



**Washington State
Department of Transportation**

Regional Mobility & Green Transportation Capital Grants Guidebook

OCTOBER 2021

Public Transportation Division

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Change log

The table below shows sections in the guidebook that WSDOT has changed since last publication. The list does not include minor proofing edits.

| Date | Chapter | Section | Description |
|----------------|--------------|--|--|
| Sept. 30, 2021 | Introduction | About the Green Transportation Capital Grant Program | Added section highlighting the Green Transportation Capital Grant Program. |
| | Chapter 1 | Assignments and subcontracts | Clarified exemptions to competitive procurement requirements. |
| | | Reporting requirements, 1. Quarterly progress reports | Clarified quarterly progress report submission requirements. |
| | | Reporting requirements, 2. Annual reports | Clarified annual report submission dates. |
| | | Asset management plan | Clarified reporting frequencies. |
| | Chapter 2 | Making progress with purchases | Clarified acceptance letter submission process. |
| | | Maintenance of vehicles and equipment | Clarified planning requirements. |
| | | Damages and repairs | Clarified the WSDOT contact a subrecipient should notify in case of an accident. Clarified legal ownership of replacement vehicle after total loss. |
| | Appendix B | Operating project reimbursement request and instructions | WSDOT will develop guidance as the agency develops Grants Management System (GMS) guidance. |
| | Appendix C | Capital equipment and vehicle Grant reimbursement request and instructions | |
| | Appendix D | Capital construction reimbursement request and instructions | |
| | Appendix E | Operating quarterly progress report | |
| | Appendix F | Capital vehicle and equipment quarterly progress report | |
| | Appendix G | Capital construction quarterly progress report | |

Acronyms and abbreviations

| | |
|-------|---|
| ADA | Americans with Disabilities Act |
| GMS | Grants Management System |
| RCW | Revised Code of Washington |
| SSB | Substitute Senate Bill |
| WSDOT | Washington State Department of Transportation |

Introduction

About this guidebook

WSDOT developed this guidebook to provide you with a resource for managing state Regional Mobility and Green Transportation Grant Program funds awarded through WSDOT's Public Transportation Division.

WSDOT is committed to the success of your grant-funded project and the effective management of state funds. As such, it is important that you and WSDOT work from a common set of principles and resources, outlined in this guidebook.

Use this guidebook as a reference tool throughout the life of your grant-funded project. This guidebook offers guidance and direction for maintaining compliance with the laws and regulations associated with state public transportation funding. Following the provisions of this guidebook is mandatory unless otherwise noted.

WSDOT reviews and updates this guidebook every two years and may make interim updates. When updates occur, WSDOT will notify organizations with current grant agreements. Additionally, WSDOT will post an updated version of the guidebook to the Public Transportation Division website at www.wsdot.wa.gov/transit.

This guidebook does not supersede any grant agreement. If any sections of this guide are inconsistent with the terms and conditions of your agreement, the agreement is contractually binding.

Contact the WSDOT contact listed on the front of your grant agreement for more information on managing your grant funded projects.

Your assigned WSDOT contact listed on your grant agreement will generally be your primary point of contact throughout the life of your project. See WSDOT Public Transportation Division contacts for your technical assistance needs.

About the Regional Mobility Grant Program

WSDOT's Public Transportation Division administers the Regional Mobility Grant Program. In addition to funding capital construction projects such as building new transit centers and park and ride lots, the Regional Mobility Grant Program supports WSDOT's public transportation partners' efforts to:

- Purchase vehicles.
- Add routes or increase the frequency of service.
- Implement innovative ways to reduce transportation congestion.

More information about the Regional Mobility Grant Program is at www.wsdot.wa.gov/transit/grants/mobility.

About the Green Transportation Capital Grant Program

WSDOT's Public Transportation Division administers the Green Transportation Capital Grant Program.

The program focuses on projects to increase transit agencies' use of electric buses.

Examples of projects include:

- Electrification of bus fleets.
- Construction of facilities that facilitate electrification or hydrogen refueling for buses.
- Upgrades to electrical systems that facilitate electrification of bus fleets.

More information about the Green Transportation Capital Grant Program is at www.wsdot.wa.gov/transit/grants/green-transportation-capital.

Grant agreement

WSDOT expects you to carry out your grant-funded project as described in your grant application and the scope of work and budget in your grant agreement.

To ensure project compliance, it is important that you read the entire agreement, understand all the clauses, and confirm the accuracy of the scope of work and budget.

[Appendix A](#) contains a table of submittals grantees must produce over the life of the grant-funded project.

Project change requests

Occasionally, changes to projects are necessary.

You cannot change your project without written approval from WSDOT. All aspects of your agreement will remain in effect until WSDOT provides written approval for any change. In many cases, changes will require a formal amendment to your agreement.

Project change request process

Submit all project change requests via email to your assigned contact listed on the front of your agreement. If your project's scope/Legislatively approved intent changes, the Legislature may need to approve the change. Talk to your project manager at WSDOT to determine how to proceed with a change request.

Change requests must include:

- Specific information about the proposed change (i.e., scope, schedule, budget).
- Comparisons to existing grant commitments.
- Reasons for the change.
- Expected benefits and costs of the change.
- Effects of the change for stakeholders.
- An explanation of how the change will better meet the needs of your organization and the community you serve.

You may also include information about other potential changes you considered but rejected.

Before submitting a project change request, WSDOT recommends that you contact, collaborate with and obtain input from organizations and entities potentially affected by your proposed change. Your WSDOT contact is available to assist you with this process.

Examples of project changes include, but are not limited to:

Scope of Work

- Operating project service modification: Schedule and route changes (e.g., shifting service from midday to morning or weekday to weekend, altering a route).
- Capital equipment project: Change in the number, type or size of vehicles you intend to purchase.
- Capital construction project: Design changes affecting ADA access to a transit facility, expanding or altering the capacity of park and ride lot, changing the length of a pavement project.

Budget

- Change to the project's total biennial appropriation approved by the Legislature (c.f., biennial aging).
- Change to the funding for a phase of work that will affect the overall scope of the project or the delivery of the construction phase (for capital construction projects only).

Assignment

- Transferring grant responsibilities from one organization to another.

Most of the changes listed above require an amendment to your agreement. All amendments to agreements require formal written approval by WSDOT.

Reappropriation requests

Your agreement shows the total amount of grant funding available for the current (two-year) state biennium under *Current Funds*.

If the work or delivery of an asset on your capital construction or equipment project results in the work or delivery date crossing the biennial line (from the current biennium into the new biennium), you may request that the remaining funds be reappropriated and made available for use in the next biennium to pay for the carryforward construction work or delivery of new assets.

Reappropriation requests must meet criteria established by the Washington State Office of Financial Management and must provide justification for why spending on the project did not proceed as planned. Additionally, the Legislature must approve all reappropriation. As such, WSDOT cannot guarantee that a reappropriation request will be approved.

WSDOT encourages you to align expenditures with the milestones and activities indicated in the project's delivery plan. This alignment enables the lead agency to better forecast expenditures and minimize the need to request reappropriation. Contact your WSDOT project manager as soon as you suspect that you may not be able to complete your project milestones as scheduled.

Use of federal funds

If your project also receives funds directly from the federal government, you are fully responsible for complying with all federal rules and regulations associated with those funds.

If the federal government finds you to be in noncompliance with federal rules and regulations, notify WSDOT in writing as soon as possible. Include details of your noncompliant activities. WSDOT will work with you to determine next steps.

Assignments and subcontracts

Your assignments and subcontracts (third-party contracts) must include certain provisions as outlined in the *Assignments and Subcontracts* section of your agreement.

All third-party contracts, including purchase-of-service contracts, are subject to competitive procurement requirements.¹

Request authorization from WSDOT prior to entering into third party contracts to perform any of the work authorized under your agreement. Send your written request to the WSDOT contact listed on your agreement. WSDOT will provide authorization in writing by email.

Purchasing policies

If you are using state funds for procurement (e.g., purchase of vehicles and/or equipment, contracting for design or construction services, etc.), use a competitive procurement process ([RCW 39.26.120](#)).² Additionally, conduct the procurement process in accordance with your agency's purchasing policies and all applicable federal, state, and local laws.

Total project cost

Notify WSDOT if your total project cost decreases by 10 percent or more. Additionally, some grant programs will not provide more than 80 percent of your total project cost. WSDOT will adjust your financial participation to maintain the contribution percentage described in your original grant application.

Contractor's (matching) funds

Contractor's (matching) funds represent your share of your total project cost. Sources of matching funds may include local, state, federal or private funding.

Your matching funds must total a minimum of 20 percent of the project and directly relate to your project. You may use prior investments in project design, real estate acquisition and construction (for phased projects) as match, if the investments were made.

Maintain all documentation related to your project as described in [Records retention](#) and submit documentation verifying expenditure of matching funds as described in [Reimbursement request](#).

¹ [RCW 39.26.125\(10\)](#) excludes intergovernmental agreements from this requirement; [RCW 39.26.125\(2\)](#) excludes sole source contracts that comply with the provisions of [RCW 39.26.140](#) from this requirement.

² Ibid.

Documenting expenditures of matching funds

Document your expenditure of matching funds on your quarterly progress reports. See [Quarterly progress reports](#) and appendices E-G for more information on the reports.

Document your matching funds expenditures that occur prior to the start of your agreement (e.g., prior land purchase for construction of a park and ride facility) on the top of the quarterly progress report financial reporting table.

Document expenditures of matching funds in the quarterly progress report for the quarter in which they occur. In the space below the quarterly progress report financial reporting table, describe the sources of the matching funds and the purposes for which you used them.

Continue to submit quarterly progress reports until you account for all contractor's (i.e., matching) funds listed in your agreement, even if WSDOT has reimbursed you for all the Regional Mobility Grant Program funds (e.g., for a project where you used Regional Mobility Grant Program funds to purchase a bus, and your contractor matching funds involve operating the bus).

After reviewing your quarterly progress reports, WSDOT may request additional backup documentation to verify certain matching fund expenditures.

Financial management

WSDOT must comply with financial and administrative policy and procedure requirements outlined by the Office of Financial Management in the [State Administrative and Accounting Manual](#).

Local governments must collect and report their revenues and expenditures to the Washington State Auditor's Office in the [Budget, Accounting and Reporting System \(RCW 43.09.200\)](#).

As a requirement of receiving funds awarded through WSDOT's Public Transportation Division, you must meet all requirements outlined in the [Budget, Accounting and Reporting System manuals](#).

Records retention

Retain grant records during the term of your project and for six years thereafter.

Establish a record retention policy that conforms to audit requirements in [Audits](#).

WSDOT expects you to keep project records documenting project activities and costs.

Audits

As a condition of receiving state funds through WSDOT, you may be required to participate in an audit conducted by the State Auditor's Office. The office usually conducts these audits when it is reviewing WSDOT. However, if you lose your In Good Standing status, WSDOT may conduct an audit of all your grant-funded projects, including past awards. These audits may be based on, but are not limited to:

- Your project's scope of work.
- Your organization's financial records.
- State and federal laws and regulations referenced in your agreement with WSDOT.

If you hire a subcontractor for services using grant funds, the subcontractor may also be subject to an audit or inspection.

Performance measurement plans

WSDOT uses your performance measurement plan to monitor your project's performance after you implement the project. Your grant application provided estimates of anticipated project performance; your performance measurement plan documents the methods for determining and reporting the actual performance of your project in annual reports.

WSDOT must review and approve your project's performance measurement plan before the agency will process reimbursement requests for payment.

Contact your WSDOT contact for questions about performance measurement plans.

Reporting requirements

Submit two types of reports for your Regional Mobility Grant Program-funded project:

1. Quarterly progress reports

You must submit quarterly progress reports with the information requested and in the format provided by WSDOT until your project is operationally complete and match requirements have been met, even if grant funds have been fully reimbursed.

2. Annual Reports

The Post Delivery Annual reports describing the reductions in vehicle trips and vehicle miles traveled resulting from your project.

Use the procedures and methods contained in your approved performance measurement plan to collect data for your annual reports.

The start date for annual reporting varies by project type:

- Capital construction: When you reach the operationally complete milestone.
- Capital vehicle/equipment: When you place the vehicle into service.
- Operating: When your grant-funded operations start service.

Submit your first annual report after you have collected Year 1 data per the schedule in your performance measurement plan. For example, if your performance measurement plan calls for conducting occupancy surveys at a park and ride twice a year and you have completed those surveys, submit the Year 1 report. WSDOT reports to the Legislature annually on all projects that have an anniversary date before October 31. If you have not submitted an annual report for the year, you must report by October 31.

Asset management plan

The [Moving Ahead for Progress in the 21st Century](#) (MAP-21) requires grantees receiving Federal Transit Administration funds to develop and implement transit asset management plan. Additionally, state law ([RCW 35.84.060](#), [RCW 36.56.121](#), [RCW 36.57A.191](#), [RCW 81.112.086](#) and [RCW 47.04.082](#) requires transit agencies to develop an asset management plan as a condition of receiving state funds.

If you are a transit agency, you must submit a transit asset management plan recertification, stating that you are following your previously adopted plan, or that changes to your plan are consistent with state requirements to WSDOT on February 15 every two years on odd years.

Note: Your annual asset inventory is due annually by February 15.

See WSDOT's asset management webpage at wsdot.wa.gov/transit/grants/apply-manage-your-grant for more information.

Reimbursement requests

To receive payment for eligible expenses related to your grant agreement, complete a reimbursement request form and have it signed by your financial manager or an authorized representative of your organization.

Note: Submit all reimbursement requests within 30 days of the billing period to the WSDOT Public Transportation Division at PTDInvoices@wsdot.wa.gov with a cc to your WSDOT contact.

Along with completed reimbursement request forms, submit backup documentation for WSDOT to verify your project expenses.

If your reimbursement request form is incomplete or inaccurate, WSDOT will withhold payments until you correct the form and the agency approves it.

Additionally, you must submit all required quarterly progress reports before WSDOT will process payment.

Though you may submit reimbursement requests as frequently as once per month, WSDOT prefers that you submit reimbursement requests quarterly.

Following your submittal of a reimbursement request, WSDOT may request that you send additional backup documentation to verify certain expenditures.

Refer to appendices B-D for examples of reimbursement request forms and instructions for completing the forms.

Reimbursement requests near the end of the state fiscal year or end of the project

Submit a reimbursement request or an estimate of charges by July 15 for any expenses incurred in the previous state fiscal year (July 1-June 30) of the term of your project.

If you are unable to provide a reimbursement request by July 15, provide an estimate of the charges you will bill so that WSDOT can accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request you submit will be limited to the amount accrued.

WSDOT must receive your final reimbursement request by (whichever is sooner):

- July 15 immediately following the final fiscal year of the term of your project.
- Within 30 days of the completion of your project.
- Within 30 days of the termination of your agreement.

Reimbursement requests that WSDOT receives more than 15 days after the end of the term of your project will not be eligible for reimbursement.

In Good Standing Policy

WSDOT is responsible for administering grant funds in accordance with state and federal laws and regulations. Additionally, you as a grant recipient and WSDOT are responsible for oversight and accountability that foster transparency and assist in maintaining public confidence.

You are required to maintain In Good Standing Status to receive grant funds.

Performance requirements for determining In Good Standing Status

During the course your project, WSDOT staff will evaluate the following performance requirements for determining your In Good Standing Status:

2. Compliance with all contractual obligations and satisfactory progress toward project completion, including:
 - Staying on schedule without unexplained delays.
 - Performing the exact work described in the *Scope of Work* section of your agreement.
 - Maintaining the contractor's (matching) funds level detailed in the project budget.
3. Adequacy of financial records that document and support all grant expenses.
4. Submittal of accurate and timely reports and reimbursement requests.
5. Full participation during site visits and project reviews with timely responses to any deficiencies noted during and after the site visit.
6. Timely compliance with recommended measures for identified deficiencies.
7. Timely and complete responses to any WSDOT communication and requests for information.
8. A satisfactory organizational risk assessment.

Consequences for noncompliance

If you do not meet performance requirements, you will not maintain In Good Standing Status and can expect one or more consequences from WSDOT, including but not limited to:

- Suspended payment of grant funds.
- Written warning to your grant project manager, organization executives and board of directors that identifies deficiencies, the necessary remedies and a timeline for those corrections.
- Ineligibility for any additional grant funds within either the current biennium or future biennia.
- Audit of the organization to determine the extent of compliance with contractual obligations.
- Suspension or termination of the grant contract(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded vehicle, equipment, or capital construction project.
- Appropriate legal action.

Risk assessments

WSDOT uses risk assessments to determine how much technical assistance and oversight may be necessary to help organizations comply with grant requirements. Risk assessments also help WSDOT communicate expectations and identify whether an organization is at risk of losing its In Good Standing Status.

Typically, WSDOT will designate organizations that are new to WSDOT public transportation grant programs or organizations that have experienced difficulty complying with grant requirements as high risk. WSDOT designates organizations that have a strong record of grant compliance and project delivery as low risk.

The benefits of low-risk status may include less frequent site visits or a desk review in lieu of a site visit.

High-risk status may result in more frequent site visits and a requirement for additional documentation with your reimbursement requests.

To determine your risk, WSDOT will review your compliance with the performance requirements. WSDOT will update your risk assessment throughout your grant relationship.

Relationships with employees and officers of WSDOT

WSDOT staff may not accept loans, gratuities, or gifts of money in any form from your organization or any of its representatives. Additionally, WSDOT employees may not work for your organization if they have oversight responsibilities or are involved with contract negotiations with your organization ([RCW 42.52.080](#)).

For more information about ethics requirements, refer to the *Ethics* clause in your agreement.

False or fraudulent statements and claims

All information that you provide to WSDOT must be accurate and complete. WSDOT and other agencies may apply severe penalties for falsifying information concerning a grant-funded project.

Use of park and ride lots (transit agencies only)

If you are a transit agency, establish a process for private transportation providers to apply for the use of your park and ride facilities ([SSB 5214](#) Sec. 220(5)(b), 2019).

Eligible services

Your agreement with WSDOT specifies the services that are eligible for reimbursement under each project. Only those services are eligible for reimbursement.

Additionally, you may not use operating grant funds for depreciation of vehicles or for expenses incurred outside of the grant period, such as prepaid insurance coverage.

Eligible expenses

An expense must be directly related to your project and reasonable in amount to be eligible for reimbursement.

Examples of eligible expenses include, but are not limited to:

- Employee wages and benefits.
- Vehicle fuel.³
- Vehicle maintenance costs.
- Purchased transportation services (see [Assignments and subcontracts](#)).

WSDOT will reimburse you for net transit operating expenses only. As such, subtract revenues (e.g., farebox receipts, advertising income) from gross operating expenses to arrive at reimbursable net operating expenses.

³ Purchase of fuel is subject to competitive procurement requirements.

Eligible use of vehicles and equipment

Use all vehicles and equipment purchased with grant funds to support the passenger transportation services described in your agreement.

Additionally, it is WSDOT's policy that you may not use grant funds to replace spare vehicles.

Eligible expenses

An expense must be directly related to your project and reasonable in amount to be eligible for reimbursement.

Examples of eligible expenses include, but are not limited to:

- Factory or other field visits.

Note: WSDOT must preapprove the visit. Submit a written request to WSDOT for review and approval prior to the visit, available at www.wsdot.wa.gov/sites/default/files/2014/09/23/PT-Form-TransitAssetFactoryTripExpense.docx. WSDOT will not reimburse trip expenses without prior written approval.

Visit expenses must fall within per diem rates. Rates specific to areas of the state are available from the Washington State Office of Financial Management at www.ofm.wa.gov/accounting/administrative-accounting-resources/travel.

Out-of-state per diem rates are available from the U.S. General Services Administration at www.gsa.gov/travel/plan-book/per-diem-rates.

Additionally, WSDOT will only reimburse for the cost of coach seats on airplane flights and economy class vehicle rentals.

- Purchase of vehicles identified in your grant agreement, including sales or use taxes.
- Purchase and installation of other vehicle-related equipment identified in your agreement, or as preapproved by WSDOT (e.g., charging stations, signage, bike racks, radios, cameras, fare boxes).
- Purchase and installation of striping and logos on the exterior of any vehicles purchased under your agreement.
- Purchase and installation of non-vehicle equipment specifically identified in the grant agreement, including software licensing use fees.
- Required inspection costs for vehicle acceptance.

Note: Storage charges, parking charges, late fees, fines, other fees, and taxes (other than applicable state sales or use taxes) are not eligible expenses for grant reimbursement.

Making progress with purchases

Vehicle procurement and delivery can be a lengthy process. It is critical that you initiate the purchase of grant-funded vehicles and equipment in a timely manner. WSDOT staff will assist you to ensure successful implementation of your project.

For vehicle purchases, send a vehicle acceptance letter to the vendor and submit a copy of the letter to WSDOT with your request for reimbursement for the vehicle.

To be eligible for reimbursement for vehicles, accept the vehicles before June 30 of the biennium in which the grant funding is available.

Vehicle procurement records and retention

File and maintain all pertinent procurement records in a procurement file for all grant-funded procurements.

Maintain the complete procurement file for six years beyond the minimum useful life of vehicles, regardless of the process used to purchase the vehicles. See [Appendix H](#) for more information.

Title of vehicles

The title and registration for your grant-funded vehicles must show your organization as the registered owner and WSDOT as the legal owner.

The following information must appear on the title:

Legal Owner

Washington State Department of Transportation Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Title retention

WSDOT will retain title (legal ownership) of your vehicles based on the acceptance date and minimum useful life.

After WSDOT releases title, transfer the legal ownership of the vehicle to your organization with the Washington State Department of Licensing within 15 calendar days. The Department of Licensing may impose penalties for failure to transfer title in a timely manner.

Allowable and required uses

Use all vehicles and equipment purchased with grant funds throughout their minimum useful life to support the passenger transportation services described in the scope of work of your grant agreement. Additionally, use vehicles and equipment consistent with grant funding requirements.

Failure to use the vehicle and equipment as described in the grant agreement may jeopardize your ability to remain in compliance with WSDOT's In Good Standing Policy.

Maintenance of vehicles and equipment

Maintain all vehicles and equipment purchased with grant funds according to the manufacturer's recommendations and your transit asset management plan. Your transit asset management plan typically includes a graduated preventive maintenance program.

Refer to the owner's manuals received from the vehicle and equipment manufacturers and any installed components (e.g., wheelchair lift, bicycle rack, air conditioning unit) to establish a vehicle maintenance plan.

Insurance requirements

To comply with state law, insure vehicles purchased with grant funds. Provide a certificate of insurance documenting liability, comprehensive and collision insurance for all grant-funded vehicles.

For vehicles where WSDOT retains legal ownership, WSDOT must be listed as the loss payee.

If you are self-insured, provide WSDOT with a declaration of self-insurance, including a description of how you fund your self-insurance pool.

For specific insurance requirements, refer to the Loss or Damage of Project Equipment section of your grant agreement.

Damages and repairs

You are responsible for reporting and repairing any damage to grant-funded vehicles, repair all damages as quickly as possible.

Contact your assigned WSDOT community liaison in writing within five business days if a grant-funded vehicle sustains disabling damage (e.g., vehicle is removed from service for ten or more operating days or is totaled). Additionally, notify your assigned WSDOT community liaison in writing within five business days if the circumstances of the incident trigger a Federal Transit Administration drug-and-alcohol test.

If your grant-funded vehicle sustains damage, submit the following information to WSDOT:

- The nature of the incident.
- The level of damage to the vehicle.
- Your intentions regarding replacement of the vehicle if the damage resulted in a total loss.
- The incident report on file with local law enforcement officials.
- The investigation summary conducted by your organization.
- A copy of witness statement/comments.

Vehicle total loss

If your insurance carrier deems your grant-funded vehicle a total loss, the carrier must pay insurance proceeds directly to WSDOT.

If you do not intend to replace a vehicle deemed a total loss, WSDOT will forward the proportionate local share of the insurance proceeds received, provided you are in compliance with WSDOT's In Good Standing Policy.

If you intend to replace a vehicle deemed a total loss, replace it with a new or similar vehicle (e.g., value at the time of the incident, capacity, wheelchair accessibility). Once you receive the replacement vehicle, submit a copy of the vendor invoice and the title showing WSDOT as legal owner to WSDOT. WSDOT will hold the legal ownership of the vehicle through the remaining useful life of the original total loss vehicle.

WSDOT will reimburse you up to the insurance proceeds paid. You will assume any replacement costs in excess of the insurance proceeds.

If you order a replacement vehicle within 60 days of the incident and before your carrier processes the insurance proceeds, WSDOT may waive the requirement for the agency to directly receive the proceeds. In such instances, WSDOT may allow your carrier to pay insurance proceeds directly to you to expedite the replacement.

Change of use

Provide written notification to and receive approval from WSDOT to use grant-funded vehicles and equipment for services other than those described in the scope of work of your grant agreement.

Buyout of the grant share

You may purchase the grant-funded interest in vehicles or equipment at any point during your grant agreement.

If WSDOT receives your request to buy out the interest in the vehicles or equipment less than 12 months from the receipt of grant funds, return 100 percent of the grant amount to the state.

If WSDOT receives your request to buy out the interest in the vehicles or equipment more than 12 months from the receipt of grant funds, WSDOT will initiate a fair-market valuation of the vehicles or equipment.

Pay the proportionate grant share of the current market value to WSDOT. After WSDOT receives your payment, the agency will send you the original certificates of title for the vehicles and release them from any responsibilities under the grant agreement.

WSDOT's Role in capital construction projects

WSDOT has oversight responsibility for ensuring that you use state capital grant funding properly to deliver approved scopes of work and meet program requirements.

Your role in capital construction projects

You are responsible for carrying out the project described in the grant agreement and complying with relevant federal, state, and local requirements.

The scope, schedule, and budget define your grant-funded project. Any changes to the scope, schedule, and budget require WSDOT approval, as outlined in [Project change requests](#).

Your grant application and grant agreement detail your grant-funded project scope. In some cases, only part of your overall project scope is eligible for grant reimbursement.

WSDOT requires you to reach project-schedule milestones, some of which the agency uses to track your project's progress. With mutual agreement, WSDOT may adapt these milestones to suit the complexities of your project. In some cases, you may achieve some milestones before receiving grant funds. Some of milestones may also occur simultaneously.

Project schedule milestones include:

1. Performance measurement plan approved by WSDOT
2. Initiate design
3. Design 30 percent complete
4. Design 60 percent complete
5. Design 90 percent complete
6. Environmental documentation complete (National/State Environmental Policy Act)
7. Executive Order 05-05 review complete
8. Environmental permits received
9. Design 100 percent complete
10. Right of way certification
11. Utility work complete
12. Contract advertisement
13. Contract award
14. Construction start
15. Construction 25 percent complete
16. Construction 50 percent complete

17. Construction 75 percent complete
18. Operationally complete
19. Physically complete
20. Final site inspection visit by WSDOT
21. Asset management plan or facility maintenance plan submitted to WSDOT
22. Project closeout

Eligible expenses

An expense must be directly related to your project and reasonable in amount to be eligible for grant reimbursement.

Examples of eligible direct expenses include, but are not limited to:

- Engineering design.
- Project level permitting.
- Project level environmental assessment and documentation.
- Property acquisition.
- Construction.
- Construction oversight.
- Purchase and installation of non-vehicle equipment specifically identified in the grant agreement, including software licensing use fees.

Note: costs associated with the following do not qualify as eligible capital construction project expenses:

- Scope, schedule and budget development.
- Corridor planning.
- Alternatives analysis.
- Major investment studies.
- Corridor analysis.

Additionally, storage charges, parking charges, late fees, fines, other fees and taxes (other than applicable state sales or use taxes) are not eligible expenses for grant reimbursement.

Project requirements

All two-year projects must be completed and delivering public benefits before June 30⁴ of their second year. WSDOT can only reimburse with grant funds for expenses accrued before this date.

All four-year projects must seek reimbursement of grant funds and deliver the following project milestones by June 30⁵ of their second year:

- 90 percent design complete.
- Environmental documentation complete.
- Contract advertisement date established.
- Construction start and completion dates established.

Note: All four-year Regional Mobility Grant awards are subject to legislative appropriation and are not guaranteed.

Project design

Your project must meet the requirements in the Washington State [Standard Specifications for Road, Bridge and Municipal Construction](#).

If your project is located on state highway facilities, its designs must comply with the current version of the WSDOT [Design Manual](#).

If your project is within the boundaries of other jurisdictions, its designs must comply with the design standards adopted by the relevant jurisdiction.

If you wish to use other design standards, submit a request to WSDOT and obtain documented approval before design work commences. If design work is already underway before WSDOT awards grant funds, request documented approval to use other design standards as soon as possible after you execute your grant agreement.

Submit final (100 percent) design plans to WSDOT prior to submitting reimbursement requests for activities in the construction phase.

WSDOT encourages grantees to develop a risk management plan for the project during the design phase.

You are responsible for maintaining progress to meet schedule milestones. Some project elements may need significant lead-time, including the permit requirements described below. Utilities and third parties may also need extensive lead-time to schedule the work and obtain the materials necessary for relocation of their facilities.

Note: As appropriate, a professional engineer licensed in Washington state must stamp all design plans.

⁴ E.g., if awarded in 2019, by June 30, 2021.

⁵ Ibid.

Permit requirements

You are responsible for obtaining and ensuring compliance with all applicable local, state, and federal laws, regulations, and permit requirements. Federal compliance does not by itself signify compliance with applicable local and state permit requirements.

All capital construction projects are subject to the requirements of State Environmental Policy Act ([RCW 43.21C](#)) and must follow all appropriate procedures under the act.

All capital construction and land acquisition projects must comply with the governor's [Executive Order 05-05](#). The Washington State Department of Archeology and Historic Preservation will document your compliance with the order in a letter. Submit documentation of compliance with the order prior to submitting reimbursement requests during the right of way or construction phases. It is your responsibility to schedule and budget the project to comply with the order.

Note: If your project has a federal nexus that requires compliance with Section 106 of the [National Historic Preservation Act](#), your compliance with Section 106 will satisfy the compliance requirements of Executive Order 05-05.

Conducting procurement for construction projects

Use competitive procurement processes when using state funds. Additionally, your procurement process must adhere to your agency's purchasing procedures and follow all applicable state laws.

Maintaining procurement records

Regardless of the process used to construct a facility, retain all pertinent procurement records in a procurement file for six years beyond the useful life of the facility.

Maintenance and use of the facility

Once the facility is complete and accepted, you are responsible for ensuring that it is used for the purposes described in the grant agreement and that it is properly maintained.

Maintain facilities purchased or renovated with grant funds based on your contractor's recommendations and industry best practices for the useful life of the facility.

Submit a written facility maintenance plan and receive WSDOT's written approval prior to the occupancy of the constructed facility. At a minimum, the plan must cover all elements of the facility purchased with federal or state grant funds. In establishing the plan, refer to any owner's manuals provided by your contractor for components installed at the facility (e.g., fueling pumps, vehicle lifts, heating, ventilation, air-conditioning units).

Insuring the facility

Insure facilities and equipment purchased with state grant funds in compliance with state law.

WSDOT must be listed as the loss payee in the event of a total loss.

If you are self-insured, provide WSDOT with a declaration of self-insurance, including a description of how you fund your self-insurance pool.

For insurance requirements, refer to the Loss or Damage of Project Equipment section of your grant agreement.

Facilities involved in an incident

You are responsible for repairing any damage to grant-funded facilities. Repair all damage as quickly as possible.

Notify WSDOT in writing within five business days if a facility sustains disabling damage that results in one or all the following:

- Total loss.
- Temporary closure of the facility (more than 10 business days).
- Significant hampering or reduction of service.

Your written notification to WSDOT must include the following:

- The nature of the incident.
- The level of damage to the facility.
- Whether the damage resulted in a total loss of the facility and if so, your intentions regarding replacement of the facility.
- A copy of any accident or incident report on file with local law enforcement officials.
- A copy of any reports of investigations conducted or sponsored by your organization.

If the damage to the facility results in a total loss, your insurance carrier must pay proceeds directly to WSDOT.

If you do not intend to replace the facility, you will receive a proportionate share of the insurance proceeds per the terms of the grant agreement if WSDOT finds that you are in compliance with the grant agreement.

If you intend to replace the facility, replace it with a similar facility. Contact the WSDOT contact listed in your agreement to arrange for the distribution of the insurance proceeds.

Appendix A Required submittals

| Project type | What | When | Requires approval from WSDOT |
|-------------------------------|---|---|------------------------------|
| All projects | Performance Measurement Plan | Prior to submitting first reimbursement request | Y |
| | Process for private transportation providers to apply for use of park and ride facilities (transit agencies only) | Prior to submitting first reimbursement request | |
| | Quarterly progress reports | Quarterly following execution of agreement | |
| | Reimbursement requests | At least quarterly for any eligible expenses incurred in that quarter | |
| | Subcontract and assignment requests | Prior to entering into third party contracts or assignments | Y |
| | Annual reports | By October 31 of each year for four years, starting when service begins or construction is operationally complete | |
| | Transit Asset Management Plan | January 31 of each year | |
| Operating | Proposed change to services provided | Prior to changing service | Y |
| Capital vehicle and equipment | Copy of vehicle purchase order | Attached to reimbursement request for vehicle | |
| | Copy of vehicle acceptance letter to vendor | Attached to reimbursement request for vehicle | |
| | Copy of the vehicle registration (listing WSDOT as the legal owner) | Attached to reimbursement request for vehicle | |
| | Copy of the vehicle title (listing WSDOT as the legal owner) | As soon as possible following acceptance of the vehicle | |
| | Proof of insurance (listing WSDOT as the loss payee) | Attached to reimbursement request for vehicle | |
| | Vehicle visual inspection form | Attached to reimbursement request for vehicle | |
| | Road test form | Attached to reimbursement request for vehicle | |
| | Proposed change of vehicle/equipment use | Prior to changing vehicle/equipment use | Y |
| | Vehicles/equipment involved in a damaging incident | Within five business days of incident | |
| Capital construction | Executive Order 05-05/Section 106 compliance documentation | Prior to submitting first reimbursement request for right of way or construction phases | |
| | Final (100 percent) design plans | Prior to submitting first reimbursement request for construction phase | |
| | Proof of insurance | Prior to occupancy of facility | |
| | Facility Maintenance Plan | Prior to occupancy of facility | Y |
| | Facilities involved in a damaging incident | Within five business days of incident | |

Appendix B Operating project reimbursement request and instructions

This appendix is under development. For the latest Grants Management System (GMS) trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain information on submitting reimbursement requirements for your project, including instructions on how to submit the information through GMS.

Appendix C **Capital equipment and vehicle Grant reimbursement request and instructions**

This appendix is under development. For the latest Grants Management System (GMS) trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain information on submitting reimbursement requirements for your project, including instructions on how to submit the information through GMS.

Appendix D Capital construction reimbursement request and instructions

This appendix is under development. For the latest Grants Management System (GMS) trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain information on submitting reimbursement requirements for your project, including instructions on how to submit the information through GMS.

Appendix E Operating quarterly progress report

This appendix is under development. For the latest GMS trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain reporting requirements for your project, including instructions on how to submit the information through GMS.

You must submit most reports to the WSDOT Public Transportation Division using the GMS interface. Emailed forms will no longer be accepted for quarterly progress reports and attachments.

Appendix F Capital vehicle and equipment quarterly progress report

This appendix is under development. For the latest GMS trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain reporting requirements for your project, including instructions on how to submit the information through GMS.

You must submit most reports to the WSDOT Public Transportation Division using the GMS interface. Emailed forms will no longer be accepted for quarterly progress reports and attachments.

Appendix G **Capital construction quarterly progress report**

This appendix is under development. For the latest GMS trainings, see the announcements at wsdot.ptd.webgrantscloud.com.

This appendix will contain reporting requirements for your project, including instructions on how to submit the information through GMS.

You must submit most reports to the WSDOT Public Transportation Division using the GMS interface. Emailed forms will no longer be accepted for quarterly progress reports and attachments.

Appendix H *Minimum useful life*

Facility and fixed-guideway minimum useful life

| Asset | Minimum Useful Life (in years) |
|--|--------------------------------|
| Park and ride surface lot | 25 |
| Park and ride parking structure | 50 |
| Transit center | 25 |
| Transit only, high occupancy vehicle, and bus access and transit lanes | 20 |
| Bus bulbs and sidewalks | 20 |
| Pedestrian and bicycle trail connections | 25 |
| Bus shelters | 15 |
| Transit signal priority | 15 |
| Security systems | 10 |
| Passenger and bicycle amenities | 7 |
| Streetcar and train rolling stock | 30 |
| Fixed guideway | 30 |

Vehicle minimum useful life

| Category | Typical characteristics | | Minimum life: Whichever comes first | | Example |
|---|-------------------------------------|------------------|--|------------|---|
| | Length | Weight | Years | Miles | |
| Heavy-Duty Large Bus | 35 to 48 ft. and 60 ft. articulated | 33,000 to 40,000 | 12 | 500,000 |  |
| Heavy-Duty Small Bus | 28 to 35 ft. | 26,000 to 33,000 | 10 | 350,000 |  |
| Medium-Duty Small Bus | < 35 ft. | 16,000 to 26,000 | 7 | 200,000 |  |
| Medium-Duty Truck Chassis-Built Cutaway | < 35 ft. | 16,000 to 26,000 | 7 | 200,000 |  |
| Light-Duty Van Chassis-Built Cutaway | 20 to 35 ft. | 10,000 to 16,000 | 5 | 150,000 |  |
| Light-Duty Small Van Chassis-built Cutaways and Van | < 20 ft. | 6,000 to 14,000 | 4 | 100,000 |  |
| Specialty Vehicle not fitting in the above categories | Varies | Varies | Negotiable | Negotiable |  |