



CONSOLIDATED GRANT PROGRAM

2021–2023 Operating Project
Application Instructions

Application due date: October 30, 2020

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

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

TITLE VI NOTICE TO THE PUBLIC

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

CONTACT

Evan Olsen, evan.olsen@wsdot.wa.gov or 360-705-6929

WEBSITE

Access the grant application and instructions at www.wsdot.wa.gov/transit/grants/apply-public-transportation-grant

CONTENTS

Chapter 1: Overview	5
About the Consolidated Grant Program.....	5
Application deadline	5
Fatal Flaw Policy	6
In Good Standing Policy	6
Eligibility for sustaining projects and four-year contracts	6
Transit formula funds	6
Matching funds.....	6
In-kind contributions	7
Passenger fares and donations.....	8
Coordination of services and funding	8
Chapter 2: Applying for funding	9
Grants management system	9
Application process	9
Number of Applications	9
Chapter 3: Application questions	10
Starting the application.....	10
Previewing the application.....	10
General information.....	10
1. Organization contact information	11
2. Summary of project information	11
3. Scope of work	13
4. Budget.....	15
5. Service level.....	20
6. Milestones	20
7. Attachments	20
8. Supplemental Information	22
9. Certification	22
Chapter 4: Evaluation criteria	23
Chapter 5: Selection process	24
Glossary	26

IMPORTANT DATES

July 1, 2020	WSDOT grants management system training
July 23, 2020	WSDOT posts notice of funding opportunity. Grant application available.
July 23–October 30, 2020	Application trainings. WSDOT staff available for questions and technical assistance.
5 p.m., Friday, October 30, 2020	Grant applications due to WSDOT.
November 2, 2020–January 15, 2021	WSDOT conducts internal review of applications for accuracy and any fatal flaws, and works with applicants to make application revisions, as needed.
January 15, 2021	Revised applications due.
February 26, 2021	Metropolitan planning organization/regional transportation planning organization regional ranking forms due.
February 8–March 19, 2021	Independent evaluation panel reviews and scores applications.
April 2021	WSDOT publishes ranked list of projects.
April–June 2021	WSDOT makes funding assignments made based on state transportation budget, and sends grant award letters to grantees.
July 1, 2021	2021–2023 biennium begins.

CHAPTER 1: OVERVIEW

ABOUT THE CONSOLIDATED GRANT PROGRAM

WSDOT distributes a variety of state and federal grants through the Consolidated Grant Program to support public transportation programs.

The 2021–2023 Consolidated Grant Program distributes funding from the following:

- Federal Transit Administration Sections 5310, 5311 and 5339 (state apportionment)
- State Rural Mobility for rural public transit
- State Paratransit/Special Needs for transportation of people with special needs

For more information about the Consolidated Grant Program, see the [Consolidated Grant Guidebook](#).

Program goals

The goals of the Consolidated Grant Program are:

- **Address deficiencies** – Encourage communities to identify and address deficiencies in paratransit/special needs or rural public transportation.
- **Provide a community benefit** – Assist local areas with determining community benefits and support for paratransit/special needs or rural public transportation.
- **Preservation or enhancement** – Provide funding to preserve or enhance paratransit/special needs or rural public transportation where there is a demonstrated need and measurable benefit.
- **Community connections** – Support a sustainable network of transportation services within and between communities.
- **Financial partnerships** – Establish opportunities for collaboration among local jurisdictions; regional organizations; private sector agencies; and state, federal, and tribal governments. Ensure stakeholders have a voice in project development. Encourage appropriate cost sharing for projects.
- **Support coordination and multimodal development** – Coordinate services with other transportation providers in a local area, as well as with other organizations potentially able to use or purchase the services. Consider all modes/forms of transportation beyond traditional sources to enhance the effectiveness of local services.
- **Maintain fleets** – Maintain the percentage of transit vehicles in the state within their minimum useful life.

Changes for the 2021–2023 program

In response to impacts on performance from the COVID-19 pandemic, WSDOT will give special consideration for performance measures when evaluating eligibility for sustaining projects and for four-year projects for the 2021–2023 Consolidated Grant Program cycle only.

APPLICATION DEADLINE

5 p.m., Friday, October 30, 2020

FATAL FLAW POLICY

WSDOT follows a formal fatal flaw policy for its grant applications.

The following are fatal flaws:

- The applicant submits the application after the deadline.
- The applicant is not in compliance with WSDOT's In Good Standing Policy.
- A regional planning organization has not ranked or will not rank the project.
- The applicant has not pledged the required minimum local match.

WSDOT's evaluation panel will not score applications with fatal flaws.

IN GOOD STANDING POLICY

WSDOT is responsible for administering grant funds in accordance with state laws. To ensure compliance with state laws and commonly recognized best practices for grant management, WSDOT has implemented an In Good Standing Policy.

All grant recipients must maintain In Good Standing status in order to receive payments and be eligible for future funding consideration from WSDOT.

For more information on WSDOT's In Good Standing Policy and processes, see the [Consolidated Grant Guidebook](#).

ELIGIBILITY FOR SUSTAINING PROJECTS AND FOUR-YEAR CONTRACTS

An existing Consolidated Grant-funded project may apply for a sustaining grant if the project's budget, miles, hours, or other non-traditional measures (e.g., mobility management outreach hours) do not exceed or reduce by more than 10 percent of actuals or budgeted amounts and statistics in the current biennium. If the difference is between 5 and 10 percent, the applicant must offer an explanation in the [Budget](#) section of the application.

The project must have shown adherence to quantitative performance measures identified in the previous Consolidated Grant Program cycle's application to be eligible to apply as four-year sustaining project.

For more information about eligibility, contact your regional WSDOT [community liaison](#).

TRANSIT FORMULA FUNDS

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

MATCHING FUNDS

The amount of matching funds required for a project depends on the project type.

- **New projects:** New projects (i.e., capital, expansion of service, or planning projects not previously funded by a Consolidated Grant) require a minimum of five percent local share.
- **Sustaining projects:** Sustaining projects (i.e., operations or mobility management) require a minimum of 10 percent local share.

- **Operating projects:** WSDOT calculates the amount of matching funds required for operating projects based on net operating expenses (i.e., not including any revenue collected from passenger fares and/or donations).

Projects receiving funds from other federal agencies (i.e., non-U.S. Department of Transportation funds) may use those funds for the entire match requirement. U.S. Department of Transportation funds provided through the Federal Lands Highway Program may also be used as match for the 5310, 5311, and 5339 programs.

Projects committing more than the minimum local match may perform better during evaluation.

WSDOT may award state funds to provide a portion of the funds needed to meet federal match requirements.

Projects must adhere to the match ratio in their application, regardless of the minimum level of match required. Should project savings occur, WSDOT will apply the savings proportionally to the project's matching funds and the Consolidated Grant award.

Match required from local sources for state grants		
Project type	Grant share	Minimum local share
New projects	95%	5%
Sustaining projects	90%	10%

Match required from local sources for federal grants		
Project type	Federal share	Minimum local share
Operating	50%	50%

IN-KIND CONTRIBUTIONS

In-kind contributions are the fair-market value of noncash contributions received from a third party. In-kind contributions must be for goods and services directly benefiting and specifically identifiable to the project, or for costs incurred by an organization not otherwise charged to the project.

Only operating projects may use in-kind contributions as matching funds.

Note: In-kind contributions must be specific to the project identified in the application. Applicants may not use in-kind contributions as match for other projects.

Applicants must include in-kind contributions as project costs. Applicants must also document and the value of the contributions.

Certain conditions apply to the use of in-kind contributions as matching funds:

- Applicants must submit an in-kind valuation plan with their application for WSDOT's approval. WSDOT must approve the plan in writing before applicants may use the in-kind contribution as matching funds toward the project. WSDOT can assist with writing this plan.

- Applicants must keep detailed documentation on in-kind contributions, including:
 - A written statement from the person or organization providing the goods or services.
Additionally, 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

Applicants may not use passenger fares and donations in lieu of fares as matching funds. Applicants must deduct fares and fare donations from gross expenses to determine net expenses.

Applicants may use donations from someone other than a passenger (i.e., giving a donation to a driver) as matching funds.

COORDINATION OF SERVICES AND FUNDING

WSDOT will evaluate only applications ranked by a metropolitan planning organization or regional transportation planning organization for the 2021–2023 biennium.

Additionally, applicants must base their projects on the needs and strategies identified in their metropolitan planning organization or regional transportation planning organization's regional coordinated public transit-human services transportation plan.

WSDOT also expects applicants to coordinate services with other transportation providers in their area, as well as other organizations that are able to use or purchase services provided by the applicant. WSDOT verifies activity related to this requirement during the application process. WSDOT recommends that applicants notify and coordinate with the local transit systems if the applicant has located their project within a public transit service district.

CHAPTER 2: APPLYING FOR FUNDING

GRANTS MANAGEMENT SYSTEM

Beginning with the 2021–2023 application cycle, WSDOT will use a new, online grants management system.

Before accessing the Consolidated Grant Program application, applicants must complete a registration process and basic training for the system. For more information about registration and training, contact Pam Smith at pam.smith@wsdot.wa.gov.

APPLICATION PROCESS

Applicants must submit applications by 5 p.m., Friday, October 30, 2020. WSDOT will not accept late applications.

Applicants must complete applications electronically through WSDOT’s online grants management system at www.wsdot.wa.gov/transit/grants/apply-public-transportation-grant.

Space is limited in the application’s narrative boxes. Applicants that need additional room for their answers should use the [Supplemental information](#) section near the end of the application.

The grants management system will confirm submission of each application. The confirmation will not include an assessment of the completeness of the application.

NUMBER OF APPLICATIONS

Organizations may submit an unlimited number of applications.

Organizations must submit separate applications for each project and each project type:

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

Note: Applicants may print applications from the Application Details screen in the grants management system. However, WSDOT will not accept scanned or printed applications.

CHAPTER 3: APPLICATION QUESTIONS

STARTING THE APPLICATION

Note: If you have not yet registered for the grants management system, contact Pam Smith at pam.smith@wsdot.wa.gov before proceeding.

1. Access the grants management system.
2. Select “funding opportunities” in the left-hand column.
3. Select the operating Consolidated Grant Program opportunity.
4. The first time you access a funding opportunity, select “start new application.” When you return to the grants management system, you will find your draft applications listed under Current Applications in the Applications module.
5. Open and scroll down in each of the application’s dropdown menus to input information.
6. As you input information into sections, select “save form information” often. Some fields will not be visible if you do not save the prior section.
7. When you complete a section, select Mark as Complete.

PREVIEWING THE APPLICATION

As you complete sections of the application, the Application Details screen will update the status of each section.

You may select any of the incomplete components to continue with the application.

Note: If you only see a full application preview and not a list of sections, select “edit application.”

GENERAL INFORMATION

Application creation wizard

After selecting “start new application,” the grants management system will open the application creation wizard.

Your agency’s information should already be in the system from the registration process.

Input the following:

Step 1: Application title: The exact title of the project as ranked by the metropolitan planning organization or regional transportation planning organization for the 2021–2023 biennium.

Titles should not be more than two sentences and may be as brief as two words. You will have a chance to provide a more detailed description of the project later in the application.

Primary contact: This information should self-populate based on your login.

Select “save form information” and move to next page.

Step 2: Organization: If your organization has not self-populated, use the dropdown menu to choose your organization.

Select “save form information” and move to next page.

Step 3: Additional applicants: From the dropdown, add other members of the agency staff who will need access to the application, including the executive who will sign the authorization form. The dropdown menu includes names at your agency that were added during agency registration.

Select “save form information” and move to next page.

1. ORGANIZATION CONTACT INFORMATION

WSDOT staff may need to contact the organization director, application editor, or project contact. Please fill in the name, title and email address for all three, even if they are the same person.

Select “save form information” and move to next page.

If the organization contact information is correct, select “mark as complete” and move to next section.

2. SUMMARY OF PROJECT INFORMATION

Operating project

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.

Operating projects consist of activities and services directly provided or purchased by the applicant.

Applicants may not use operating grant funds for:

- Expenses (e.g., labor, supplies, fuel).
- Depreciation of vehicles purchased with federal or state funds.
- Costs associated with expenses incurred during timeframes outside of the grant period (e.g., prepaid insurance coverage).

Operating type

Select your project type from the dropdown menu.

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 grant award 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 (e.g., demand response, commuter route).

Service type

Select all that apply. For service-type definitions, see the [Glossary](#).

Note: WSDOT considers dial-a-ride service to be demand response.

You may also select volunteer driver programs as demand response and/or fixed route.

Need for service

Select from the following from the dropdown:

- **Sustain existing service:** A project that is already established and its scope of work from the previous period remains essentially unchanged. Funding for the project is from a previous Consolidated Grant.
- **Expand service:** A project that increases the service level of an existing service.
- **New service:** A project that has either not yet begun, has not been funded through the Consolidated Grant Program, or that contains substantial changes in cost and scope of work to the original project.

If your project expands service, select the boxes that describe the nature of the expansion (i.e., establish new service area, increase budget, extend hours of service).

For information on sustaining and expanding service, see [Eligibility for sustaining projects and four-year contracts](#).

Note: WSDOT defines new service as new to the Consolidated Grant Program.

Are you willing to accept Federal Transit Administration funds?

Select “yes” or “no.”

Note: Selecting “yes” indicates that your organization is willing and able to comply with the associated requirements for federal funds. For a list of requirements, see the [Consolidated Grant Guidebook](#).

Certain federal fund types require a U.S. Department of Transportation Drug and Alcohol Testing Program.

Identify the areas this project will serve

Use the dropdown boxes to choose the counties and state legislative districts your project will serve.

If your project serves tribal lands or citizens, note this in the supplemental text box.

Duration of project

Select the appropriate duration (i.e., two years or four years).

For more information, see [Eligibility for sustaining projects and four-year contracts](#).

Select “save form information.”

Dependency on other projects

If your project is dependent on any other project that your organization or other organizations have submitted for 2021-2023 Consolidated Grant Program funding (i.e., if one project is not funded, the other project cannot perform), select “add row.”

Enter the Project Title for the other project exactly as it appears in the regional ranking process.

After entering a project's title, select "save row." If your project is dependent on more than one project, repeat the steps above.

Check the entries on this page. If correct, select "mark as complete."

Note: If one project is contingent on another project, both project applications should indicate their relationship and the priority for funding, if applicable.

3. SCOPE OF WORK

Project description

Regional transportation planning organization/metropolitan planning organization

Select the regional transportation planning organization/metropolitan planning organization that will be ranking or has ranked your project.

If you are not sure which organization will be or has ranked your project, see www.wsdot.wa.gov/planning/regional.

Is this project primarily serving a rural area?

Select "yes" or "no" based on the customers your project will serve.

Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?

Select "yes" or "no."

Proposed scope/description of the work

Briefly and specifically (i.e., maximum four sentences) describe what your project proposes to do (i.e., for whom, what, when, and where).

Examples:

- *Sustain rural commuter routes for the general public in Yakima and Kittitas counties five days a week.*
- *Sustain dial-a-ride transportation for the elderly and special needs populations in Tonasket and the area immediately surrounding Tonasket seven days a week.*

Need

Describe why you are pursuing the proposed project.

Include a description of:

- The transportation problem the project will address.
- How you or others identified the problem.
- How the proposed project will address the problem.

Coordination efforts

Describe your coordination with your regional transportation planning organization/metropolitan planning organization and other local or regional partners for your project.

Include details such as:

- The project’s inclusion in regional plans.
- What prioritized strategies the project supports.
- Who was involved in defining the transportation problem the project addresses.
- Other alternatives that were/are being considered for solving the transportation problem.
- Demonstrations of local/regional support for implementing the project.

Special needs transportation

If your project involves special needs transportation, describe how your project advances efficiencies in, accessibility to or coordination of transportation services for people with special transportation needs.

To be eligible for funding for special needs transportation, applicants must address how their project advances the efficiency, accessibility, and/or coordination of service for people with special transportation needs ([RCW 47.01.450](#)). Describe how your project advances these areas.

Additionally, identify the special needs population your project will serve.

Efficiency

Describe how your project provides more efficient and effective transportation services to the target populations within the community your project serves.

Additionally, describe the methods and strategies you will use to measure your project’s success. Identify data sources and monitoring processes. Describe strategies or steps you will take if your project does not meet its performance targets.

Other modes of transportation

Describe how your project connects to, coordinates with, leverages, or enhances other transportation modes and facilities in your service area (i.e. aviation, intercity bus, rail, park and rides lots, bicycle, pedestrian).

Describe how your project supports and interacts with other modes of transportation in the project area.

Additionally, describe:

- How the service, equipment, or plan enhances other transportation or social services within your organization or among partners.
- The efficiencies your project will realize within your service area.

Project staff

Identify the staff members who will work on your project.

Describe each individual's level of experience with grant management.

Select “save form information.”

Human services transportation plans

Select “add row” and specifically identify the regional coordinated public transit-human services transportation plan that ranked your project. Include page numbers for where the plan identifies the need your project addresses. If your region has not finalized its plan and you do not have a page number, enter “TBD” in the page number field. If your region’s plan is not listed, use the “other” field. Once you have input all information, select “save row.”

Additionally, because a project may affect more than one planning region, you must identify all other plans that identify the need your project addresses in the same manner.

Select “mark as complete.”

4. BUDGET

For existing and expansion projects, complete all columns.

For new projects, leave the current biennium fields blank.

Note: Do not include capital expenses in the operating budget.

WSDOT may deem specific expenses ineligible upon review.

Expenses

Select “add row” for each expense source.

Select the appropriate category of expenses and populate the table for your project.

Select “save row” after each expense type.

The following expense categories are in the expenses dropdown menu.

Note: The first two expenses fields are for the two years in the current biennium. WSDOT understands that this is not a normal year, but requests that you add actual expenses and 2020-2021 budgeted expenses based on the information you currently have.

Do not be concerned about the dollar formatting in the budget fields. After saving rows, the formatting will correct itself. Enter whole dollars only.

Direct operating expenses

These are expenses directly attributable and incurred solely to provide services identified in the project. They generally include:

Contracted services – other

Expenses paid to other vendors for system development or planning activities.

Contracted services – transportation

Expenses paid to outside vendors for all or part of the grant-funded services.

If your organization is a broker, you should include the amounts paid to service providers here.

Contracted services may also include contracted dispatching, maintenance, and other transportation-related expenses associated with your project.

Organizations contracting with disadvantaged business enterprises may receive additional consideration for funding.

Depreciation

Reallocation of the cost of an asset over its useful life.

Enter the amount applicable to the grant period using your organization's depreciation method.

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

Fuel and lubricants

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

In-kind contributions

Fair-market value of donated goods, services, and volunteer labor used for the project from a third party.

To be eligible, the cost must be necessary to carry out the project and the value consistent with what your organization would have otherwise paid for those goods, services, or labor.

Note: The value of the in-kind services must also appear in the revenue section of your application.

If you include in-kind contributions, you must submit an in-kind valuation plan as an attachment to your application.

Labor and benefits

Wages, salaries, and fringe benefits paid to drivers, dispatchers, shop mechanics, and other employees working directly on your project.

Maintenance parts and supplies

Costs for routine vehicle maintenance and repairs not capitalized by your organization.

You should not include refurbishments that substantially extend the useful life of the vehicle (e.g., new engines, complete vehicle restorations). These items are normally capitalized expenses and you must request them through a capital grant application.

Other

All direct operating expenses not previously specified.

You may list major-expense items individually. You may combine smaller categories of expenses.

Project supplies

Project supplies are any inventory-type purchase not including vehicle/facility maintenance supplies.

Examples include:

- Personal protective equipment
- Training tools
- Other project-related supplies not already in another category

Note: If the supplies are an indirect cost (i.e., for the benefit of more than just the grant-funded project), you should note them in the Overhead (indirect) expense category (Other).

Rent and utilities

Includes, but not limited to, rent/lease payments for office space, as well as light, heat, water, and telephone.

Vehicle-use fees

Fees charged by another party (e.g., local city or county government) in lieu of actual maintenance costs. These fees are eligible expenses for reimbursement. However, the fee charged must not include depreciation of grant-funded vehicles.

Overhead (indirect)

These are expenses not directly attributable to a single project or program, but that are necessary for the organization to operate.

Indirect expenses are common for non-profits who do more than transportation programs. They are also common for transit projects that focus on one mode among many.

Eligible indirect expenses generally include:

Insurance

Vehicle insurance expenses accrued during the specified time period.

You may not include prepaid insurance costs outside the grant period. These are not eligible expense for reimbursement.

Labor and benefits

Wages, salaries, and benefits paid to program managers and executives, clerical and support staff, and other administrative employees who work on multiple programs, not just the grant-funded project.

Consulting services

Expenses paid for third-party professional and technical services to support your whole organization.

Other

All other indirect expenses not identified above, including training and travel.

You may list major-expense items individually. You may combine smaller categories of expenses.

Note: Should WSDOT award your project, if you are charging any administrative expenses as either allocated direct costs or an indirect cost rate, you must submit your cost allocation plan to WSDOT for approval.

If a cognizant federal agency (e.g., Bureau of Indian Affairs, Health and Human Services) previously approved your plan, you may submit documentation of the approval in lieu of the plan.

If your administrative expenses benefit multiple projects and services, allocate them proportionally among the various projects.

Note: Do not select “mark as complete” until you complete all budget tables, other sources, comments, and disadvantaged business enterprises goals.

Revenues

Revenues are funding sources other than passenger fares and ride donations used to support your project and meet matching funds requirements.

Select the appropriate category of expenses from the dropdown menu and populate the table for your project.

Do not include:

- Revenues that you will retain for transportation reserve accounts.
- Revenues that you will use or have used for capital purchases.
- Revenues from federal and/or state grants you have not yet secured.
- Fares and, in a fare-free system, donations in lieu of fares. While you may consider these revenues, FTA regulations and WSDOT policy require that you deduct passenger fares and donations from the gross project cost. You also may not use passenger fares and donations as matching funds.

For existing projects, enter the actual and budgeted revenue for the current project for each funding type. Next, add next biennium’s projected revenues. If you are applying for four years of funding, provide projected revenue amounts for the second biennium (i.e., 2023–2025).

Local funds

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.
- Income generated from service contracts or other internal activities, such as freight or advertising.

State funds

Funds received from WSDOT and other state agencies, excluding funds requested or awarded through the Consolidated Grant Program.

Federal funds

Funds received from the U.S. Department of Transportation and other federal agencies, excluding any WSDOT or FTA funds requested with your application.

Note: Medicaid is a federal source.

In-kind contributions

The fair-market value of donated goods, services, and volunteer labor for your project.

To be eligible for reimbursement, these costs 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.

Other (list)

All other revenue sources not identified in the dropdown menu that you will use to support the project.

Variances

If your project's expense-type line item totals for any two biennia (i.e., 2019–2021, 2021–2023, 2023–2025) varies by more than five percent, you must explain this variance. Select "edit form" to provide explanations. When complete, select "save form information."

Additionally, if your totals vary by more than 10 percent, WSDOT may require you to reapply for a new biennium or split your project into one sustaining and one expansion project, requiring two separate applications.

Other sources

Select "edit form" and describe your efforts to leverage resources for your project from sources other than WSDOT.

Describe any efforts or plans to:

- Leverage funds from other sources.
- Secure financial support from non-governmental organizations.
- Request additional funding from other governmental sources.

Additionally, use this space to describe any community partnerships that provide value, if not monetary.

Comments

Describe how you developed the budget for your project and describe any sources you identified as other revenue.

Provide explanations for:

- The assumptions you used to develop the proposed budget.
- Any changes you have made from previous grant funded projects, if applicable.
- Details on matching funds and other revenue.
- If your project's revenue line item totals for any two biennia vary by more than five percent, give the reasons for this variance.

Disadvantaged business enterprises goals

Select "add row."

Select "yes" or "no" to identify if there are any disadvantaged business enterprises goals your organization plans to meet for this project.

If you select “yes,” add the estimated percentage of the proposed project budget that you may use to employ disadvantaged business enterprises (i.e., contractors, suppliers).

When finished, select “save row.”

You may also select “no.” However, your application may score better if you have even a small disadvantaged business enterprises goal. Consider out-of-area disadvantaged business enterprises for printing and technology work.

For more information on good faith efforts for disadvantaged business enterprises, see Appendix D of the [Consolidated Grants Guidebook](#).

For more information on disadvantaged business enterprises and a list of disadvantaged-business-enterprises-certified businesses, visit www.wsdot.wa.gov/EqualOpportunity/DBE.

5. SERVICE LEVEL

Provide information on the levels of transportation services for your project.

If yours is a sustaining operations project and you are applying for four years, provide estimates for the second biennium (i.e., 2023–2025).

Note: To be eligible for four years of funding, your project’s second biennium service-level information must remain within the performance metrics in [Eligibility for sustaining projects and four-year contracts](#).

Project service-level information

Use the Edit Grid button to access the fields in this section.

How were service-level estimates developed?

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

Intended outputs

For demand response or deviated-fixed-route projects, describe the objectives (i.e., targets) of your project in quantitative terms. Because demand response and deviated-fixed-route statistics can be inconsistent, this is a chance to expand on stated trips, miles and hours.

Qualitative measures are optional.

6. MILESTONES

Select the milestones appropriate to your project and provide estimates of the schedule.

Note: You must expend all awarded grant funds and local match for the 2021–2023 biennium by June 30, 2023.

7. ATTACHMENTS

To add attachments:

1. Select each attachment required or applicable to your project.
2. An “attach file” screen will open.

3. Select and upload the file.
4. Add a description for the file.

Note: WSDOT will consider applications without attachments incomplete.

Attachments required/conditionally required for each application:

Attachment 1: Copy of your organization’s most recent audit report.

Attachment 2: 501(c) determination for new nonprofit applicants.

Attachment 3: Certification from the Washington Utilities and Transportation Commission for new non-profit applicants that are direct service providers.

Attachment 4: Service area map.

You must attach a map that clearly identifies the geographic area in which you will provide service and/or the location of the project described in your application.

Note: If you are applying for funding for one or more specific routes, you must identify the routes on the service-area map.

Attachment 5: Population density map.

You must attach a service-area map that shows the general population density for each project.

If you need technical assistance to generate the population density map, contact your metropolitan planning organization/regional transportation planning organization or WSDOT staff.

Attachment 6: In-kind valuation plan.

For operating and mobility management projects only.

For more information on this requirement, see [In-kind contributions](#).

Attachment 7: For projects that cross planning organization boundaries, a letter from the non-ranking planning organization concurring that the need the project addresses is identified within their coordinated public transit-human services transportation plan.

Attachment 8: Letters committing matching funds from third-party financial partners, if applicable.

If your organization is applying for a four-year grant, the match letter must commit to funding for all four years.

If you submit multiple letters committing matching funds, combine them into one PDF before uploading.

Optional attachments: Letters of support

Letters of support should be addressed to your organization (not WSDOT), clearly reference your project, and identify the benefits that will be gained if your project is funded.

You should submit these letters at the same time as your application.

Combine all letters of support into one PDF before uploading.

Note: Letters of support do not suffice for letters committing matching funds.

File type and naming conventions

You should save all attachments in PDF format.

Please use the following naming convention:

- Organization-name_application-type_project-name, with underscores between words (no spaces).

Example: *XYZTransit_Ops_campusloop_PopDensityMap.pdf*.

- If you are submitting multiple attachments of the same type for the same project, add an alpha character to the end of the file name.

Example: *XYZTransit_Ops_campusloop_PopDensityMap.A.pdf*,

XYZTransit_Ops_campusloop_PopDensityMap.B.pdf,

XYZTransit_Ops_campusloop_PopDensityMap.C.pdf.

8. SUPPLEMENTAL INFORMATION

You may use this space to elaborate on information provided in other sections of the application.

However, try to keep your comments brief.

9. CERTIFICATION

Complete this section by selecting “yes” in the certification field and typing the name of the certifying authority, their title, and the date.

Note: You will be unable to submit your application until you select “yes.”

CHAPTER 4: EVALUATION CRITERIA

WSDOT has criteria for evaluating applications in collaboration with partners and stakeholders. WSDOT evaluates all applications based on the extent to which:

1. The project establishes, preserves, or improves public transportation services within a community.
2. The project addresses a recognized need within the community.
3. The project reflects a community process of coordination and input.
4. The project leverages funds from other sources and/or documents local commitment to support the implementation of the project.
5. The project appears to be feasible as described.
6. The project connects to other systems and/or modes.
7. The project defines specific performance measures it will use to determine its success.
8. The project describes an active effort aimed at improving the efficiency and effectiveness of transportation services.
9. The applicant reports sufficient experience managing transportation projects and grants awards to ensure success.
10. The applicant reports sufficient financial capability and resources to implement and successfully carry out the project.
11. The applicant demonstrates a good-faith effort to utilize and/or contract with disadvantaged businesses on the project.
12. The project contributes to the state's effort to maintain the number of public transportation vehicles within their minimum useful life.
13. For vehicle purchases, the project complies with state rules (Chapter 194-29 WAC) regarding alternative fuels.

CHAPTER 5: SELECTION PROCESS

PLANNING ORGANIZATION LETTER GRADES

Metropolitan planning organization/regional transportation planning organizations award letter grades that are equivalent to extra points through a regional ranking process based on local priorities.

For more information, see [Project evaluation](#).

WSDOT INTERNAL REVIEW

WSDOT staff will perform an initial assessment of grant applications for errors and completeness.

Next, WSDOT will contact applicants to provide additional information or corrections, as needed. You should make yourself available during the internal review, as you must submit any requested changes by January 15, 2021.

Applicants may only make adjustments to information that WSDOT requests during this internal review period. Applicants may not adjust other information.

INDEPENDENT EVALUATION PANEL

WSDOT conducts its evaluation of projects using an independent panel of subject matter experts.

The panel is composed of demonstrated subject matter experts with experience in:

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

The panel ranks projects based on the criteria described in [Chapter 4](#).

The panel will recommend projects for a prioritized project list.

Project evaluation

The independent evaluation panel evaluates all projects using a forced-pairs methodology.

WSDOT assigns each project a number and places the project (e.g., project 1) on a grid that pairs the project with all other projects received.

Each evaluator compares project 1 to project 2, chooses the higher-ranked project, and selects the corresponding number on the grid. The evaluator then compares project 1 to project 3, and so on until the evaluator has compared project 1 to all other projects.

WSDOT tallies the scores from all evaluators in a prioritized project list.

The maximum number of points for any project from the evaluation process is 100.

Metropolitan planning organizations/regional transportation planning organizations also grade projects at the regional level, denoting local priorities and accounting for additional evaluation points (i.e., A = 50 points, B= 25 points, C=12 points, and D= 0).

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

PROJECT AWARDS AND FUNDING

Using the prioritized list of projects, WSDOT matches the highest-ranking projects with the appropriate available sources of funding to provide support for as many projects as possible.

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

PROJECT START DATE

A project funded for the 2021–2023 biennium may begin incurring eligible expenses July 1, 2021.

WSDOT cannot reimburse eligible expenses until a contract has been executed. The agreement period extends from the date of contract execution through June 30, 2023.

GRANT MANAGEMENT REQUIREMENTS

To ensure compliance with regulatory requirements and established best practices, WSDOT requires that grantees adhere to specific grant management practices.

Grantees must participate in WSDOT training on grant-management practices. Specific information on WSDOT’s grant-management requirements is in the [Consolidated Grant Guidebook](#).

Each grant recipient will have a WSDOT community liaison who will provide support, technical assistance, and compliance oversight of grants in their geographic area.

GLOSSARY

Americans with Disability Act of 1990 (ADA)

A federal civil rights law, that assures persons with disabilities equal opportunity to fully participate in society.

ADA-accessible

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

Capital expenses

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

Commuter service

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

Coordinated public transit-human services transportation plan

A locally developed plan that prioritizes strategies for delivering transportation to people with special needs including individuals with disabilities, children, seniors, and people with low incomes.

Cutaway

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

Demand response

Services characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door or curb-to-curb transportation at the passenger’s request. Also referred to as paratransit or dial-a-ride service.

Disability

A condition that substantially limits one or more of a person’s life activities.

Disadvantaged business enterprise

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

Equipment

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

Expansion

The acquisition of revenue vehicles for expansion of transit service.

Federal ID number

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

Fixed route

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

General and local government agencies

The following entities:

- Political subdivisions of the state.
- Authority of at least one state or political subdivision of a state.
- Public corporation, board, or commission established under the laws of a state.
- Incorporated cities, towns, and counties located in rural areas.
- Incorporated cities and counties located in urban areas.
- Special districts (schools, ports).
- State agencies.

Indirect cost plan

A cost allocation plan that results in an indirect cost rate. The indirect cost rate is a percentage of an indirect cost pool and some indirect cost base. The cost allocation plan is a method for assessing indirect costs that benefit more than one cost objective (i.e., project or program) and are not readily assignable without a disproportionate effect. Indirect costs, such as administrative costs, that benefit multiple projects or programs are allocated (i.e., 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 (i.e., the public agency that provides the majority of an organization’s grant funding).

In-kind contributions

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

Electronics, communications, or information- processing in transportation infrastructure and in vehicles used either singly or integrated to improve transportation safety and mobility and to enhance productivity.

Intermodal

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

Local funds

Money appropriated by local, general-purpose government; local municipal government, as defined in

[RCW 35.58.272](#); local school districts; or local private agencies for the purpose of supporting public transportation services.

Local match

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

Metropolitan planning organization

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. Section 5301\(a\)\(1\)\(L\)](#)).

Operating expenses

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

Other equipment

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

Paratransit

Transportation services provided:

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

Passenger trip

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

Persons with special transportation needs

Those persons, including their personal attendants, who because of disability, income status, or age are unable to transport themselves ([RCW 47.06B](#)).

Nonprofit

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

Public transportation

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

Regional grades

The grade assigned to a project by a regional transportation planning organization/metropolitan planning organization reflecting regional and local priorities.

Regional transportation planning organization

Regional organizations responsible for comprehensive transportation planning and programming in small urban and rural areas.

Replacement equipment

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

Revenue vehicle hour

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

Revenue vehicle mile

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

Rolling stock

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

Route deviated

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

Rural area

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

Rural public transit

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

Seniors

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

Spare status

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

Travel training

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

Urban area or urbanized area

As defined by the U.S. Census Bureau, a geographic area with a population of 50,000 or more with a

central city and surrounding settlement patterns. Small urban areas have populations between 50,000 and 200,000; large urban areas have populations greater than 200,000.

Volunteer driver

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

Volunteer hours

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