



ZERO-EMISSIONS ACCESS PROGRAM GRANT

2021 - 2023 Application Instructions & Form

**Application due date: 3 p.m. PDT, Tuesday,
May 10, 2022**

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.



PROGRAM OVERVIEW

The Zero-emissions Access Program (ZAP) grant provides funding for zero-emissions carshare pilot programs. ZAP grants fund carshare pilot programs in underserved and low- to moderate-income communities that have limited access to public transportation or are in areas where emissions exceed state or federal standards. The ZAP grant's goal is to expand access to clean fuel transportation options and provide opportunities for zero-emissions carshare programs in underserved communities where access to public transportation is less available ([RCW 47.04.355](#)).

DEFINITIONS

Low- to moderate-income communities – Not exceeding 80 percent of the median family income for the area, subject to adjustments for areas with unusually high or low incomes or housing costs (Section 3(b)(2) of the United States Housing Act of 1937).

Underserved communities – Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the definition of equity in [Presidential Executive Order No. 13985, Sec. 2, 2021](#).

Carshare – A membership-based service that provides access to shared vehicles for shorter-term use ([FTA shared mobility definitions](#), [Carsharing Association](#)).

Carshare members experience the benefits of private vehicle use without the cost of ownership. Carshare companies or nonprofits typically include services such as membership screening and enrollment, car reservation systems, payment processing, insurance for drivers, customer service, and car maintenance.

For the first cycle of the ZAP grant, applicants may define carshare more broadly to propose innovative projects that meet the unique needs of the communities they serve. Carshare vehicles must be equipped, licensed, and insured for use on public roads, including highways, without requiring a special driver's license classification or endorsement.

If you have questions about whether your project qualifies as a zero-emissions carshare program, contact Megan Reardon at megan.reardon@wsdot.wa.gov or 360-485-7714.

GRANT AWARD AMOUNTS

WSDOT has approximately \$2.2 million available to fund grant projects for the 2021-2023 biennium. We anticipate that additional competitive funding will be available for the 2023-2025 biennium.

WSDOT will make awards of \$50,000 – \$200,000 per project.

Applicants may apply for more than one project. Each project requires a separate application.

Grant recipients will have one year to spend grant funds and run projects by June 30, 2023. WSDOT will reimburse eligible costs after grant recipients submit the required documentation.

IMPORTANT DATES

- **March 31, 2022** – WSDOT posts notice of funding opportunity. Grant applications available on ZAP webpage.
- **April 12, 2022, 11 a.m.-noon** – Informational webinar for prospective applicants. [Register for the webinar.](#)
- **May 10, 2022** – Applications are due by 3 p.m. PDT.¹
- **Mid-May-June 2022** – Evaluation panel reviews and scores applications.
- **Late June 2022** – WSDOT sends award letters to grantees.
- **July 2022** – WSDOT sends grant agreements and publishes grant guidebook.
- **June 30, 2023** – 2021-2023 biennium ends. Last day to spend grant funds.

ELIGIBLE APPLICANTS

This is a competitive application process open to Washington state nonprofit organizations and local governments. Local governments include cities, counties, housing authorities, ports, and public transit agencies in Washington state.

Applicants must have a demonstrated history of implementing or managing clean fuel transportation and shared mobility pilot programs for communities of low income. Examples of demonstrated experience may include implementing:

- Transportation services for shared users (e.g. carshare or rideshare programs).
- Micromobility programs (e.g. bike sharing).
- Free and reduced fare programs.
- Subcontracts with agencies that have provided clean fuel transportation and shared mobility pilot programs for the community.
- Installed electric-vehicle infrastructure for community use.

This is not a comprehensive list. If you have questions about experience that will qualify, please contact grant analyst Megan Reardon at megan.reardon@wsdot.wa.gov or 360-485-7714.

MATCH REQUIREMENTS

Applicants must provide matching funds as direct contributions or gifts in kind equal to at least 10 percent of the total project cost.

Applicants may use any funding source as matching funds, except for other competitive state public transportation grants.

In-kind contributions are non-cash contributions provided by third parties to an organization. In-kind contributions may be in the form of real property, equipment, supplies, and services, and should directly benefit and be specifically identifiable to the project. Examples of in-kind donations may include free or reduced-cost parking or facilities, volunteer administrative work, or donated technology.

Applicants with in-kind contributions must provide documentation of in-kind valuation with their application. The value of donated goods or services will be based on the fair market price at the time of the donation. The supplemental in-kind valuation template is available on the [ZAP webpage](#) to assist the development and documentation of your in-kind match.

¹WSDOT reserves the right to extend the application deadline, if necessary, to continue to solicit qualified applicants and ensure a competitive process.

ELIGIBLE PROJECTS

Eligible project costs include:

- Third-party contract, lease, or purchase of zero-emissions vehicles and charging equipment.
- Construction or installation of zero-emissions charging station infrastructure for carshare.
- Operational costs to develop, implement, and manage a zero-emissions carshare program.

Project proposals may include planning activities if projects are running by June 30, 2023.

WSDOT strongly encourages applicants to design projects that maximize the accessibility of carshare vehicles and program materials. Applicants can prioritize access by:

- Choosing vehicles that meet the needs of the community.
- Housing vehicles in locations that promote safety and ease of use for all levels of ability.
- Translating program materials and signage into languages that remove barriers to access.
- Intentionally planning outreach and training activities for the specific needs of a community.
- Creating paths to participation for community members who are unbanked, have limited access to technology, or who otherwise face barriers to using the carshare.

Property bought with ZAP grant funds by non-governmental organizations must be used only for the carshare program. If the property is sold, the proceeds must be used for the carshare program only. At the end of the ZAP-funded carshare, non-governmental organizations that wish to keep any property purchased with state funds must reimburse the state the fair market value of the property at that time.

Vehicles and equipment

Eligible vehicle and equipment expenses include, but are not limited to:

- Lease or purchase of zero-emissions vehicles.
- Subcontracts with third-party carshare providers for zero-emission vehicles and/or equipment.
- Purchase or lease of electric vehicle supply equipment such as chargers, cords, and mounting hardware.
- Communications equipment and computer hardware, software, and data systems to support the project. For example, software applications, kiosks, or devices to support carshare scheduling and payment by users.
- Security equipment to reduce risk such as security cameras, lighting, and signs for the carshare.

Administrative overhead costs can be up to 10 percent of total contract expenses. Overhead costs greater than 10 percent must be pre-approved by WSDOT.

Vehicles and equipment must be delivered and accepted by the grant recipient by June 2023. Vehicles must meet all safety requirements and be fully insured before they can be operated.

Grant recipients are expected to maintain project vehicles, charging infrastructure and equipment. WSDOT reserves the right to inspect project vehicles, charging infrastructure and equipment at any time.

Capital construction

Eligible capital construction projects include, but are not limited to:

- Electrical upgrades or updates.
- Electric vehicle systems equipment and mounting hardware installation.
- Electrical meter installation for charging stations.
- Electric vehicle charging station pedestal construction.

Capital construction projects may include costs for preliminary engineering, project-level environmental assessment and documentation, final design, property acquisition, and construction.

Capital construction projects must be well defined with planning in progress to be operationally complete by June 30, 2023.

Operations

Eligible operating costs include, but are not limited to:

- Planning activities if project delivers an accompanying public benefit by June 2023.
- Education and outreach activities (e.g., events to promote carshare program or train users on use, promotional or instructional materials for carshare, free test drives for new users).
- Translation services to provide EV carshare materials to a broad and diverse population.
- Operational expenses, including utility costs of charging the vehicle.
- Permits for electrical or infrastructure updates required for project.
- Car insurance for carshare vehicles.²
- Property insurance to cover project equipment.
- Maintenance of vehicles or chargers.
- Electric vehicle supply equipment subscription service for provider's charging network.
- Onsite carsharing administration and coordination.
- Subcontracts with third-party providers for carshare services such as scheduling and payment systems, driver applications and screenings, maintenance, insurance, and customer service.
- Staff time to plan, implement, and manage infrastructure updates, capital construction, or equipment/vehicle procurement projects.

Operating projects may not include costs for depreciation of vehicles purchased with grant funds or costs incurred outside of the grant period (i.e., prepaid insurance coverage).

Administrative overhead costs can be up to 10 percent of total contract expenses. Overhead costs greater than 10 percent must be pre-approved by WSDOT.

²Insurance requirement: Grant recipients must show proof of insurance before they may put carshare vehicles in operation. Minimum insurance requirements are \$1 million in liability insurance per occurrence and full comprehensive and collision coverage. WSDOT recommends personal injury protection insurance for the driver.

The grant recipient will be responsible for any insurance claim deductibles.

To the fullest extent permitted by law, the grant recipient will indemnify, defend, and hold harmless the state of Washington, WSDOT, agencies of the state, and all officials, agents and employees of the state for, from and against all claims for injuries or death arising out of or resulting from the ZAP-funded carshare project.

Ineligible project costs

The following do not qualify as eligible project costs:

- Installation of chargers or refueling stations for use outside of the carshare project.
- E-bicycles or e-scooters.
- Electric mopeds or motorcycles.
- Vehicles that require a special driver's license endorsement or classification.
- Commuter vanpool services operated by transit agencies.
- Peer-to-peer carsharing.
- Carshare program for staff business use only. Carshare programs must be in direct service to the community the applicant serves.
- Any cost not related to the project.

SELECTION PROCESS

Subject to the availability of approximately \$2.2 million in grant funding for the 2021-2023 biennium, WSDOT will select applications for the ZAP grant pilot through a competitive review process. The evaluation panel will include both internal and external reviewers with subject matter experts in clean- fuel transportation, shared mobility programs, and environmental justice.

WSDOT intends to fund multiple projects ensuring distribution to urban and rural areas across the state to increase opportunities for zero-emissions carshare programs in underserved communities.

Administrative screening

WSDOT grants analysts will review submitted materials to ensure the following criteria are met before an application is forwarded for evaluation.

- Application is complete and submitted by the deadline.
- Applicant is eligible to apply for a ZAP grant.
- Applicant meets the 10 percent match requirement.
- Applicant has prior experience implementing and managing clean alternative fuel and shared mobility pilot projects.
- Applicant is in good standing to apply for WSDOT grants.

Scoring methodology

Applications may score up to 60 points. Points are assigned at the discretion of the reviewer based on the quality of the responses to the application questions.

Community benefit – 15 points

Points awarded for the opportunities a zero-emissions carshare program will create to improve access to transportation options, essential resources, and cleaner air for underserved and low-to-moderate income communities.

Project implementation – 15 points

Points awarded for readiness to proceed with project activities as demonstrated by the reasonableness of the scope, budget, and timeline to successfully implement the proposed carshare program in one year. Projects will need to be underway as soon as possible to spend the funding and show a public benefit by June 30, 2023.

Community coordination – 10 points

Points awarded for strong coordination with community partners to successfully implement and maintain the carshare project, as well as the robustness of outreach, training, and marketing plans. The ZAP pilot grant requires a substantial level of involvement from community-based, equity-focused organizations.

Project team experience – 10 points

Points awarded for the demonstrated prior experience of the project team in successfully implementing and managing clean fuel transportation and shared mobility projects for underserved or low-to-moderate income communities.

Viability beyond grant – 10 points

Points awarded for a conceptual plan that shows the applicant's commitment to evaluate the success of the carshare pilot and identify additional funding sources to support the program beyond the life of the ZAP grant. WSDOT recognizes that plans for project viability beyond the grant may evolve with implementation of the program.

REPORTING REQUIREMENTS

Grant recipients will provide quarterly progress reports to WSDOT and will submit a final report on their experience at the end of the grant period.

CONTACT INFORMATION

Megan Reardon
Grants Analyst
megan.reardon@wsdot.wa.gov
360-485-7714

ZAP WEBSITE:

<https://wsdot.wa.gov/business-wsdot/grants/zero-emission-vehicle-grants/zero-emissions-access-program-grant>

ZAP GRANT APPLICATION

OVERVIEW

Applicants must submit the ZAP grant application and all supplemental materials to PTDGrants@wsdot.wa.gov by **3 p.m. PDT on May 10, 2022**. WSDOT will not consider incomplete or late applications.

If possible, applicants should combine the project application and all supplemental materials into one PDF for submission.

Applicants may apply for more than one project. Each project requires a separate application that applicants must submit individually.

FILE NAMING CONVENTION

<orgname>_<abbreviated project name>_ZAP.pdf

APPLICANT INFORMATION			
Legal Organization Name		Statewide Vendor Number	
Mailing Address	City	State	Zip Code
Type of Organization Local government agency Nonprofit organization	Nonprofit tax exempt status: 501(c)(3) Other: List and describe		
Organization Website		Geographic Area Served	
CONTACT INFORMATION			
Executive Director Name		Executive Director Email	Executive Director Phone
Project Manager Contact Name		Project Manager Contact Title	
Project Manager Contact Email		Project Manager Contact Phone	
Grant Writer Name		Grant Writer Contact Email	Grant Writer Contact Phone

To help WSDOT plan for technical assistance, does your organization have experience managing state or federal grant funds?

Yes No

If your organization is submitting multiple applications, please list your projects in order of top priority to lowest priority. Enter N/A if your organization is applying for one project only.

PROJECT SUMMARY

Project title

Brief project summary (3-4 sentences)

Proposed Project Funding (do not add commas)	
Amount of ZAP grant funds requested	\$
Match funding (cash amount)	\$
Match funding (in-kind amount)	\$
Total project cost (sum of three previous rows)	\$
Match funding percentage (of total project cost)	%

Can this project proceed with less grant funding than requested? Yes No

If yes, what minimum dollar amount is needed? What would you need to change about your project?

EXPERIENCE

Does your project team have experience implementing or managing clean fuel transportation and shared mobility projects?

Yes No

See Eligible applicants in the application instructions for examples of the type of experience that qualifies to apply for this grant.

Describe your project team's experience implementing and managing clean fuel transportation and shared mobility projects for underserved or low-to-moderate income communities. Include details on procurement and contract management. (500 words max)

KEY PARTNERS

Provide the legal name, organization type, and a brief description of role for each key project partner.	
Project Partner Name	Type of Organization (e.g., tribe, public sector, private sector)
Role	
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Role	
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Role	

APPLICATION QUESTIONS

Community benefit

1) Describe the community your zero-emissions carshare pilot project will serve. Support your description with data.

Use demographic data to identify historically marginalized groups (e.g., low-income households, people with disabilities, immigrants, unhoused people) this project will serve.

If the community this project will serve experiences emissions air pollution that exceeds state or federal standards, include air quality data for the community. (500 words max)

Note: Common data tools include:

- [Washington Tracking Network](#): Environmental Public Health Data
- [EJScreen](#): Environmental Justice Screening and Mapping Tool ([Learn to use EJScreen](#))

- 2) Describe the barriers to personal and public transportation (bus, commuter trains, rideshare options, etc.) faced by your community. Support your description with data. *(500 words max)*

Note: [EPA Smart Location Database](#) summarizes census block group characteristics such as distance to transit, transit service frequency, and no car households. In addition to using the EPA Smart Location Database, you may use other data sources to supplement your narrative.

- 3) Describe how lack of transportation prevents the community your project will serve from accessing essential resources (e.g., food, healthcare, education, employment). Describe opportunities your project will provide to link the community to essential resources. *(300 words max)*

- 4) Describe how you've evaluated (or will evaluate) your community's interest and support of a zero-emissions carshare program. Have you or anyone else conducted transportation needs assessments or other forms of outreach? If yes, please share results relevant to your project proposal. (300 words max)

Project implementation

- 5) Describe the zero-emissions vehicle carshare program you are proposing with details on how it will be implemented and managed.
- a) **Vehicles** - Identify the number and type of zero-emissions vehicle(s) you're requesting. Describe why you've selected the vehicles for your carshare project. Describe how you'll obtain the vehicles. Describe how the vehicles will meet the needs of the community your project will serve. (300 words max)

Note: Vehicle type and cost must be reasonable for the proposed project.

b) **Charging stations** - Describe the type and number of chargers that will be used for the carshare. Describe the necessary charging infrastructure for the project in place at the host property. If the necessary infrastructure is not in place, describe the steps you've taken to schedule or complete a site assessment to determine the carshare location. If applicable, provide a copy of the site assessment with your supplemental materials. *(500 words max)*

c) **Location** - Describe the carshare site location. Describe the security strategies you'll implement to maximize safety of the carshare users and property. Provide a property map showing the carshare site with your supplemental materials. If available, include photos of the site with your supplemental materials. *(300 words max)*

d) **Membership** - Describe the criteria you'll use to determine eligibility to join the carshare. Describe how prospective members can apply and how you'll screen them. Describe how carshare members will reserve a vehicle. If access to a smartphone or a computer is needed to apply for or reserve and use a carshare vehicle, describe the options your project will have available for community members with limited access to technology. *(300 words max)*

e) **Costs of use** - If your project will charge carshare membership fees or vehicle use fees, describe the fee rates and how you determined those rates. Identify any payment options for community members who are unbanked. Describe any additional plans to offset program costs to benefit your community. *(300 words max)*

f) **Operations** - Describe how you'll run and manage the carshare project. Identify support staff needed. (500 words max)

Project budget

6) Complete the following budget table. Include all costs associated with the project. See the Eligible projects in the application instructions for eligible project costs. Itemize project expenditures (e.g., vehicles, charging equipment, insurance, marketing, software, communications equipment).

Budget Table <i>(do not add commas)</i>	
Project element	Budget

TOTAL PROJECT COST	
Source of match (examples: state grant, federal grant, in kind, etc.)	Amount
MATCH TOTAL	
MATCH PERCENT	%
	GRANT REQUEST AMOUNT

Project timeline

7) Complete the project timeline with estimated project costs per quarter and a summary of activities and milestones the grant funding will support.

Project timeline		
Quarter	Estimated Project Costs	Summary of Activities & Milestones
July - September 2022		
October - December 2022		
January - March 2023		
April - June 2023		

8) Date you expect carshare to be operational:

9) What risks (minimum two) could delay your project implementation? Describe possible solutions for mitigating that risk. (300 words max)

Community coordination

10) Describe how your partnerships with equity-focused organizations within the community the project will serve will support the outreach, education, and marketing of the project. Describe the partnerships you've yet to make. (500 words max)

11) Describe the role members of the community the project will serve will have in establishing and maintaining the project. (500 words max)

12) Describe the strategies you'll use to recruit new carshare members throughout the project (e.g., promotional materials, free drives, ride-and-drive events). (500 words max)

13) Describe the strategies you'll use to train new carshare members on reserving, using, and charging the zero-emissions vehicles (e.g., training sessions, online videos). (500 words max)

Note: If you have created a marketing or outreach plan, you are welcome to include it with your supplemental materials .

Viability beyond grant

14) Describe your plan for evaluating the success and long-term sustainability of your zero-emissions vehicle carshare project.

Note: WSDOT recognizes that plans for project viability beyond the grant may evolve with implementation of the program.

a) Describe the quantitative (e.g., vehicles miles traveled, number of rides per month) and qualitative data (e.g., interviews with carshare users, surveys with open-ended questions to capture user experiences) you'll use to measure the successes and challenges of your project. (300 words max)

b) Describe your financial plan to continue your carshare program beyond the life of the ZAP grant. (300 words max)

c) If the carshare isn't self-sustaining when grant funds end, describe other financial partnerships you may make to subsidize the program. (300 words max)

SUPPLEMENTAL MATERIALS

Required

1. Property map showing location of designated carshare parking and charging stations. Photos encouraged.
2. Nonprofit applicants must provide a copy of certification from the Washington State Secretary of State verifying that they are registered to do business in Washington as a nonprofit organization in accordance with RCW 24.03.
3. Letter(s) committing matching funds or gifts-in-kind contributions. Identify the following in the letter:
 - a. The specific source(s) of the matching funds or gifts in kind.
 - b. The status of the match for the proposed project (i.e., secured or pending).
 - c. If you've not yet secured the matching funds or in-kind match, describe measures you're taking to mitigate the risk of having insufficient resources to implement the proposed project.
 - d. If applying with in-kind contributions, complete the supplemental in-kind valuation template (available on the [ZAP webpage](#)) for the amount proposed and submit with your application.

4. If applicable, include a copy of the site assessment performed by an electric vehicle supply equipment provider, or a letter of coordination with an electrician who will perform project work for any needed electrical updates and installation of electric vehicle supply equipment for this project.
5. Letters of commitment from key partners, including subcontractors and community partners confirming their role.

Optional

1. Additional letters of support.
2. Marketing and outreach plan.