



## Public Transportation Division: Grants & Agreements Electronic Submittals

| NAME OF DOCUMENT/SUBMITTAL   | PROGRAM(S)                 | FREQUENCY  | SEND BY EMAIL TO:  |
|--|----------------------------|--|--|
| Reimbursement requests (i.e., invoices)  | All                        | Monthly (preferred) or quarterly                                     | <a href="mailto:PTDInvoices@wsdot.wa.gov">PTDInvoices@wsdot.wa.gov</a>       |
| Request for accruals   | All                        | As requested by PTD (typically annually in June)                     |  |
| Request to purchase a vehicle  | All                        | Per project schedule in agreement                                    | <a href="mailto:PTDProcurement@wsdot.wa.gov">PTDProcurement@wsdot.wa.gov</a> |
| Quarterly progress reports   | All                        | Quarterly (April 30, July 30, Oct. 30, Jan. 30)                      | <a href="mailto:PTDReports@wsdot.wa.gov">PTDReports@wsdot.wa.gov</a>         |
| Regional Mobility Grant (RMG) annual reports (VT and VMT reporting)                        | RMG                        | Annually (Oct. 31)   |  |
| Single audit report  | Consolidated/other federal | Annually   |  |
| Transit asset inventories  | All                        | Annually (Feb. 15)   |  |
| RVCT and WSRO vanpool report   | Vanpool                    | Monthly  |  |
| Reporting damage to a grant-funded asset (e.g., vehicle collision or damage to a facility) | All                        | Hopefully very infrequently  |  |
| National Transit Database submittals   | All                        | Annually   |  |
| Commuter Trip Reduction (CTR) survey results   | CTR                        | Every two years  | <a href="mailto:CTRSurvey@wsdot.wa.gov">CTRSurvey@wsdot.wa.gov</a>           |
| Transit asset management plans or vehicle maintenance plan                                 | All                        | Every two years (Feb 15 of odd years) and anytime there is an update | <a href="mailto:PTDPlans@wsdot.wa.gov">PTDPlans@wsdot.wa.gov</a>             |
| Human services transportation plans  | Consolidated               | Every four years   |  |
| Transit development plans  | All                        | Annually (Sept. 1)   |  |
| Performance measurement plans  | RMG                        | Every two years (prior to submitting first reimbursement request)    |  |
| CTR plans  | CTR                        | Every four years   |  |
| Summary of Public Transportation data  | All                        | Annually   |  |
| FTA Certifications and Assurances  | Consolidated/other federal | Annually as requested by PTD   | <a href="mailto:PTDGrants@wsdot.wa.gov">PTDGrants@wsdot.wa.gov</a>           |
| Policies and Procedures (e.g. Procurement, DBE, Customer Complaints, etc.)                 | Consolidated/other federal | Annually as requested by PTD   |  |
| RMG concept letters  | RMG                        | Per NOFO   |  |
| Questions when preparing grant applications  | Consolidated and RMG       | Per NOFO   |  |
| Special needs formula eligibility confirmation   | Formula                    | Every two years (prior to submitting first reimbursement request)    |  |
| Discretionary Notice of Funding Opportunity (NOFO)   | Discretionary              | Per NOFO   |  |
| Grant application performance estimates  | RMG                        | Per NOFO   |  |
| Grant program applications   | All                        | Per NOFO   |  |
| Request for project changes  | All                        | As needed  |  |
| Request to amend an executed grant agreement   | All                        | As needed  |  |
| Request to subcontract on grants   | All                        | As needed  |  |
| Response to site visit follow-up letter (as needed)  | All                        | As requested in site visit follow-up letter                          | Email address of project contact listed in grant agreement                   |
| Construction design plans  | RMG/Tier                   | As needed  |  |
| Decision not to accept a grant   | All                        | Every two years  |  |
| Request for reappropriation  | All                        | As requested (typically in May of even years)                        |  |