



CONSOLIDATED GRANT PROGRAM

2023-2025 Capital Project Application Instructions

Application due date: 3 p.m. PDT, Oct. 27, 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.

CONTACT

Application questions: email [Susan Garber-Yonts](mailto:Susan.Garber-Yonts@wsdot.wa.gov) or call 206-922-3259. You can also contact your regional WSDOT Public Transportation Division [community liaison](#).

Grants Management System questions: email [Grants Management System support](#) or call 360-705-7711.

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IMPORTANT DATES

June 21, 2022	WSDOT posts notice of funding opportunity.
July 21, 2022	Grant application available in the Grants Management System (GMS) for the 2023-2025 biennium.
August-October 2022	WSDOT staff available for questions and technical assistance.
3 p.m. PDT, Oct. 27, 2022	Grant applications due in GMS.
Nov. 1, 2022-Jan. 6, 2023	WSDOT reviews applications and works with applicants to make any application revisions.
Jan. 9-23, 2023	Applicants revise applications, as necessary.
3 p.m. PST, Jan. 24, 2023	Revised applications due in GMS.
Jan. 27, 2023	Regional rankings due from regional transportation planning organizations.
February-April 2023	Independent evaluation panel reviews and scores applications. WSDOT assigns funds and develops final funding list.
May-June 2023	WSDOT sends 2023-2025 biennium grant award letters to grantees after the governor signs the transportation budget.
July 1, 2023	2023–2025 biennium begins.
June 30, 2025	2023-2025 biennium ends.

CHAPTER 1: OVERVIEW

ABOUT THE CONSOLIDATED GRANT PROGRAM

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

The 2023-2025 Consolidated Grant program distributes funding from the following:

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

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

Program goals

The goals of the Consolidated Grant program are:

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

CHANGES FOR 2023-2025

In response to effects on performance from the COVID-19 pandemic and economic inflation, WSDOT will be flexible when assessing eligibility for sustaining projects and continuing four-year projects for the 2023-2025 Consolidated Grant program.

Additionally, WSDOT is implementing new questions about providing service to vulnerable populations in overburdened communities as a requirement of new [Climate Commitment Act](#) funding. These questions are not part of the scoring criteria, but they do help the Legislature understand where WSDOT awards grant funds and which communities benefit from the awards.

Applicants that provide services to a tribe will also need to provide documentation that they have an agreement with the tribe. This can be in the form of an email from the tribal transportation director or an existing contract that demonstrates coordination with the tribe. If an applicant has other forms of documentation, a WSDOT community liaison should review and approve the documentation prior to the grant application due date.

Applicants should also review the definitions for vulnerable populations and overburdened communities in [RCW 70A.02.010](#) and [RCW 19.405.020](#).

APPLICATION DEADLINE

3 p.m. PDT, Thursday, Oct. 27, 2022

FATAL FLAW POLICY

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

The following are fatal flaws:

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

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

IN GOOD STANDING POLICY

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

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

For more information on WSDOT's In Good Standing policy and processes, see the Consolidated Grant Guidebook.

TRANSIT FORMULA FUNDS

Agencies eligible for Sales Tax Equalization and Special Needs formula funds should not submit a formula project through this process. WSDOT will notify you if you are awarded formula funds.

MATCHING FUNDS

Capital projects require cash matching funds. The project cannot derive the matching funds from sources that place any restrictions on the services provided with the grant-funded equipment or that place a lien on the grant-funded equipment. In-kind contributions are not eligible with capital projects.

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

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

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

The tables below show match requirements for state and federal grant sources in the Consolidated Grant program.

Match required from local sources for state grants		
Project type	Grant share	Minimum local share
Capital	90%	10%

Match required from local sources for federal grants		
Project type	Federal share	Minimum local share
Capital	80%	20%

PASSENGER FARES AND DONATIONS

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

Applicants may use donations made directly to their agency as matching funds.

COORDINATION OF SERVICES AND FUNDING

WSDOT will evaluate only applications ranked by a metropolitan planning organization or regional transportation planning organization for the 2023-2025 biennium Consolidated Grant program.

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

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

CHAPTER 2: APPLYING FOR FUNDING

GRANTS MANAGEMENT SYSTEM

Applicants must complete and submit applications in [GMS](#).

Before accessing the Consolidated Grant program application, applicants must complete a registration process. For more information about registration and training, contact the help desk at PTDGMSsupport@wsdot.wa.gov or 360-705-7711. Additional GMS training is available under “announcements” on the right side of the GMS landing page.

APPLICATION PROCESS

Applicants must submit applications by 3 p.m. PDT, Thursday, Oct. 27, 2022. WSDOT will not accept late applications.

Applicants must complete applications in WSDOT’s GMS.

Space is limited in the application’s narrative boxes. Applicants that need more room for their answers should use the “[supplemental information](#)” section near the end of the application. Applicants may also use the supplemental information section to describe how their application aligns with regional priorities.

GMS will confirm submission of each application. The confirmation will not include an assessment of the completeness of the application.

NUMBER OF APPLICATIONS

Organizations may submit an unlimited number of applications.

Organizations must submit separate applications for each project.

Organizations may submit projects for the following project types:

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

Note: Applicants may print applications from the “application details” screen in GMS. However, WSDOT will not accept scanned or printed applications.

CHAPTER 3: APPLICATION QUESTIONS

STARTING THE APPLICATION

Note: If you have not yet registered for GMS, contact the help desk at PTDGMSsupport@wsdot.wa.gov or 360-705-7711 before proceeding.

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

PREVIEWING THE APPLICATION

As you complete sections of the application, the “application details” screen will update the status of each section.

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

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

GENERAL INFORMATION

Application creation wizard

After selecting “start new application,” GMS will open the application creation wizard.

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

Input the following:

Step 1 Application title – The exact title of the project as ranked for the 2023-2025 biennium by the metropolitan planning organization or regional transportation planning organization in its coordinated public transit-human services transportation plan.

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

Step 2 Primary contact – This information should self-populate based on your login.

Select “save form information” and move to the next section.

Step 3 Organization – If your organization has not self-populated, use the dropdown menu to choose your organization.

Select “save form information” and move to the next section.

Step 4 Additional applicants – From the dropdown, add other members of the agency staff who will need access to the application, including the staff person that is authorized to submit the application on behalf of your agency. (Depending on your agency, this responsibility may be delegated to the grants manager, budget manager, or other related position). The dropdown menu includes names at your agency that were added during agency registration.

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

1. ORGANIZATION CONTACT INFORMATION

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

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

2. SUMMARY OF PROJECT INFORMATION

Capital project

Examples of eligible capital projects include, but are not limited to:

- Purchasing buses, vans, and other passenger-service vehicles
- Refurbishing existing passenger-service vehicles
- Retrofitting vehicles for wheelchair lifts
- Purchasing equipment needed for new technologies that enhance public transportation operations, mobility, and access
- Purchasing other equipment such as bicycle racks and fare boxes
- Purchasing replacement parts for passenger-service vehicles
- Purchasing radios and communications equipment
- Purchasing bus-passenger shelters
- Purchasing security equipment
- Purchasing computer hardware and software, including dispatching software and data systems
- Purchasing maintenance equipment (e.g., bus lifts, specialized diagnostic tools)

Note: Grantees must use all equipment purchased through the Consolidated Grant program to provide the passenger transportation services outlined in the project application.

Capital type

Select your project’s capital type from the dropdown menu.

Fleet (expansion or replacement)

Select this option if your project is for the purchase of rolling stock (i.e., transit vehicles such as buses, vans, cars, trolley buses, and vehicles used for support services).

If your project is for the purchase of rolling stock with added equipment and/or vehicle options, select this box and identify the equipment in the equipment text box. Provide cost estimates for these additional features in the budget section of the application.

Equipment

Select this option if your project is for the purchase of non-vehicle equipment.

Are you willing to accept Federal Transit Administration funds?

Select “yes” or “no.”

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

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

Identify the areas this project will serve

Use the dropdown boxes to choose the state legislative district(s), congressional district(s), and county(ies) your project will serve.

Dependency on other projects

Select “add row” and select “no” if your project is not dependent on other if any other project that your organization or other organizations have submitted for 2023-2025 Consolidated Grant Program funding (i.e., if one project is not funded, the other project cannot perform). Select “save row.”

If your project is dependent on another project, select “yes” and enter the project title for the other project exactly as it appears in the regional ranking process. After entering a project’s title, select “save row.”

If your project is dependent on more than one project, repeat the steps above.

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

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

3. SCOPE OF WORK

Project description

Regional transportation planning organization/metropolitan planning organization

Select the regional transportation planning organization/metropolitan planning organization that will or has ranked your project. If you are not sure which organization this is, review WSDOT’s [planning contact directory](#).

Is this project primarily serving a rural area?

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

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

Select “yes” or “no.”

Proposed scope/description of the work

Briefly and specifically (i.e., maximum four sentences) describe what your project proposes to do (i.e., for whom, what, when, and where). This description may be used to describe your project to the Legislature.

Examples:

- “Purchase one replacement light-duty ADA-accessible cutaway bus and one community van for special needs transportation services in Clark County.”
- “Purchase and install hardware and software necessary to implement an automatic stop announcement system on all fixed route vehicles”.

Need

Describe why you are pursuing the proposed project.

Include a description of:

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

Coordination efforts

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

Include details such as:

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

Special needs transportation

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

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

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

Efficiency and effectiveness

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

Additionally, describe the methods and strategies you will use to measure your project's success. Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps you will take if your project does not meet its performance targets.

Other modes of transportation

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

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

Additionally, describe:

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

Project staff

Identify the staff members who will work on your project.

Describe each staff member's level of experience with grant management.

Select "save form."

Coordinated public transit-human services transportation plans

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

Additionally, because a project may affect more than one planning region, you must identify all other plans that identify the need your project addresses in the same manner. You can add additional coordinated public transit-human services transportation plans by selecting the "add row" button and repeat the steps above.

Select "mark as complete."

4. CAPITAL BUDGET

Complete all columns in the budget area(s) applicable to your project.

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

Transit vehicles

You must enter each requested vehicle as a separate line item using the “add row” function.

Replace or expand

Indicate whether you will use this equipment to replace existing equipment (i.e., buy replacements) or expand services (i.e., buy expansion). For a definition of replacement and expansion equipment, see the [glossary](#).

Vehicle description

Choose the vehicle from the dropdown that best describes your project vehicle.

Passenger seating

Indicate the number of seats (not counting driver) when the vehicle is at maximum capacity, with no adjustments for wheelchair stations.

Wheelchair stations

Indicate the number of wheelchair-securement positions the vehicle will accommodate. If the vehicle has no ADA-accessible seating, enter zero.

Fuel type

Select the appropriate type of fuel from the dropdown menu.

Total cost

Identify your independent cost estimate of each vehicle or other equipment item. Be sure to account for the cost of the additional features as part of the vehicle’s total cost.

If you are not sure of the cost, contact PTDProcurement@wsdot.wa.gov.

For estimates, use the sales tax rate charged in your area. If you are a public transit agency, the portion of the local tax rate collected for transit purposes is not eligible for reimbursement. Therefore, you should reduce the amount estimated by that percentage. For example, if your local tax rate is 7.9% and the transit share of this tax is 0.3%, you should calculate the sales tax at 7.6%.

Note: Relying on historical purchase prices for your estimates may fail to consider inflation, model changes, and current market conditions.

Note: Vehicles carrying 15 or fewer passengers used for vanpooling or special needs transportation are not subject to sales tax ([RCW 82.08.0287](#)). To exercise this option, the vehicle must qualify for and be licensed with rideshare plates through the Washington State Department of Licensing.

Requested amount

Total project cost, less local match.

Equipment/facilities to support transit operations; to support electrification and power distribution; or to support transit passengers

Choose the category of equipment/facilities and use “add row” to create a separate line item for each component.

Activity type

From the dropdown menu, choose among the options.

Description

Choose among the options for description category from the dropdown menu.

Useful life

Find the useful life of the equipment or facilities from the manufacturer or reference the FTA minimum useful life in [FTA Circular 9300.1B](#).

Requested amount

Total project cost, less local match.

Training

Choose the category of equipment/facilities and use “add row” to create a separate line item for each component.

Description

Choose among the options from the dropdown menu.

Requested amount

Total project cost, less local match.

Match/revenue sources

Identify the source of matching funds for the capital equipment. Select “add row,” then select the source from the dropdown menu, describe the specific source and amount of match, then select “save row.”

Local funds

Revenue generated from local sources, including but not limited to:

- Taxing authority (i.e., transit taxes)
- Funds received from county or municipal sources
- Other local or private grant awards
- Income generated from service contracts or other internal activities (e.g., freight, advertising)

State funds

Funds received from WSDOT and other state agencies, excluding competitive state-funded grants administered by WSDOT Public Transportation Division.

Federal funds

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

Note: Medicaid is a federal source.

In-kind contributions

In-kind contributions (i.e., in-kind match) are not eligible with capital projects.

Capital projects require cash matching funds.

Other (list)

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

Scalable

Describe whether your project is scalable.

If your project is scalable, specify the minimum funds needed and explain the scalability. For example, if you are proposing to purchase two buses to replace existing buses but are willing to accept funding for one bus due to funding availability, identify your willingness to reduce the scope of your project accordingly.

Select “save form.”

ADA accessibility

Select “edit form” and describe how you will address ADA accessibility issues with the procurement.

Describe how your agency will ensure and provide ADA accessibility.

Indicate whether the vehicles proposed for purchase meet the requirements of [49 CFR Part 38, ADA Accessibility Specifications for Transportation Vehicles](#).

For more information on ADA accessibility specifications, visit the [U.S. Access Board’s transportation vehicles webpage](#).

Select “save form.”

Procurement plan

Select “edit form” and describe your procurement plan for the vehicles and/or equipment in this application.

Select “save form.”

Other sources

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

Describe any efforts or plans to:

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

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

Select “save form.”

Select the orange “mark as complete” button.

Disadvantaged business enterprises goals

Select “add row.”

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

Note: For capital projects, vehicles purchases are exempt from disadvantaged business enterprises requirements. You should complete this section for all capital equipment and/or small construction projects.

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

When finished, select “save row.”

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

For more information on good faith efforts for disadvantaged business enterprises, see Appendix D of the Consolidated Grant Guidebook.

For more information on disadvantaged business enterprises and a list of disadvantaged-business-enterprises-certified businesses, visit WSDOT’s [diverse business programs webpage](#).

5. SERVICE LEVEL

Provide information on the levels of transportation services for this project alone.

Project service-level information

Use the “edit grid” and “save grid” buttons to access the fields in this section. Disregard the row for volunteer hours.

Project service-level description

How were service-level estimates developed?

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

Select “save form.”

Select the orange “mark as complete” button.

6. VEHICLE REPLACEMENT

Do you have a replacement vehicle?

Select “edit form.” If you are not replacing a vehicle, select “no” and “save form.” Select the orange “mark as complete” button.

If you are requesting one or more vehicles to replace other owned vehicles that have reached their useful life, select “yes” and fill out the vehicle information in the section below.

Vehicle information

Select “add row” to complete the table for the vehicles your project will replace. You must enter each vehicle separately. You must include these vehicles on your organization’s inventory report. Identify the vehicles by:

- Vehicle type
- Remaining useful life
- Make/model
- Year
- Vehicle identification number (VIN)
- Current status (i.e., active, spare)
- Current mileage

Select “save form.” If you have multiple vehicles, repeat the steps above.

7. MILESTONES

Use the “edit grid” and “save grid” buttons to access the fields in this section. Select “yes,” “no,” or “N/A” to identify whether the milestones are applicable to your project and provide an estimated schedule for the milestones that are applicable.

Select the orange “mark as complete” button.

Note: You must expend all awarded grant funds and local match for the 2023-2025 biennium by June 30, 2025.

8. ELECTRICITY AND BIOFUELS USE

Chapter 194-29 WAC, Practicable use of electricity and biofuels to fuel state vehicles, vessels, and construction equipment

If your project involves the purchase of vehicles, select “yes,” “no,” or “N/A” to identify whether the project complies with requirements in [Chapter 194-29 WAC](#).

[RCW 43.19.648](#) required local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. Chapter 194-29 WAC describes the decision-making criteria local governments should use to comply with the law.

If you have determined that it is feasible for your project to comply with the decision-making criteria, select “yes” and “save form,” then describe how your purchasing plans meet the criteria.

If you have determined that it is not feasible for your project to comply with the decision-making criteria, select “no” and choose from among the reasons for not complying, then explain the reasons in further detail.

Select the orange “mark as complete” button.

9. ATTACHMENTS

To add attachments:

1. Select the “select file” button
2. An “attach file” screen will open
3. Select and upload the file
4. Add a description of the file

Note: WSDOT will consider applications without required attachments incomplete.

Attachments required/conditionally required for each application:

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

Attachment 2 501(c) determination for new nonprofit applicants

Attachment 3 Certification from the Washington Utilities and Transportation Commission for new nonprofit applicants that are direct service providers

Attachment 4 Service area map

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

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

Attachment 5 Population density map

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

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

Attachment 6 Letters committing matching funds from third-party financial partners, if applicable

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

Attachment 7 In-kind match valuation proposal

Does not apply to capital projects.

For operating and mobility management projects only.

Attachment 8 Letters of support

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

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

Combine all letters of support into one PDF before uploading.

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

Select the orange “mark as complete” button once you have uploaded all your attachments.

File type

Save all attachments in PDF format. Do not attach encrypted PDF files.

10. SUPPLEMENTAL INFORMATION

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

You may also use this space to describe how this project aligns with regional goals and strategies.

Select the orange “mark as complete” button.

11. VULNERABLE POPULATIONS IN OVERBURDENED COMMUNITIES AND TRIBES

Vulnerable populations in overburdened communities

Select “edit form.” Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions below, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

Examples of direct and meaningful benefits ([RCW 70A.65.230\(1\)\(a\)](#)):

- Reducing vulnerable population characteristics, environmental burdens, or associated risks that contribute significantly to the cumulative impact designation of highly impacted communities

- Meaningfully protecting an overburdened community from, or support community response to, the impacts of air pollution or climate change
- Meeting a community need identified by vulnerable members of the community

Vulnerable populations are population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms due to adverse socioeconomic factors and sensitivity factors. Vulnerable populations include but are not limited to ([RCW 70A.02.010\(14\)\(a\)](#) and (b)):

- Racial or ethnic minorities
- Low-income populations
- Populations disproportionately impacted by environmental harms
- Populations of workers experiencing environmental harms

Overburdened communities are geographic communities that face disproportionate cumulative negative impacts from environmental health factors. Overburdened communities include but are not limited to ([RCW 70A.65.010\(54\)](#)):

- Communities highly impacted by fossil fuel pollution and climate change
- Communities located in census tracts that are fully or partially on “Indian country”
- Populations who may be exposed to environmental contaminants and pollutants outside of the geographic area in which they reside based on the populations' use of traditional or cultural foods and practices.

Tribal support

Select “yes” or “no” to as to whether your project is directly operated by a tribe.

If “yes,” select the “save form” button.

If “no,” answer the additional questions related to tribal support.

Tribal correspondence should confirm the tribe’s intent to develop a resolution formally supporting your project. An email is sufficient. If you have a formal contract with the tribe, you may attach the contract to your application

Attachments

If this project is supported by a tribal nation, attach correspondence from the tribe’s transportation lead or similar position.

To add an attachment:

1. Select the “select file” button
2. An “attach file” screen will open
3. Select and upload the file

Save the attachment in PDF format. Do not attach encrypted PDF files.

If we award your project, you should deliver the final resolution formally supporting your project prior to the end of your contract period.

No attachment is required if this project is directly operated by a tribal nation.

Select the orange “mark as complete” button.

12. CERTIFICATION

Complete this section by selecting “yes” in the certification field and typing the name of the certifying authority, their title, and the date. This is the equivalent of an electronic signature. WSDOT does not need to obtain your memo or letter delegating authority.

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

CHAPTER 4: EVALUATION CRITERIA

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

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

CHAPTER 5: SELECTION PROCESS

PLANNING ORGANIZATION LETTER GRADES

Metropolitan planning organizations/regional transportation planning organizations award letter grades (i.e., A, B, C) through a regional ranking process based on local priorities. Letter grades are equivalent to extra points for proposed projects.

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

WSDOT INTERNAL REVIEW

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

Next, WSDOT will contact applicants to provide additional information or corrections, as needed. You should make yourself available during the internal review, as you must submit any requested changes in GMS by 3 p.m. PST, Jan. 24, 2023.

Applicants may only adjust information that WSDOT requests during this internal review period. Applicants may not adjust other information in their applications.

INDEPENDENT EVALUATION PANEL

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

The panel is composed of subject matter experts with experience including, but not limited to:

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

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

The panel will recommend projects for a prioritized project list.

Project evaluation

WSDOT has committed to funding as many projects with an “A” ranking from a metropolitan planning organization/regional transportation planning organization as funding allows. WSDOT forwards the remaining projects to the independent evaluation panel for their final review and ranking.

The independent evaluation panel evaluates projects using a forced-rank methodology. Each evaluator develops a priority project funding list. Evaluators compare and reconcile priority lists during the final evaluation meeting.

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

PROJECT AWARDS AND FUNDING

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

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

PROJECT START DATE

A project funded for the 2023-2025 biennium may begin incurring eligible expenses July 1, 2023.

WSDOT cannot reimburse eligible expenses until a contract has been executed. The agreement period extends from the date of contract execution through June 30, 2025.

GRANT MANAGEMENT REQUIREMENTS

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

Grantees must participate in WSDOT training on grant-management practices. Specific information on WSDOT's grant-management requirements is in the Consolidated Grant Guidebook.

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

APPLICATION IN THE GRANTS MANAGEMENT SYSTEM

The following are screen prints of the Consolidated Grant capital project application in GMS.

Note: You must complete and submit your application in GMS. WSDOT will not accept applications delivered in other formats.

16278 - BLANK for Print

Application Details

Funding Opportunity: 15643-2023-2025 Consolidated Grant Program - Capital
Funding Opportunity Due Date: Oct 27, 2022 3:01 PM
Program Area: Consolidated Grant Program
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name: Ms. Testing Middle Name Tester
Salutation First Name Last Name

Title:

Email*: smithpa@wsdot.wa.gov

Address*: 123 Baseline

Phone*: City Washington 98501-____
City State/Province Postal Code/Zip
 (360) 705-5808 Ext.
Phone
 #### ####

Fax: #### ####

Organization Information

Legal Name*: BaseLine Organization

DBA Name*:

Organization Type*: City Government

DUNS #: #####

Unique Entity Identifier (UEI):

Organization Website: www.baselineorg.com
(Please enter http://... for this field)

Physical Address*: 578 Main st.
 1st Floor
 Stonesville Virginia 84111
City State/Province Postal Code/Zip

Mailing Address*:

City State/Province Postal Code/Zip

Remit to Address*:

City State/Province Postal Code/Zip

Phone*:

(456) 538-8700 123
Ext.

Fax:

(801) 538-8888
Ext.

Fiscal Year End

Last day of*:

Organization Contact Information

Organization Contact Information

Organization Director

Name*:

First Name

Last Name

Title

Email Address

Applicant Contact

Name*:

First Name

Last Name

Title

Email Address

Project Contact

Name*:

First Name

Last Name

Title

Email Address

Summary of Project Information

Summary of Project Information

Select all capital types from the list below that best describes your project.

Capital Type*:

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements.

For an example of last biennium's federal requirements see the [21-23 Consolidated Grants Program Guidebook](#).

Willing to Accept FTA funds for the biennium*?:

Select all of the Congressional District(s), Legislative District(s) and County(ies) the project will serve.

[Congressional & Legislative District map](#)

Legislative District(s)*:

Congressional District*:

County(ies)*:

Dependency on Other Projects

Dependent projects?	Project Title
No Data for Table	

Scope of Work

Project Description

Select the **Regional Transportation Planning Organization / Metropolitan Planning Organization (RTPO/MPO)** that will be ranking this project from the drop-down menu.

RTPO/MPO*:

Is this project primarily serving a rural area?* Any service that supports Public Transportation in rural areas with populations less than 60,000.

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

Provide a brief, high-level description of what your project proposes to do (address who, what and where). This description may be used to describe your project to the Legislature.

Proposed scope/description of the work.*:

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

Need*:

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

Coordination Efforts*:

How does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, **RCW 47.01.450** requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation.

Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

Special Needs Transportation:

For operating, mobility management and capital projects: How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

For Planning Projects: How will your organization measure the planning project's success?

Identify data sources used in the planning process.

Measurement of Efficiency and Effectiveness*:

How does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this project enhance other transportation or social services within your organization or among partners?

What efficiencies will be gained within the service area as a result this project?

Other Modes of Transportation*:

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

Project Staff*:

Coordinated Public Transit - Human Services Transportation Plans (CPT - HSTP)

Coordinated Public Transit - Human Services Transportation Plan	Page number(s) or TBD
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No Data for Table

Budget

Transit Vehicles

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	Wheelchair stations	Fuel Type	Total Cost	Requested Amount	Match
-------------------	---------------------	-------------	-------------------	---------------------	-----------	------------	------------------	-------

No Data for Table

Equipment/facilities to support transit operations

Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
---------------	-------------	-------------	------------	------------------	-------

No Data for Table

Equipment/facilities to support electrification and power distribution for transit operations

Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
---------------	-------------	-------------	------------	------------------	-------

No Data for Table

Equipment/facilities to support transit passengers

Activity Type	Description	Useful Life	Total Cost	Requested Amount	Match
---------------	-------------	-------------	------------	------------------	-------

No Data for Table

Training

Activity Type	Description	Total Cost	Requested Amount	Match	Scope/Activity Line Item (ALI) Code
---------------	-------------	------------	------------------	-------	-------------------------------------

No Data for Table

Match/Revenue Sources

Source	If Other, Please List	Amount
--------	-----------------------	--------

No Data for Table

Scalable

Is your project scalable?*

Specify the minimum funds needed and explain the scalability.:

Round to the nearest dollar

Describe the scalability of your project.:

ADA Accessibility

ADA Accessibility*:

Procurement Plan

Procurement Plan*:

Other Sources

Other Sources*:

Summary

Requested Amount

Vehicle Requested Amount:

Equipment Requested Amount:

Other/Training Requested Amount:

TOTAL Requested Amount:

Match Amount

Match Amount:

Percentage of Match:

Total

TOTAL PROJECT COST:

Service Level

Project Service Level Information

Project Specific Information	July 1, 2021 - June 30, 2022 (Actual)	July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Percent of Change
------------------------------	--	--	--	---	-------------------

Revenue Vehicle Hours

Revenue Vehicle Miles

Passenger trips should be entered as whole numbers only.

Passenger Trips

Volunteer Hours

Project Service Level Description

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

How were service-level estimates developed?*

Vehicle Replacement

Vehicle Replacement

Are you replacing a vehicle?*

Save form to continue. If you selected yes, please complete the vehicle information section below.

Vehicle Information

CONSOLIDATED GRANT PROGRAM 2023-2025 CAPITAL PROJECT APPLICATION INSTRUCTIONS

Vehicle Type	Remaining useful life	Make/Model	Year	Vehicle Identification Number (VIN)	Current Status	Current Mileage
--------------	-----------------------	------------	------	-------------------------------------	----------------	-----------------

No Data for Table

Milestones

Milestones

CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
--------------------	-------------	--------------

EQUIPMENT

- Equipment - Request for Proposal / Invitation 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 / Invitation for Bid
- Vehicle - Contract Award
- Vehicle - First Vehicle Received
- Vehicle - All Vehicles Received
- Vehicle - Contract Complete

Electricity and Biofuels Use

Electricity and Biofuels Use

RCW 43.325.080 establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law.

For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective June 1, 2018? (Practicable use of electricity and biofuels to fuel local government vehicles, vessels, and construction equipment.)

WAC 194-29:

If yes, please describe how your purchasing plans meet the requirements of the rules.

Meets Requirements:

Electric or Hybrid:

Please Explain:

Fueled in whole or in part by natural gas or propane:

Please Explain:

Attachments

Attachments

CONSOLIDATED GRANT PROGRAM 2023-2025 CAPITAL PROJECT APPLICATION INSTRUCTIONS

Named Attachment	Required	File			Upload Date
		Description	Name	Type	
Copy of organization's most recent audit report	✓				
501(c) IRS Letter of Determination (for new non-profit applicants only)					
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)					
Service area map	✓				
Population density map	✓				
Letters committing matching funds					
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)					
Letters of support (combine into one file attachment)					
Letter of concurrence (for projects that operate in multiple planning regions)					

Supplemental Information

Supplemental Information

Supplemental Information:

Vulnerable Populations in Overburdened Communities & Tribes - May 2022

Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

Vulnerable Populations in Overburdened Communities*:

Tribal Support

Is this project directly operated by a tribe?*

Is your project serving and is it supported by a tribal nation in Washington? :

Estimate the percentage of your project that serves the tribe:

By checking this box, you are confirming your outreach to the tribe in pursuit of a resolution formally supporting your project :

Attachments

Tribal support correspondence/resolution:

Certification

Certification

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

Certification*:

Application Authority*:

CONSOLIDATED GRANT PROGRAM 2023-2025 CAPITAL PROJECT APPLICATION INSTRUCTIONS

First Name
Last Name

Title*:

Date*:



GLOSSARY

Americans with Disability Act of 1990 (ADA)

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

ADA-accessible

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

Capital expenses

Assets such as vehicles, equipment, and bus shelters. These items must have a useful life of more than one year, exceed your organization's capital cost threshold or \$5,000, and are subject to depreciation and inventory records.

Commuter service

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

Coordinated public transit-human services transportation plan

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

Cutaway

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

Demand response

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

Disability

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

Disadvantaged business enterprise

A for-profit business at least 51% owned by a socially and economically disadvantaged individuals with a net worth below \$1,320,000.

Equipment

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

Expansion

The acquisition of revenue vehicles for expansion of transit service.

Federal ID number

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

Fixed route

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

General and local government agencies

The following entities:

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

Indirect cost plan

A cost allocation plan that results in an indirect cost rate. The indirect cost rate is a percentage of an indirect cost pool and some indirect cost base. The cost allocation plan is a method for assessing indirect costs that benefit more than one cost objective (i.e., project or program) and are not readily assignable without a disproportionate effect. Indirect costs, such as administrative costs, that benefit multiple projects or programs are allocated (i.e., divided) proportionately between the projects or programs based upon a documented plan that is consistently applied across all programs. These plans should be assessed for each activity based on relative benefit and to all activities regardless of fund sources. This plan must be approved by WSDOT or cognizant agency (i.e., the public agency that provides the majority of an organization’s grant funding).

In-kind contributions

Goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefit and be specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented.

In-kind match valuation proposal

A written proposal that identifies the sources of in-kind match and method for determining their value. It must only include goods and services donated for the project that would represent eligible grant activities. Documentation for goods and services should include donation receipts from the donor, the item donated, and its fair market value. Volunteer time should include timecards and be charged at either the prevailing wage or the wage rate paid to an employee performing like duties. In-kind match proposals ultimately require WSDOT approval. WSDOT can assist with writing this plan.

Intelligent transportation systems

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

Intermodal

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

Local funds

Money appropriated by local, general-purpose governments; local municipal governments, as defined in [RCW 35.58.272](#); local school districts; or local private agencies for the purpose of supporting public transportation services.

Local match

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

Metropolitan planning organization

Federally mandated regional organizations responsible for comprehensive transportation planning and programming in urbanized areas.

Mobility management

Eligible expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a governmental authority, but excluding operating public transportation services([49 U.S.C. Section 5301\(a\)\(1\)\(L\)](#)).

Operating expenses

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

Other equipment

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

Overburdened communities

A geographic area where vulnerable populations face combined, multiple environmental harms and health impacts, and includes, but is not limited to, highly impacted communities as defined in [RCW 19.405.020 \(RCW 70A.02.010\)](#).

Paratransit

Transportation services provided:

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

Passenger trip

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

Persons with special transportation needs

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

Nonprofit

An agency not organized for profit but operated exclusively for the promotion of social welfare in which no

part of its net earnings benefit any private shareholder or individual. These agencies must comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

Public transportation

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

Regional grades

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

Regional transportation planning organization

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

Replacement equipment

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

Revenue vehicle hour

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

Revenue vehicle mile

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

Rolling stock

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

Route deviated

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

Rural area

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

Rural public transit

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

Seniors

An individual who is 65 years of age or older ([FTA Circular 9070.1G](#)).

Spare status

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

Travel training

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

Tribes

When used in this document, “tribes” refers to federally recognized tribes. Federally recognized tribes include any Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1944, [25 U.S.C.479a](#).

Urban area or urbanized area

A geographic area with a population of 50,000 or more with a central city and surrounding settlement patterns. Small urban areas have populations between 50,000 and 200,000; large urban areas have populations greater than 200,000.

Volunteer driver

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

Volunteer hours

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

Vulnerable populations

Communities that experience a disproportionate cumulative risk from environmental burdens due to:

- Adverse socioeconomic factors, including unemployment, high housing and transportation costs relative to income, access to food and health care, and linguistic isolation
- Sensitivity factors, such as low birth weight and higher rates of hospitalization

[\(RCW 19.405.020\)](#)