

# Consolidated Grants Program

## **2021-23 Grant Program and Application Training**

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PUBLIC TRANSPORTATION DIVISION  
Aug.-Sept. 2020

# Agenda

1. Consolidated Grant Program overview
  - Eligible applicants and project types
  - Local match requirements
2. Before you begin application
  - Early considerations
  - Applicant expectations
  - Grantee expectations
3. Filling out the application

# Program Overview

## Why “Consolidated”?

- State rural mobility competitive
- State paratransit/special needs non-profit
- Federal Transit Administration funds:
  - §5310 Enhanced mobility of seniors and individuals with disabilities
  - §5311 Rural mobility
  - §5339 Buses and bus facilities (statewide portion)

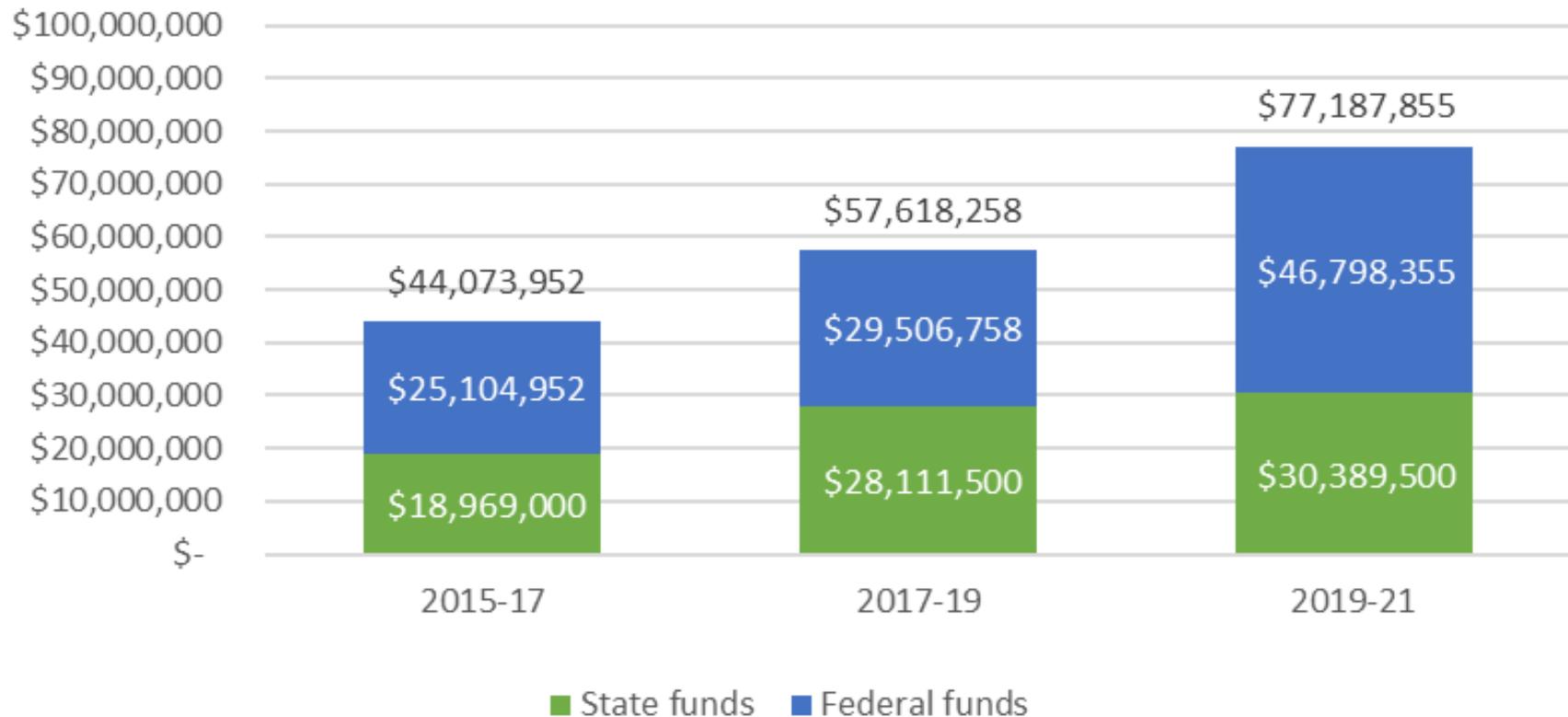
# Program Overview

## State and WSDOT goals

- Reflects a community process of coordination and input.
- Complies with state rules ([WAC 194-29](#)) regarding alternative fuels
- Maintains the number of vehicles that are within their minimum useful life (state of good repair)
- Identifies and implements opportunities to increase statewide investments in multimodal transportation
- Engages Disadvantaged Business Enterprise (DBE) businesses

# Program Overview

## WSDOT Consolidated Grant State and Federal Historical Funding



# Program Overview

- July 23, 2020 – Applications available in Grants Mgmt. System
- Oct. 30, 2020 by 5 p.m. PST – Applications due to WSDOT
- Nov. 2, 2020-Jan. 8 2021 – WSDOT conducts internal review
- Jan. 15, 2021 by 5 p.m. PST – Revised final applications due in GMS
- February 26, 2021 – Regional rankings due to WSDOT
- Feb.-March 2021 – Application evaluators used forced pairs to score
- May 14, 2021 – Ranked list of projects announced
- Contract term July 1, 2021–June 30, 2023 for two year projects  
July 1, 2021–June 30, 2025 for four year projects

# Program Overview

## What's new:

- Past performance evaluation to qualify for a 4-year project or a continuing project will be flexible due to COVID-19 service impacts.
- Interface through WSDOT Grants Management System
- Later initial application due date (October 30)
- Later date for regions to submit rankings (February 26)

# Program Overview

## Scoring and funding

Evaluator forced pairs

Regional MPO/RTPO ranking

Evaluator score	Regional ranking	Final score
85	A (50 points)	135
48	B (25 points)	73
95	C (12 points)	107
60	A (50 points)	110

Award letters

# Eligibility

## **Eligible organizations**

- Nonprofits
- Tribes
- Public transit agencies
- Local agencies
- Other governments in Washington state

# Eligibility

## Eligible projects

**Public Transportation** is “any form of transportation that is accessible and available to the public that does not involve a single person in a motorized vehicle.”

**Types of projects** fall into four categories:

- Operating
- Capital
- Mobility management
- Planning

# Eligibility

## Eligible projects

### Operating

- General operating assistance
- Operating assistance for a specific service
  - Fixed-route
  - Route-deviated
  - Demand response/Dial a Ride
  - Volunteer driver program
  - Commuter service

# Eligibility

## Eligible projects

### Capital

- Vehicle replacement or expansion
- Technology such as automated vehicle locators or dispatch software; security cameras
- Equipment such as wheelchair lift (retrofit), ramp, garage equipment

# Eligibility

## Eligible projects

### Mobility management

- Planning, coordination, and/or policy work that addresses critical gaps in special needs transportation.
- Support for travel training programs.
- Programs providing information and/or education about special needs transportation.

# Eligibility

## Eligible projects

### Planning

- Local or regional marketing planning for special needs or rural public transportation.
- Development of a local or regional coordination plan.
- Agency financial and operating planning.
- Comprehensive transportation planning (new transits).
- Regional feasibility study

# Local match

## Level of match (statutory – FTA)

<b>Project type</b>	<b>Federal Share</b>	<b>Minimum Local Share</b>
Operating	50%	50%
Capital	80%	20%
Mobility Management	80%	20%
Planning	80%	20%

## Match Required from Local Sources (contractual)

<b>Operating example</b>	<b>Grant Share</b>	<b>Minimum Local Share</b>
New Projects	95%	5%
Sustaining Projects	90%	10%

# Local match

## Sources of match

- Local funding such as transit sales tax
- Non-DOT federal funds (FEMA grant, Health and Human Services grant)
- State grant funds
- Contract revenue (Medicare)
- Local grants
- In-kind donations (not for capital projects)

End of section

# Early Considerations

- Does my agency and project qualify as eligible for grant funds?
- Can my agency provide the local match?
- Can my agency meet the obligations
  - of applicants?
  - of grantees?

# Applicant expectations

- Create an account in WSDOT's Grants Management System
- Watch the recorded application training or attend the webinar
- Submit one application per project - in GMS
- No hard copy or scanned/emailed submissions
- Respond promptly during Nov. 2020-Jan. 2021 review period

# Applicant expectations

## **Fatal Flaw Policy**

Applications will be rejected if:

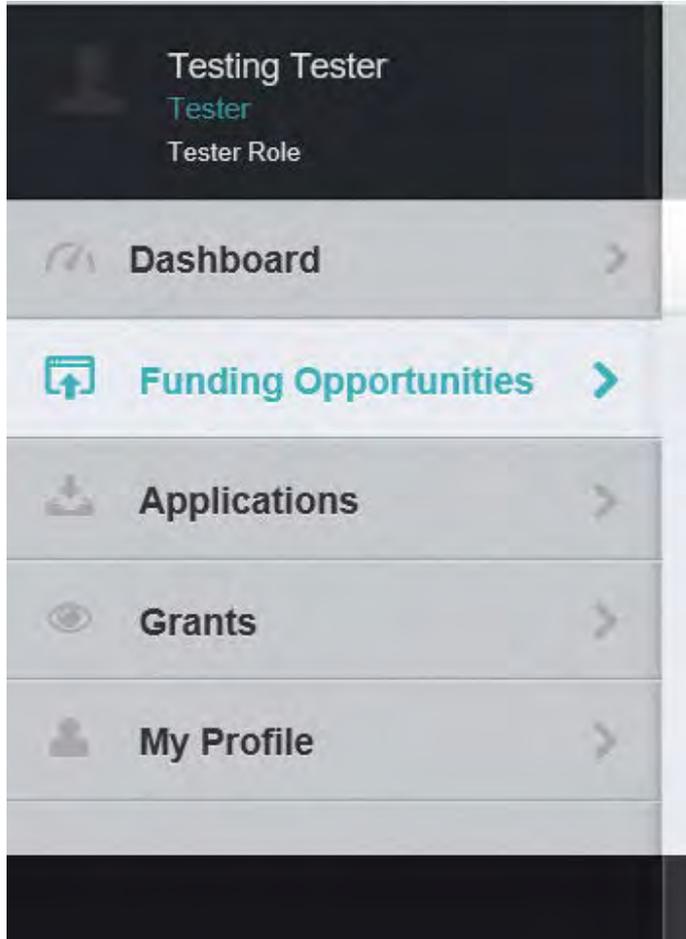
- The application is submitted after the deadline
- The applicant is not in compliance with WSDOT's "In Good Standing" Policy
- The YES box in the application authority section is not selected by January 15, 2021
- The project is not/will not be included/ranked in HSTP process
- Applicant has not pledged minimum match

# Grantee expectations

- Training
- Quarterly and annual deliverables
- Required policies and plans
- Site visits (in person or virtual)
- Regional coordination
- WSDOT approval required before service change and encouraged before fare change
- Lobbying, charter and school service restrictions
- Vehicles must be used for 100 passengers or 100 miles per week

End of section

# Application in GMS



Start by clicking Funding Opportunities in the left navigation bar.

You will then see a table with five options:

- Consolidated Grant Program
  - Operating
  - Mobility Management
  - Capital
  - Planning
- Regional Mobility Grant

Click anywhere in the row

# Application in GMS

Read complete application instructions before beginning..

Agency	Program Area	Title	Posted Date	
Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Operating - FY21	May 13, 2020 9:29 AM	O
Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Mobility Management -	May 12, 2020 1:08 PM	De



## Attachments

Description	File Name	Type	Size	Upload Date
2021-2023 Consolidated Grant Program application instructions for operating projects.	Consolidated Grant Program - Operating-Instructions-2021-2023.pdf	pdf	786 KB	08/03/2020 04:17 PM

# GMS forms/tabs

Component	Operating
	General Information
	1-Organization Contact Information
	2-Summary of Project Information
	3-Scope of Work
	4-Budget
	5-Service Level
	6-Milestones
	7-Attachments
	8-Supplemental Information
	9-Certification

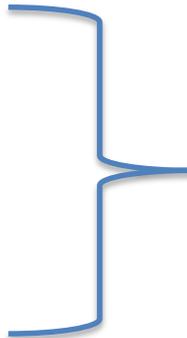
Component	Capital
	General Information
	1-Organization Contact Information
	2-Summary of Project Information
	3-Scope of Work
	4-Capital Budget
	5-Service Level
	6-Vehicle Replacement
	7-Milestones
	8-Electricity and Biofuels Use
	9-Attachments
	10-Supplemental Information
	11-Certification



# GMS forms/tabs

## General Information

- Application title
- Primary contact
- Organization
- Additional applicants



3-step wizard

## Organization Contact Information

- Organization Director
- Applicant Contact
- Project Contact

# GMS forms/tabs

## Summary of Project Information

**Operating Type\*:**

Operating assistance for a specific service ▾

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

**Service Type\*:**

Fixed-route  
Route-deviated  
Demand-response  
Commuter service  
Volunteer Driver Program

Select all that apply

Select either "Sustain Existing Service" or "Expand Service." The project qualifies as sustaining if performance measures are within

**Need for Service\*:**

Expand service ▾

Select One

# GMS forms/tabs

## Summary of Project Information

- Operating or Capital Type
  - Operating Service Type
  - Need for Service (Sustain, Expand or New)
- 

- Willing to Accept FTA funds?
- 

- Legislative District(s)
  - County(ies)
- 

- Duration of Project
- 

- Dependency on Other Projects

# GMS forms/tabs

## Scope of Work

**RTPO/MPO\*:**

**Is this project primarily serving a rural area?\***  Yes  No

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\***  Yes  No

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

**Proposed scope/description of the work.\*:**

# GMS forms/tabs

## Scope of Work

### Project Description

- Ranking RTPO/MPO
- Rural/Puget Sound urban area
- Scope (What, when, for whom, where)
- Need for project
- Coordination efforts

# GMS forms/tabs

## Scope of Work, continued

Project Description, continued

- Special needs transportation
- Efficiency
- Other modes
- Project staff



Human Services Transportation Plan(s) (HSTP)

1. Ranking region HSTP page #
2. Secondary region HSTP page#

End of section

# GMS forms/tabs

## Budget

See instructions for descriptions of the categories of expenses and revenues

### *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.*

In-kind value must be in both expense and revenue tables

# GMS forms/tabs

## Budget

Expenses	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia
Contracted Services - Transportation		\$800,000.00	\$750,000.00	\$1,550,000.00	\$1,600,000.00	3.23%
Labor & Benefits		\$100.00	\$200.00	\$300.00	\$400.00	33.33%
Other	dogsitter	\$10,000.00	\$12,000.00	\$22,000.00	\$24,000.00	9.09%
Other	wsu in kind	\$0.00	\$0.00	\$0.00	\$10,000.00	0.0%
		<b>\$810,100.00</b>	<b>\$762,200.00</b>	<b>\$1,572,300.00</b>	<b>\$1,634,400.00</b>	

Last Edited By: Testing Tester - Aug

### ☰ Revenue - Multi-List



Sources of Revenue	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)
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# GMS forms/tabs

## Budget

### ☰ Requested Amount (2 Year Project)

Requested Amount for the First Biennium.  
This is the Expense Total minus the Revenue Total.

Future Biennium 1 Total: \$1,632,310.00

### ☰ Requested Amount (4 Year Project)

Requested Amount for the Second Biennium. If this is a 4 year project.  
This is the Expense Total minus the Revenue Total.

Future Biennium 2 Total: \$1,631,310.00

# GMS forms/tabs

## Budget, continued

- Variances (expense)
- Other Sources
  - Funds from other source than WSDOT/FTA
  - Community partnerships that provide non-cash value
- Comments
  - How future budget was developed
  - Explain in-kind donations of goods or services
  - Explain “other” expense or revenue category
  - Revenue line item variances
- Disadvantaged Business Enterprise (DBE)

End of section

# GMS forms/tabs

## CAPITAL Budget

**☰ Transit Vehicles - Multi-List**

Scope Code: 111-00  
Identify your capital vehicle request.  
If you are purchasing a vehicle, you must complete all five vehicle milestones.

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	WC stations	Fuel Type	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table										

Last Edited By: Testing Tester - Aug 17, 2020 8:04 AM

**☰ Equipment/facilities to support transit operations - Multi-List**

Scroll down to Match/Revenue Sources and click SAVE

**☰ Transit Vehicles - Multi-List** ✓ Mark as Complete + Add Row

Scope Code: 111-00  
Identify your capital vehicle request.  
If you are purchasing a vehicle, you must complete all five vehicle milestones.

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	WC stations	Fuel Type	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table										

Last Edited By: Testing Tester - Aug 17, 2020 8:07 AM + Add Row

✓ Mark as Complete + Add Row

# GMS forms/tabs

## CAPITAL Budget

 **Transit Vehicles**

Scope Code: 111-00  
Identify your capital vehicle request.  
If you are purchasing a vehicle, you must complete all five vehicle milestones.

**Replace or Expand\*:**

**Vehicle Description\*:**

**Useful Life\*:**

**Passenger Seating\*:**   
Number (#)

**WC stations\*:**

**Fuel Type\*:**

**Quantity\*:**

**Unit Cost\*:**

# GMS forms/tabs

## **CAPITAL Budget**

- Transit Vehicles
  - Replace/expand; useful life; passenger and WC seating; fuel type; cost and quantity
- Equipment/facilities to support operations
  - Installations at transit facility like vehicle lift; bus security or back-up cameras
- Equipment/facilities to support electrification
  - EV charging station, generator
- Equipment/facilities to support passengers
  - Shelters, lifts and ramps, bike racks

# Equipment

- Bus passenger shelters
- Dispatch equipment
- Security cameras
- Automatic stop announcement systems
- Automatic vehicle locaters (AVL)
- Americans with Disabilities Act (ADA) enhancements
- Vehicle lifts
- Bicycle racks



End of section

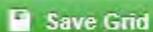
# GMS forms/tabs

## Service level (operating and capital)

Initial entry

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change
Revenue Vehicle Hours	<input type="text" value="2000"/>	<input type="text" value="1950"/>		<input type="text" value="4200"/>	
Revenue Vehicle Miles	<input type="text" value="950"/>	<input type="text" value="850"/>		<input type="text" value="1900"/>	
Passenger Trips	<input type="text" value="1100"/>	<input type="text" value="950"/>		<input type="text" value="2200"/>	

After

 Save Grid

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change
Revenue Vehicle Hours	2000.00	1950.00	3950.00	4200.00	6.33%
Revenue Vehicle Miles	950.00	850.00	1800.00	1900.00	5.56%
<i>Passenger trips should be entered as whole numbers only:</i>					
Passenger Trips	1100.00	950.00	2050.00	2200.00	7.32%

# GMS forms/tabs

## Service level (operating and capital)

- Project Service Level Information
  - Hours
  - Trips
  - Miles
- Project Service Level Description
  - Describe method of estimating future service levels
- Intended Outputs
  - Operating: demand response, deviated route
  - Mobility Management

# GMS forms/tabs

## **Mobility management – measurable outcomes**

### Intended outputs

Rather than trips, miles, and hours, list quantitative goals with target numbers such as:

- Attend human services outreach events – 30 per biennium
- Develop mobility coalition – 8 members recruited/biennium
- Direct 2-1-1 transportation calls – 750 per biennium
- Trained Dial-a-Riders to use fixed route – 18 per biennium

# GMS forms/tabs

## Vehicle replacement (capital)

- If capital project is to replace vehicles
- Vehicle to be replaced
  - Vehicle type
  - Remaining useful life at date of application
  - Make/Model
  - Year
  - VIN
  - Current status (active, spare)
  - Current mileage

# GMS forms/tabs

## Milestones

### Operating

Milestones - Grid	
OPERATING ACTIVITIES	Date (mm/yy)
Service Start	
Service Complete	

### Capital

Milestones - Edit
CAPITAL ACTIVITIES
EQUIPMENT
Equipment - Request for Proposal/Information for Bid
Equipment - Contract Award
Equipment - Contract Complete
VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.
Vehicle - Request for Proposal/Information for Bid
Vehicle - Contract Award
Vehicle - First Vehicle Received
Vehicle - All Vehicles Received
Vehicle - Contract Complete

# GMS forms/tabs

## Attachments

Named Attachment	Required	Description	File Name 	Type
Copy of organization's most recent audit report (required)	✓			
501(c) IRS Letter of Determination (For new non-profit applicants only)				
WUTC Certification (for new non-profit applicants who are direct service providers)				
Service area map (required)	✓			
Population density map (required)	✓			
Letters committing matching funds				
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)				
Letters of support (combine into one file attachment - optional)				
Letter of concurrence (for projects that operate in multiple planning regions)				

# GMS forms/tabs

## Attachments

Application Preview Attachment Alert History Map

**Application Details**

Application cannot be Submitted Currently  
• Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 22, 202
1-Organization Contact Information		Jul 22, 202
2-Summary of Project Information	✓	Jul 22, 202
3-Scope of Work		Jul 22, 202
4-Capital Budget	✓	Jul 22, 202
5-Service Level		Jul 22, 202

Application Preview **Attachment** Alert History Map

**Application Details**

Application cannot be Submitted Currently  
• Application components are not complete

Component	Complete?
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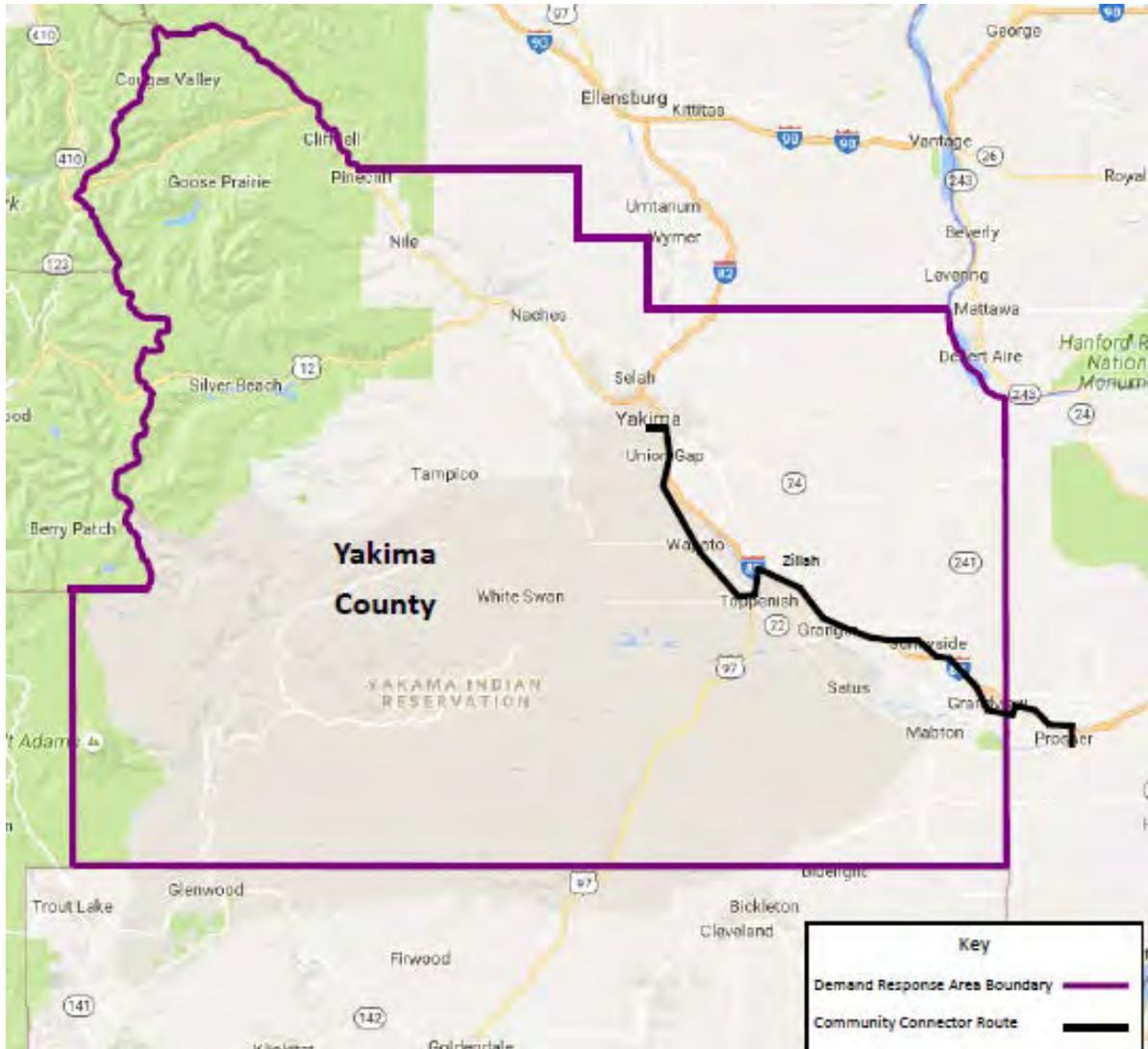
**Document Attachments**

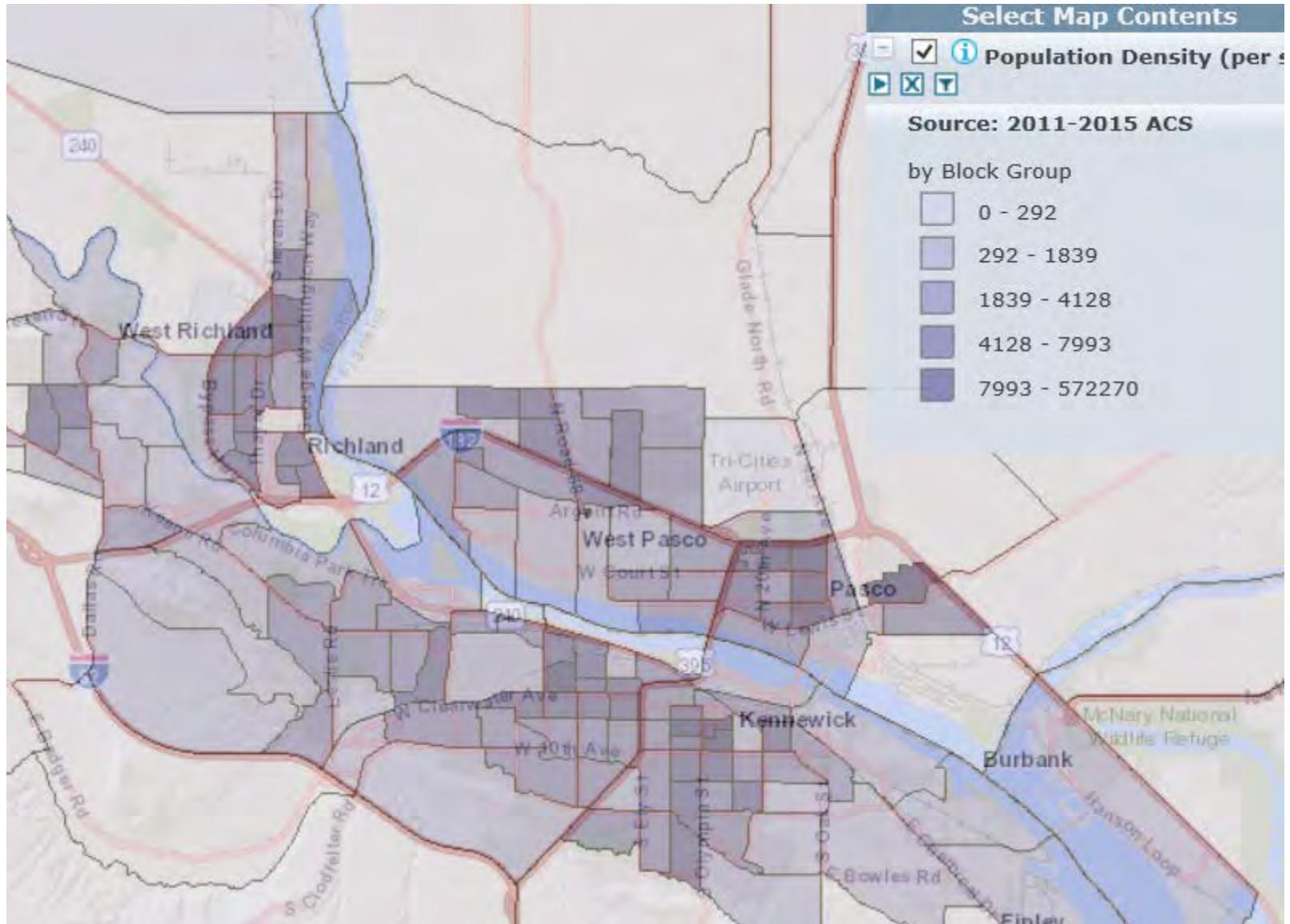
**Attachments**

[How to read your contract 2015expanded.docx](#)  
2018 audit  
Type: docx | Size: 93 KB

# Pomeroy to Lewiston







# GMS forms/tabs

## **Supplemental**

You may use this space to elaborate on information provided in other sections of the application. However, try to keep your comments brief.

## **Application authority**

- Must be certified by someone authorized to sign contracts on behalf of your organization
- Failure to properly fill this section out is fatal flaw

# Closing

- **Application(s) due in GMS: By 5 p.m. on October 30, 2020.**
- WSDOT reviews all applications and communicates to applicants any changes or additional information needed: Nov. 2, 2020-Jan. 8, 2021.
- **Revised applications due in GMS: By 5 p.m. on Jan. 15, 2021.**
- One application per project.
- **Questions:** Contact your community liaison.
- Recording available through Consolidated Grants page.
- Come to our session during the online Public Transportation Partnerships Conference for more assistance – August 24, 2020.