charter Rule

WSDOT has included 49 CFR Part 604 in its *Guide to Managing Your Public Transportation Grant*. This manual is distributed to all grantees prior to contract signature. Grantees are instructed that they must comply with this CFR if receiving funding from § 5311 or § 5316.

All grantees who are considering charter service are responsible for complying with the public participation process described in the rule. WSDOT reviews compliance with the charter rule during site visits or desk reviews. When complaints are received alleging unfair competition in regard to charter business, WSDOT investigates the allegation. The grantee is contacted to verify if charter service is taking place and that the proper process has been followed.

Private Sector Participation

As part of the *Coordinated Public Transit-Human Services Transportation Plan* development and application process, applicants coordinate their services with other public and private providers. Applicants also identify the agency or local plans that include their project. Coordination with all transportation providers in the same geographic area, including private sector providers, significantly impacts an applicant's success in the selection process.

Other Provisions

Section 5333(b) Special Warranty

Section 5333(b) provisions protect the interest of employees of agencies receiving § 5311 and § 5316 funds. Each grantee is supplied with a copy of the *Guide to Managing Your Public Transportation Grant*. This guide contains a copy of the U.S. Department of Labor's Rural Transportation Employee Protection Guidebook which explains the regulations and posting requirements of Section 5333(b) notices in employee gathering areas.

Grantees submit a letter to WSDOT that accepts the Section 5333(b) Special Warranty prior to contract signature. WSDOT staff verifies that the agency has met the posting requirements during site visits and other project monitoring opportunities.

School Transportation Agreement

WSDOT has included 49 CFR Part 605, School Bus Operations in its [Guide to Managing Your Public Transportation Grant](#). This manual is distributed to all grantees prior to contract signature. Grantees may not engage in school bus operation using buses, facilities or equipment purchased with Federal funding in competition with private school bus operators except as provided for in Part 605.

The applicant and grantees understand that a violation of this agreement may require corrective measures and penalties, including debarment from the receipt of further Federal assistance for transportation. Compliance is confirmed during site visits and/or desk reviews.

Drug Abuse and Alcohol Misuse Testing

Grantees receiving § 5311 funds are required to adhere to drug abuse and alcohol misuse testing requirements. Grantees that receive § 5310, § 5316, or § 5317 funding must comply with the Federal Motor Carrier Safety Administration (FMCSA) rules for employees who hold Commercial Driver's Licenses.

WSDOT provides technical assistance to grantees in the form of training, networking, policy development, and distribution of FTA's publication *Implementation Guidelines for Drug and Alcohol Regulations in Mass Transit*. When a grantee is notified of a § 5311 grant award, WSDOT requires that they submit their policies and procedures to WSDOT for review and approval.

To monitor a grantee's compliance, WSDOT developed a checklist that is used during desk reviews or site visits identifying each of the required elements. The drug and alcohol checklist includes, but is not limited to:

- Policies
- Procedures for managing program
- Employee training
- Method of selecting participants for random testing
- Procedures for conducting testing

WSDOT requires grantees to submit annual reports using the Management Information System forms provided by FTA.

Environmental Regulations

Under § 5310, § 5311, § 5316, and § 5317 WSDOT anticipates funding only projects with Categorical Exclusion (CE) from both the National Environmental Protection Act and the State Environmental Protection Act. Therefore, no further documentation is necessary. However, with the potential of construction projects funded through transfers from the USDOT Surface Transportation Program, WSDOT will ensure that the grantee meets all the environmental requirements and submits all necessary documentation.

Vehicle Purchases

WSDOT oversees the grantee equipment purchase process. Grantees are required to include a “Buy America” provision and certification with their bidding documents for vehicles. Additional details of federal procurement requirements are outlined in the *Guide to Managing Your Public Transportation Grant* and in FTA’s Best Practices Procurement Manual. Each grantee receives a copy of the *Guide to Managing Your Public Transportation Grant* during mandatory training following award of FTA funding.

WSDOT has prepared a checklist for grantee’s use in complying with FTA’s pre-award audit requirements. The checklist addresses “Buy America,” Federal Motor Vehicle Safety Standards, Bus Testing, and the grantees own specifications. Grantees are required to verify certified information on the checklist used during the visit at the manufacturer’s factory.

WSDOT has prepared checklists (Visual Inspection Form and Road Test Form) for the grantee’s use in the post-delivery inspection of the vehicle(s). A copy of the completed checklists must be included with the request for reimbursement.

Lobbying and Code of Ethics

WSDOT requires each grantee receiving more than \$100,000 to complete FTA’s Lobbying Certificate prior to contract signature. All bid documents for equipment purchases prepared by grantees are required to contain this certification as well.

WSDOT’s contract with grantees requires adoption of a written code of ethics. All staff, officers, employees, board members, or agents of the grantee are required to comply with the code of ethics. WSDOT verifies compliance with this regulation during project site visits and/or desk reviews.

Drug-free Work Place

WSDOT annually certifies its compliance with the Federal Drug-Free Work Place requirements to FTA.

Reporting

All grantees are required to prepare a variety of reports on a quarterly or annual basis. Quarterly reporting may include a project narrative, detail of operating expenditures, expenditures by service type, statistical summary by service type, and/or capital expenditures. Annually grantees are also required to submit updated asset inventories and a report regarding their efforts to purchase from Disadvantaged Business Enterprises.

WSDOT compiles information from grantees and submits the following standard FTA reporting elements for all programs:

- Annual program of projects status reports
- Milestone activity reports
- Program measures
- DBE reports

In addition, WSDOT collects and reports the following program specific information:

- **§ 5311** – National Transit Database (NTD) reporting of capital investment, operations, and service data.
- **§ 5310** – How many gaps in service are filled and the number of rides provided.
- **§ 5316** – How many jobs that can be accessed and the number of rides provided.
- **§ 5317** – What services are provided; additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc), technology, and vehicles that impact availability of transportation services; the number of rides provided.

Financial Management and Project Monitoring

State Administration — Accounting and Financial Reporting

WSDOT maintains a management system of financial reporting, accounting records, internal controls, and budget controls subject to standards specified in state laws enforced by the state Auditor, and the state Office of Financial Management. All systems and procedures for financial management are in compliance with 49 CFR 18.20, the “Common Rule.”

Procedures for documenting state administration expenditures for FTA funded programs are subject to the requirements of WSDOT’s *Purchasing Manual*, M 72-80, and WSDOT’s *Chart of Accounts, State Administrative and Accounting Manual*, and *Transportation Reporting and Accounting Information System* (TRAINS). WSDOT submits reimbursement requests to FTA through the Transportation Electronic Award and Management (TEAM) System for project expenditures based on the information contained in the TRAINS system.

Grantee Financial Management

WSDOT develops and signs agreements with grantees after FTA and state funds are secured. All project-related expenditures are incurred locally and reported to WSDOT after the agreements have been signed. All grant agreements for capital projects detail the equipment approved for purchase and its intended use. Agreements for operating assistance must outline the type of service, the time period, and the service area. Planning projects are outlined in the Scope of Work and Exhibits within the agreement.

WSDOT reimburses the grantee with state, and/or federal funds based on the proportions identified in the grant agreement. However, the federal share of any project shall not exceed 80 percent for capital projects and 50 percent for operating projects. Grant expenditures are identified by federal grant number, grant program, and grant agreement number in TRAINS.

Grantees retain the original receipts for all eligible project expenditures. Grantees are required to attach copies of vendor invoices to reimbursement requests for capital projects. Grantees receiving operating assistance are not required to submit copies of all vendor invoices. However, they must keep copies in their offices for verification during WSDOT site visits. Completed plans are submitted to WSDOT as a product of planning agreements.

WSDOT does not accept “in-kind” contributions toward the local share of capital project costs. However, WSDOT may approve “in-kind” contributions under an operating assistance project. Grantees who wish to use in-kind for matching purposes must submit a request to WSDOT for pre-approval. The request must describe the type of service received and how the value of the service was determined.

Vehicle licensing and insurance are not eligible for reimbursement under a capital project. Sales and use taxes (excluding the local transit portion of sales tax) charged to the grantee for vehicles are eligible for reimbursement. Vehicles with a capacity of 15 passengers or less (including the driver) used for vanpooling or transporting persons with special transportation needs, are not subject to sales tax per [RCW 82.08.0287](#), Exemptions.

WSDOT maintains individual spreadsheets for each grantee. These spreadsheets track project expenditures, amounts charged to each funding source, local matching sources, and project budgets. Additional spreadsheets are prepared which summarize the total expenditures from each federal grant and are used to reconcile the grant expenditures shown in the TRAINS system. These spreadsheets are also used for revisions to the program of projects and project budgets.

Site Visits

WSDOT staff perform project monitoring site visits with grantees and/or desk reviews of documentation verifying compliance with program requirements. During site visits or desk reviews, WSDOT staff use checklists which outline the accounting and record keeping requirements based on:

- *OMB Circulars A-122 and A-87* if the grantee received operating assistance.
- The administrative requirements found in *OMB 49 CFR Part 18 and Part 19*.
- The regulatory requirements attached to the receipt of federal funds.
- Vehicle inventory and maintenance records if the grantee received capital assistance.
- Drug Abuse and Alcohol Misuse testing regulations when applicable.

WSDOT provides grantees with guidance to meet the financial management requirements in the [Guide to Managing Your Public Transportation Grant](#).

Audits

Grantees that spend less than \$500,000 of federal funds in the federal fiscal year (October 1–September 3) are exempt from federal audit requirements. However, records must be available for review or audit upon request. Grantees that exceed \$500,000 in the federal fiscal year must have an annual single or program-specific audit conducted. The grantee must provide a copy of the report to WSDOT.

For-profit grantee audit requirements are outlined in each contract. Audits of state agencies and local governments are conducted by the state Auditor. WSDOT administration and project grants made to a public entity are subject to this process and compliance with *OMB Circular A-133*.

The state Auditor issues reports at the completion of an audit and notifies WSDOT when the report is available. WSDOT has access to all audit reports and electronically retrieves copies as necessary. The checklist used for desk reviews or site visits includes questions about audit results.

The WSDOT Audit Office reviews audit reports for compliance with OMB *Circular A-110, A-122, and A-133*. Audit findings, concerns, or errors must be resolved for a grantee to remain in good standing.

Close Out

WSDOT closes projects after reimbursing the grantee for the last of its eligible expenditures. The process is one of the following:

- Verbal verification by WSDOT with the grantee's representative that all project expenditures have been incurred and reimbursed.
- All funding available in the grantee agreement has been reimbursed.
- The project has come to the end of its two-year term (operating projects).

In the instance of the first example above, WSDOT notifies the Accounting and Audit offices of closure. In the instance of the second example, WSDOT closes the project with the final payment.

Closure of capital agreements is for fiscal purposes only. Capital assistance agreements have a term equivalent to the useful life of the equipment purchased, which may be up to 12 years after acceptance of the equipment. WSDOT may amend or terminate capital assistance agreements when the project equipment is transferred between grantees before its useful life has been reached.

Operating assistance agreements have a term of 24 months and are not extended or closed prior to the end date of the agreement.

Procurement

Equipment purchases may be conducted directly by the grantees with WSDOT oversight; from an existing contract with another governmental agency; or through grantee participation in a WSDOT coordinated procurement process.

WSDOT's role is to assure purchases are made competitively and in compliance with federal procurement policies. Grantees are supplied with the [*Guide to Managing Your Public Transportation Grant*](#), which outlines the applicable federal procurement policies and procedures. WSDOT requires pre-approval of all bid documents and specifications prepared by the grantees to assure compliance with federal standards. As grantees proceed in their approval of equals process and contract execution, they are required to consult WSDOT to assure maintenance of the competitive procurement process. WSDOT also requires pre-approval of any purchase from another agency contract.

Property Management

Legal ownership of all vehicles purchased with state or FTA program funding is retained by WSDOT. When titling a vehicle, grantees are listed as “Registered Owner,” responsible for licensing and collision insurance; and WSDOT as “Legal Owner” and loss payee should anything happen to the vehicle.

WSDOT has designed a database that contains all vehicle and equipment inventory records. Reports in this database distinguish between currently owned vehicles and those that have served their useful life and have been released to the grantee. Examples of the information in the database include the grantee’s name, address, phone number, vehicle year, make, model, date accepted, equipment location, federal grant number, state agreement number, federal percentage share, date last inspected, recorded mileage, condition, type of funding used for the purchase, and other information used by WSDOT for program review and reporting.

Inventory Reports

WSDOT requires capital assistance grantees to submit annual Asset Inventories. The Asset Inventories include the Owned Equipment Inventory, Owned Facility Inventory and Owned Rolling Stock Inventory & Verification of Continued Use. The Owned Rolling Stock Inventory includes the following information:

- Year/Make/Model
- Vehicle Code
- Vehicle Identification Number
- Agency Vehicle Number
- Current Odometer
- Condition
- Age
- Remaining Useful Life
- Replacement Cost
- ADA Access
- Seating Capacity
- Fuel Type
- WSDOT Title

The information from these inventories becomes part of the WSDOT inventory record along with the title and certificate of collision insurance coverage.

Maintenance

As a condition of receiving state funding, all Washington public transportation agencies and providers are required to submit a maintenance and preservation management plan to WSDOT. The plan must inventory all transportation system assets and provide a preservation plan based on lowest life-cycle cost. The lowest life-cycle cost method ensures that an asset is maintained in an acceptable condition maximizing safety and useful life. WSDOT has adopted this as best practice for all grantees and provides statewide training and technical assistance.

WSDOT randomly reviews vehicle maintenance records during desk reviews or site visits. Vehicles are randomly selected for physical inspection during site visits which are conducted, at a minimum, every other year.

Vehicle Use

Grant funded vehicles can be used only for passenger transportation services as described in the grant agreement. Grantees of capital funds for vehicles are expected to provide a minimum of 100 passenger service miles per week, per vehicle; or 100 one-way passenger trips per week per vehicle. Grantee records are reviewed by WSDOT staff annually, or as required by program regulations, to verify compliance with minimum vehicle use requirements.

Grantees may not transfer the operational control of a vehicle purchased under this program without prior written approval from WSDOT.

Disposition

Prior to the End of a Vehicle's Useful Life

Grantees may purchase the Federal interest at any time before the end of the equipment's useful life. If this occurs, WSDOT requires that the grantee pay the federal share of the equipment's current fair market value to WSDOT. The fair market value is determined by obtaining an independent appraisal of the equipment.

When an accident occurs which eliminates a vehicle from further operations, WSDOT receives the insurance proceeds. If the grantee purchases a replacement vehicle, the proceeds are forwarded to them after the replacement has been received, paid for, and legal ownership is vested in WSDOT. A replacement vehicle must be a similar type and of equal or greater value than the one damaged. If the damaged vehicle is not replaced, WSDOT keeps the federal share of the insurance payment and forwards the local share to the grantee.

The federal share kept by WSDOT is used to provide capital and/or operating assistance to grantees for public transportation purposes.

At the End of a Vehicle's Useful Life

WSDOT releases interest in a vehicle at the end of the useful life. WSDOT may decide to release legal ownership prior to the end of the useful life if:

- It has been documented that the vehicle is unreliable and the anticipated life cycle costs do not warrant continued operation of the vehicle; or
- Based on reduced environmental impacts, it is deemed to be in the best interests of the public; or
- Early retirement allows for transit investment in new technologies expected to benefit the industry and the public.

The Vehicle Disposition Schedule is shown in the Appendix of the [*Guide to Managing Your Public Transportation Grant*](#).