



PUBLIC TRANSPORTATION

RURAL TRANSPORTATION ASSISTANCE PROGRAM

2021-2023 Call for Projects

Application due date: February 8, 2021, 5:00 PM

NOTICE: Update Feb. 9, 2021

The application for the technical assistance section for the data standards, including General Transit Feed Specifications (GTFS)/GTFS Flex, will remain open until further notice.

CONTENTS

1. Program overview, eligibility, and grant process
2. Desired deliverables
3. Eligible expenses
4. Application form instructions
5. Additional information related to GTFS/GTFS Flex
6. Exhibit A: State and federal rules and guidelines
7. Exhibit B: Example of contract clauses
8. Exhibit C: Application form

Title VI Notice to Public

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Americans with Disabilities Act (ADA) Information

This material 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.

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Información del Acta Americans with Disabilities Act (ADA)

Este material es disponible en un formato alternative. Envie su petición por correo electrónico al equipo de Oficina de Igualdad de Oportunidades (OEO) en wsdotada@wsdot.wa.gov o llamando gratis, 855-362-4ADA (4232). Personas sordas o con problemas de audición pueden solicitar llamando el relé de estado de Washington al 711.

1. PROGRAM OVERVIEW AND GRANT PROCESS

Rural Transportation Assistance Program (RTAP)

Federal Transit Administration §5311(b)(2) funding is intended to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet public transportation operators in nonurbanized (rural) areas. For additional language from federal circulars and the definition of *nonurbanized*, see Exhibit A.

WSDOT is the direct recipient of Washington’s annual allocation of 5311(b)(2) funds and has the authority to contract with sub-recipients to deliver some or all of the state RTAP activities each biennium.

WSDOT will make available up to \$75,000 for projects that provide statewide data standards work, including GTFS and GTFS Flex.

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WSDOT will calculate payments on the number of deliverables performed each quarter or month at the predetermined fixed price. Grantees may be able to amend their contract scope and/or budget.

Timeline

January 11, 2021	Notice of funding opportunity – application available
February 8, 2021	Due date for applications except for the GTFS submittals (see above)
February 9-19, 2021	Evaluation panel scores applications
March 1, 2021	Award letters sent. WSDOT will begin issuing contracts once award letters are sent.

Eligibility

Any private or public entity with experience and capacity for providing one or more elements listed in the *desired deliverables* section below is eligible to apply. By the contract start date, sub-recipients must be able to comply with the provisions in the *WSDOT contractual obligations* section of Exhibit A. WSDOT will not initiate contracts with debarred or suspended vendors documented at <https://www.sam.gov>.

Evaluation of applications and funding allocations

An evaluation team composed of representatives for non-urban transits and non-profit providers will review applications after the Feb. 8, 2021, deadline. Evaluators will give special consideration to:

- Proposals to update and improve statewide GTFS and GTFS Flex network.

WSDOT reserves the right to scale a program or application to meet the highest-scoring priorities with the limited available funding and to award individual programs to the most qualified provider.

WSDOT will notify recipients on or before March 1, 2021. Each vendor's budget and scope will be developed cooperatively before the beginning of the contract period.

2. DESIRED DELIVERABLES

The following list and associated examples represent the extent of the desired RTAP-funded programs, but your application can contain one or all of the following:

- Stand-alone tools and resources.
- Data Standards work and estimated maintenance costs including:
 - Complete Static GTFS Feeds for Public Transportation agencies with data that is missing or out of date
 - Complete Static GTFS Feeds for Public Transportation agencies with data that is missing or out of date
 - Complete Static GTFS and GTFS-Flex data sets for nonprofit, Medicaid, and Tribal transportation providers
 - Complete GTFS-Flex data sets for Urban systems
 - System maintenance

3. ELIGIBLE EXPENSES

The following expenses are **eligible** for reimbursement:

- Speaker/presenter travel, room/board, and fee.
- Facility rental costs.
- Administrative costs (staff support) for organizing, developing, and implementing deliverables.
- Design, delivery, and maintenance costs for electronic resources (listserv, web portal, website, newsletter, survey) and including web-based meeting software and/or subscriptions (Zoom, Go to Meeting or other similar)
- Materials such as binders, guides, training aids, and flash-drives to support delivery modes.
- Research and related support (direct or indirect) to develop technical briefs, manuals, etc.

The following expenses are **ineligible** for reimbursement:

- Events or tools not developed for or not resulting in a benefit for rural Washington systems.
- Tasks that directly duplicate other WSDOT-funded work such as Consolidated Grant Program application training or work done through a different RTAP contract.
- Administrative time working with federal or state lawmaking bodies.
- Meals for staff or attendees at one-day (or shorter) events; alcoholic beverages.
- Expenses excluded by the federal cost principles listed in Exhibit A.

4. APPLICATION FORM INSTRUCTIONS

The PDF application is in a fillable format. Be sure you have the most recent version of [Adobe Reader](#). *The application form in Exhibit C is for reference only. Do not print and re-scan the form for submission.* Download the [fillable form](#) from our [Rural Transportation Assistance Program - Notice of Funding Opportunity](#) webpage.

Applicant section

- Organization name (include dba if applicable).
- Federal ID number – Your organization’s nine-digit number assigned by the IRS.
- DUNS (Data Universal Numbering System) number – Your organization’s nine-digit identification number assigned by Duns & Bradstreet.
- Statewide vendor number – Your organization’s vendor number (as assigned by the [Washington State Office of Financial Management](#)) that enables your organization to be reimbursed by WSDOT.
- Mailing address – The street or post office address where you receive contract documents.
- Billing address – If a second party or additional office manages your accounts receivable, list that address.
- Grant administrator – The person at your agency who will manage the contract.
- Billing contact – The person at your agency to whose attention invoices should be sent.
- Type of organization – If you are not sure what type of organization you are, contact WSDOT for assistance.

Authority section

This serves as an electronic signature. If you have authority to sign contracts on behalf of your agency, check the box and enter your name, title and date. Do not hand-sign and scan this section.

Project section

Use only the space provided for the free-text fields. While there is no character limit applied in the form, if you exceed the visual space provided, the evaluators won’t see the extra text when the application is printed.

Type of deliverable

The application project can include multiple types of programs (training and/or peer event and/or resources), as listed above in the *desired deliverables* section. Choose from the following types:

- Data Standards Work

If you propose a training that will be both in-person and online, choose the in-person type and explain in the description box that it will also be offered as a webinar or recorded video.

Deliverable sub-types

Choose a deliverable sub-type:

- General Transit Feed Specifications/ General Transit Feed Specifications Flex

If your training involves more than one sub-type, leave it blank and explain in the description box. If you have any questions about what type or sub-type to specify, please contact the program administrator for guidance.

Quantity and cost per unit

As a purchase-of-service contract, a fixed amount for each element will be used as the basis for billing rather than reimbursement for actual costs. Add the quantity and cost per unit. For example, in the case of four board-related trainings in the biennium:

Type of deliverable	Sub-type	Quantity	Cost per unit
In-person training	Program administration	4	\$3,000

The line total and proposal total will automatically calculate. You can combine like-priced trainings of the same sub-type into one line (in the above example, it might be two board trainings and two finance trainings that make up the four program-administration classes).

Questions

1. Describe how you estimated the various unit costs. You must reduce the full cost by the amount you expect to receive in registration fees.
2. Explain how you ensure that the majority beneficiaries of grant-funded deliverables in this proposal are rural providers. You may need to apply an allocation to the proposal cost to reflect the proportional benefit to rural providers (e.g., full cost of one class less registration is \$2,000. Traditional attendance is roughly composed of 75 percent urban systems. Cost for RTAP grant would be \$500. Any attendance of less than 20 percent urban does not have to be prorated. Use your best estimate for who the audience would likely comprise).
3. Describe the deliverables listed above. Answer the following questions for each program element:
 - Who (what groups) are served/may attend?
 - How does it meet the needs of rural transportation providers in Washington?
 - How does it address WSDOT’s business plan priorities in Exhibit A?
 - How did you determine the need for the proposed classes and events?
4. If your training, peer building, or non-event project includes contracting with other businesses, describe your efforts to use contractors who qualify as a Disadvantaged Business Enterprise (DBE). Explain how you will explore opportunities for DBEs when subcontracting is part of your delivery of the project, such as hiring a trainer or web designer.
5. How will you measure the success of the program? How do you plan to measure participant satisfaction, participant knowledge, or other metrics such as the percentage of rural providers reached?

6. How will you advertise or promote participation for the event(s) and/or tools in the program (e.g., emails, Twitter, meeting announcements)?
7. Describe your experience providing the services in this program. Note your prior experience providing rural transportation training, technical assistance, and peer-building services for WSDOT (or another transportation program) or equivalent experience that makes you suited to successfully deliver the program. Also describe your experience with federal funds. If you have ever worked on federally funded projects, describe that experience.
8. Share any additional information or continue an answer from a prior section.

Naming and submitting your application

Name your submission(s) with an abbreviated version using this format:

Entity name_ RTAP_six-digit date

Example: WSTA_RTAP_020821

Email the completed application form to PTDGrants@wsdot.wa.gov by 5 p.m. February 8, 2021.

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5. ADDITIONAL INFORMATION RELATED TO GTFS/GTFS FLEX

This supplemental information refers to organizations applying for GTFS/GTFS Flex section of the grant.

Application form

Refer to page 2 of the [Rural Transportation Assistance Program Grant application 2021-2023](#).

- **Type of deliverable column:** Select Statewide data standards in the dropdown menu.
- **Sub-type column:** Select GTFS/GTFS flex or Maintenance and support of GTFS/GTFS flex in the dropdown menu.
- **Quantity column:** Enter 1.
- **Cost per unit column:** Provide the total cost.
- **Space below the columns above:** Provide a line-item budget, listing out the deliverables and billing amounts appropriate for your proposed project.

Transportation providers and prioritized list

A complete list of Washington state transportation providers is available in the [2019 Summary of Public Transportation](#). The following information is a prioritized list of transportation providers in Washington state needing GTFS data or updates, starting with the top priority:

- **Nine rural transit** agencies either do not have GTFS data or it is out of date.
- **Three small urban** transit agencies either do not have GTFS data or it is out of date.
- **Four rural transit** agencies and **eight small urban** transit agencies have current GTFS data but need flexible service described in GTFS Flex.
- **Twenty-one nonprofit and community transportation** providers operate flexible services.
- **Five tribal** transportation providers listed in the Summary of Public Transportation provide a mix of fixed and flexible services.
- **Eight large urban** transit agencies that operate flexible services.

If you have questions regarding the Additional information section above, contact Marianna Hanefeld at marianna.hanefeld@wsdot.wa.gov or 425-777-0557.