CONSOLIDATED GRANT PROGRAM

2023–2025 Mobility Management 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 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.
CONTENTS

Important dates ........................................................................................................................................... 5

Chapter 1: Overview .................................................................................................................................. 6
About the Consolidated Grant program ........................................................................................................ 6
Changes for 2023-2025 ................................................................................................................................. 6
Application deadline ................................................................................................................................. 7
Fatal Flaw Policy ....................................................................................................................................... 7
In Good Standing Policy ............................................................................................................................. 7
Eligibility for sustaining projects and four-year contracts .......................................................................... 7
Transit formula funds .................................................................................................................................. 8
Matching funds .......................................................................................................................................... 8
In-kind contributions .................................................................................................................................... 9
Passenger fares and donations .................................................................................................................... 9
Coordination of services and funding ........................................................................................................ 9

Chapter 2: Applying for funding ............................................................................................................... 10
Grants management system ......................................................................................................................... 10
Application process .................................................................................................................................... 10
Number of applications .............................................................................................................................. 10

Chapter 3: Application questions ........................................................................................................... 11
Starting the application ................................................................................................................................. 11
Previewing the application ............................................................................................................................ 11
General information ................................................................................................................................... 11
1. Organization contact information ........................................................................................................... 12
2. Summary of project information ............................................................................................................. 12
3. Scope of work ......................................................................................................................................... 14
4. Budget .................................................................................................................................................... 16
5. Measurable outcomes ........................................................................................................................... 21
6. Milestones ............................................................................................................................................. 22
7. Attachments .......................................................................................................................................... 22
8. Supplemental Information ....................................................................................................................... 23
9. Vulnerable populations in overburdened communities and tribes ....................................................... 23
10. Certification ........................................................................................................................................ 25

Chapter 4: Evaluation criteria .................................................................................................................. 26
Chapter 5: Selection process........................................................................................................27
Planning organization letter grades ..........................................................................................27
WSDOT internal review .............................................................................................................27
Independent evaluation panel ..................................................................................................27
Project awards and funding ......................................................................................................28
Project start date ......................................................................................................................28
Grant management requirements .............................................................................................28
Application in the Grants Management System ......................................................................29
Glossary ....................................................................................................................................36
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.

ELIGIBILITY FOR SUSTAINING PROJECTS AND FOUR-YEAR CONTRACTS

In response to effects to 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.

WSDOT is suspending the current policy on eligibility for sustaining projects to stay within 10% of the previous biennium’s budget and service statistics. The combination of the pandemic, supply chain delays, and associated inflation indicate that applicants should have flexibility when developing project budgets.

An existing Consolidated Grant-funded project may apply for a sustaining grant and provide an explanation in the “budget” section of the application.
The project must have shown a good faith effort to maintain service and accessibility identified in the previous Consolidated Grant program cycle’s application to be eligible to apply as four-year sustaining project.

For more information about eligibility, contact your regional WSDOT community liaison.

**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**

The amount of matching funds required for a project depends on the project type:

- **New projects** – New projects (i.e., operations, expansion of service, mobility management, or planning projects not previously funded by a Consolidated Grant) require a 5% local share
- **Sustaining projects** – Sustaining projects (i.e., operations or mobility management) require a minimum of 10% local share
- **Mobility management projects** – WSDOT calculates the amount of matching funds required for mobility management projects based on net operating expenses (i.e., not including any revenue collected from passenger fares and/or donations)

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

<table>
<thead>
<tr>
<th>Project type</th>
<th>Grant share</th>
<th>Minimum local share</th>
</tr>
</thead>
<tbody>
<tr>
<td>New projects</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>Sustaining projects</td>
<td>90%</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Match required from local sources for federal grants

<table>
<thead>
<tr>
<th>Project type</th>
<th>Federal share</th>
<th>Minimum local share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility management</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>
IN-KIND CONTRIBUTIONS

Mobility management projects may use in-kind contributions as matching funds. In-kind contributions are the fair-market value of noncash contributions received from a third party. In-kind contributions must be for goods and services directly benefiting and specifically identifiable to the project, or for costs incurred by an organization not otherwise charged to the project.

Note: In-kind contributions must be specific to the project identified in the application. Applicants may not use in-kind contributions as match for other projects.

Applicants must include in-kind contributions as project costs. Applicants must also document and the value of the contributions.

Certain conditions apply to the use of in-kind contributions as matching funds:

- Applicants must submit an in-kind valuation plan with their application for WSDOT’s approval. WSDOT must approve the plan in writing before applicants may use the in-kind contribution as matching funds toward the project. WSDOT can assist with writing this plan.
- Applicants must keep detailed documentation on in-kind contributions, including:
  - A written statement from the person or organization providing the goods or services. Additionally, signed timesheets must document volunteer hours donated.
  - The fair-market value determination of the donated goods or services.
  - The goods or services must be reasonable and necessary for the project.

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 mobility management 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

Mobility management project

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

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

Mobility management projects help special needs populations maintain a quality of life by connecting them to vital services through outreach, information, and education. These projects also work to break down transportation barriers for special needs populations.

Grantees may use mobility management project funds to support:

- Salaries of program staff
- Administration of the program
- Development and/or purchase of educational and outreach materials
- Information sharing

Need for service

Select from the following from the dropdown:

- Sustain existing service – A project that is already established and its scope of work from the previous period remains essentially unchanged.

Note: WSDOT is suspending the current policy on eligibility for sustaining projects to stay within 10% of the previous biennium’s budget and service statistics. The combination of the pandemic, supply chain delays, and associated inflation indicate that applicants should have flexibility when developing project budgets.
An existing Consolidated Grant-funded project may apply for a sustaining grant and provide an explanation in the "budget" section of the application.

- **Expand service** – A project that increases the service level of an existing service. If your project expands service, select the boxes that describe the nature of the expansion (i.e., establish new service area, increase budget, extend hours of service).

- **New service** – A project that has either not yet begun, has not been funded through the Consolidated Grant program, or that contains substantial changes in cost and scope of work to the original project.

If your project expands service, select the boxes that describe the nature of the expansion (i.e., establish new service area, increase budget, extend hours of service).

For more information on sustaining and expanding service, see Eligibility for sustaining projects and four-year contracts.

**Note:** WSDOT defines new service as new to the Consolidated Grant Program.

**Does your mobility management project include the purchase of capital equipment?**

Select “no” if your mobility management project does not include the purchase of capital equipment.

If your project does include the purchase of capital equipment, contact your WSDOT community liaison. You may need to submit a capital application instead of a mobility management application.

**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.

**Duration of project**

Select the appropriate duration, two years or four years.

For more information, see Eligibility for sustaining projects and four-year contracts.

Select “save form.”

**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:**

- “Sustain mobility management service in Grant County, including a bilingual transportation specialist position that provides transportation information, referral, and advocacy to callers accessing resources through the Greater Columbia 2-1-1 (GC211) information and referral call center. GC211 operates 8 a.m.-5 p.m., Monday-Friday, and can be accessed by phone or web.”

- “Establish a new mobility management program in Snohomish County, providing staffing, planning, and operational support for the Snohomish County Transportation Coalition. Project work includes implementation of ongoing communication, coordination between agencies, locally prioritized mobility management projects, and outreach to targeted special needs populations. Additionally, the project will support coordinated transportation regionally.”

**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. 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. BUDGET

For existing and expansion projects, complete all columns.

For new projects, leave the current biennium (i.e., 2021-2023) fields blank.

**Note:** Do not include capital expenses in the mobility management budget.

WSDOT may deem specific expenses ineligible upon review.

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

Expenses

Select “add row” for each expense source.

Select the appropriate category of expenses and populate the table for your project.

Select “save row” after each expense type.

The following expense categories are in the expenses dropdown menu.

**Note:** The first two expenses fields are for the two years in the current biennium (i.e., 2021-2023). WSDOT understands that this is not a normal year, but requests that you add actual expenses and 2022-2023 budgeted expenses based on the information you currently have.

Do not be concerned about dollar formatting in budget fields. After saving rows, the formatting will correct itself. Enter whole dollars only.
Direct operating expenses

These are expenses directly attributable and incurred solely to provide services identified in the project. They generally include:

*Contracted services – other*

Expenses paid to other vendors for system development or planning activities.

*Contracted services – transportation*

Expenses paid to outside vendors for all or part of the grant-funded services. If your organization is a broker, the amounts paid to the service providers should be included here.

Contracted services may also include contracted dispatching, maintenance, and other transportation-related expenses associated with your project.

Organizations contracting with Disadvantaged Business Enterprises may receive additional consideration for funding.

*Depreciation*

Reallocation of the cost of an asset over its useful life. Enter the amount applicable to the grant period using your organization’s depreciation method.

---

**Note:** Depreciation on assets purchased in full or in part using federal or state grant funds is not eligible.

*In-kind contributions*

Fair-market value of donated goods, services, and volunteer labor used for the project from a third party. To be eligible, the cost must be necessary to carry out the project and the value must be consistent with what your organization would have otherwise paid for those goods, services, or labor.

---

**Note:** The value of the in-kind services must also appear in the revenue section of your application.

If you include in-kind contributions, you must submit an in-kind valuation plan as an attachment to your application.

*Labor and benefits*

Wages, salaries, and fringe benefits paid to drivers, dispatchers, shop mechanics, and other employees working directly on your project.

*Other*

All direct operating expenses not previously specified. You may list major-expense items individually. You may combine smaller categories of expenses.

*Project supplies*

Project supplies are any inventory-type purchases not including vehicle/facility maintenance supplies. Examples include:
- Personal protective equipment
- Training tools
- Other project-related supplies not already in another category

**Note:** If the supplies are an indirect cost (i.e., for the benefit of more than just the grant-funded project), you should note them in the “overhead (indirect) expense” category as “other.”

**Rent and utilities**
Includes, but not limited to, rent/lease payments for office space; and heat, water, and telephone.

**Vehicle-use fees**
Fees charged by another party (e.g., local city or county government) in lieu of actual maintenance costs. These fees are eligible expenses for reimbursement. However, the fee charged must not include depreciation of grant-funded vehicles.

**Overhead (indirect)**
These are expenses not directly attributable to a single project or program, but that are necessary for the organization to operate.
Indirect expenses are common for nonprofits who do more than transportation programs. They are also common for transit projects that focus on one mode among many.
Eligible indirect expenses generally include:

**Insurance**
Vehicle insurance expenses accrued during the specified time period.
You may not include prepaid insurance costs outside the grant period. These are not eligible expense for reimbursement.

**Labor and benefits**
Wages, salaries, and benefits paid to program managers and executives; clerical and support staff; and other administrative employees who work on multiple programs, not just the grant-funded project.

**Consulting services**
Expenses paid for third-party professional and technical services to support your whole organization.

**Other**
All other indirect expenses not identified above, including training and travel.
You may list major-expense items individually. You may combine smaller categories of expenses.

**Note:** Should WSDOT award your project, if you are charging any administrative expenses as either allocated direct costs or an indirect cost rate, you must submit your cost allocation plan to WSDOT for approval.
If a cognizant federal agency (e.g., Bureau of Indian Affairs, Health and Human Services) previously approved your plan, you may submit documentation of the approval in lieu of the plan.

If your administrative expenses benefit multiple projects and services, allocate them proportionally among the various projects.

**Revenues**

Select “add row” for each revenue or match source.

Select the appropriate category of revenue or match and populate the table for your project.

Select “save row” after each revenue or match type.

Revenues are funding sources other than passenger fares and ride donations used to support your project and meet matching funds requirements.

Select the appropriate category of expenses from the dropdown menu and populate the table for your project.

Do not include:

- Revenues you will retain for transportation reserve accounts.
- Revenues you will use or have used for capital purchases.
- Revenues from federal and/or state grants you have not yet secured.
- Fares and (in a fare-free system) donations in lieu of fares. While you may consider these revenues, FTA regulations and WSDOT policy require that you deduct passenger fares and donations from the gross project cost. You also may not use passenger fares or passenger donations as matching funds.

**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

The fair-market value of donated goods, services, and volunteer labor for your project.

To be eligible for reimbursement, these costs must be necessary to carry out the project and the value must be consistent with what your organization would have otherwise paid for those goods, services, or labor.

Other (list)

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

Variances

If your project's expense-type line-item totals for any two biennia (i.e., 2021–2023, 2023–2025, 2025–2027) varies you must explain this variance. Select “edit form” to provide explanations. When complete, select “save form information.”

In response to effects to 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.

WSDOT is suspending the current policy on eligibility for sustaining projects to stay within 10% of the previous biennium’s budget and service statistics. The combination of the pandemic, supply chain delays, and associated inflation indicate that applicants should have flexibility when developing project budgets.

An existing Consolidated Grant-funded project may apply for a sustaining grant and provide an explanation in the “budget” section of the application.

Additionally, if your totals vary extensively beyond current inflation or the explanation provided is insufficient to explain the variance, WSDOT may require you to reapply for a new biennium or split your project into one sustaining and one expansion project, requiring two separate applications.

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.

Comments

Describe how you developed the budget for your project and describe any sources you identified in other revenue.
Provide explanations for:

- The assumptions you used to develop the proposed budget.
- Any changes you have made from previous grant funded projects, if applicable.
- Details on matching funds and other revenue.
- If your project’s revenue line-item totals are different for any two biennia, explain the reasons for this variance.

**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.

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 Grants 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. MEASURABLE OUTCOMES

Provide information on the levels of transportation services for your project.

If yours is a sustaining mobility management project and you are applying for four years, provide estimates for the second biennium (i.e., 2025-2027).

**Note:** To be eligible for four years of funding, your project’s second biennium service-level information must remain within the performance metrics in Eligibility for sustaining projects and four-year contracts.

WSDOT is suspending the eligibility requirements for sustaining projects and four-year contracts. Instead, applicants must provide a narrative about how service-levels have been affected by the COVID-19 pandemic, supply chain delays, and associated inflation.

**Intended outputs**

Describe the objectives (targets) of your project in quantitative terms.

Mobility management targets may include, but are not limited to:

- Number of trainings or outreach
- Number of passengers served
- Other measurable outcomes produced by the project
Ensure there are multiple quantitative measures, as these will become the baseline measurement for your project’s application in the following biennium, should WSDOT award your project.

Qualitative measures are optional.

For a set of resources on mobility management performance measurement, review the National Center for Mobility Management’s performance measurement webpage.

6. 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.

7. 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 non-profit 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 your organization is applying for a four-year grant, the match letter must commit to funding for all four years.

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

Attachment 7  In-kind match valuation proposal

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 files.

**8. 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.

**9. 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.
10. 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 mobility management project application in GMS.

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

### 16302 - BLANK for Print

#### Application Details

<table>
<thead>
<tr>
<th>Funding Opportunity:</th>
<th>16344-2023-2025 Consolidated Grant Program - Mobility Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Opportunity Due Date:</td>
<td>Oct 27, 2022 3:01 PM</td>
</tr>
<tr>
<td>Program Area:</td>
<td>Consolidated Grant Program</td>
</tr>
<tr>
<td>Status:</td>
<td>Entering</td>
</tr>
<tr>
<td>Stage:</td>
<td>Final Application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial Submit Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initially Submitted By:</td>
</tr>
<tr>
<td>Last Submit Date:</td>
</tr>
<tr>
<td>Last Submitted By:</td>
</tr>
</tbody>
</table>

#### Contact Information

#### Primary Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ms. Testing Middle Name Tester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Email*:</td>
<td><a href="mailto:smithlee@wsdot.wa.gov">smithlee@wsdot.wa.gov</a></td>
</tr>
<tr>
<td>Address*:</td>
<td>123 Baseline</td>
</tr>
<tr>
<td>City, Washington</td>
<td>98001-1001</td>
</tr>
<tr>
<td>City, State/Province, Postal Code/Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone*:</td>
<td>(360) 770-9241 Ext. 4</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

#### Organization Information

| Legal Name*: | BaseLine Organization |
| DBA Name*: | |
| Organization Type*: | City Government |
| DUNS #: | |
| Unique Entity Identifier (UEI): | |
| Organization Website: | www.baselineorg.com |
| Physical Address*: | 579 Main St. |
| City | Stonesville, Virginia |
| State/Province | 84111 |
| Postal Code/Zip: | 1st Floor |
Mailing Address:

City State/Province Postal Code/Zip

Remit to Address:

City State/Province Postal Code/Zip

Phone:

(435) 538-8700 Ext.

Fax:

(801) 538-8998 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
Does your mobility management project include the purchase of capital equipment?*
*Capital equipment includes items that have a useful life of more than one year, exceed your organization’s capital cost threshold (e.g., $5,000), and are subject to depreciation and inventory records.
Willing to Accept FTA funds for the biennium:

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 Consolidated Grants Program Guidebook:

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

Duration of Project:

Dependency on Other Projects:

<table>
<thead>
<tr>
<th>Is this project dependent on any other projects submitted by your organization?</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Data Available</td>
<td></td>
</tr>
</tbody>
</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?:

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.

Note:

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 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 accessibilities or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, FMCS 4701.459 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?

Identification of data sources used in the planning process.

**Measurement of Efficiency and Effectiveness:**

How does your project contribute to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., aviation, intercity bus or rail, park and ride, bicycling/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 from the service area as a result of this project?

**Other Modes of Transportation:**

Identify the project staff for this project. What types 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)**

<table>
<thead>
<tr>
<th>Coordinated Public Transit - Human Services Transportation Plan</th>
<th>Page number(s) or TID</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Data for Table</td>
<td></td>
</tr>
</tbody>
</table>

**Budget**

**Expenses**

<table>
<thead>
<tr>
<th>If Other, Please List</th>
<th><strong>July 1, 2021 - June 30, 2022</strong> (Actual)</th>
<th><strong>July 1, 2021 - June 30, 2023</strong> (Budget)</th>
<th><strong>July 1, 2023 - June 30, 2025</strong> (Projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Data for Table

**Revenue and/or Match**

<table>
<thead>
<tr>
<th>Revenue or Match Sources</th>
<th>If Other, Please List</th>
<th><strong>July 1, 2021 - June 30, 2022</strong> (Actual)</th>
<th><strong>July 1, 2022 - June 30, 2023</strong> (Budget)</th>
<th><strong>July 1, 2023 - June 30, 2025</strong> (Projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Data for Table

**Summary of Awarded Amount for July 1, 2023 - June 30, 2025**

Requested Amount:

Revenue / Match Amount:

**Summary of Awarded Amount for July 1, 2025 - June 30, 2027**

Requested Amount:

Revenue / Match:

**Variances**

Variance between 2021-2023 and 2023-2025:

Variance between 2023-2025 and 2025-2027:
Variance:

Other Sources:

Other Sources:

Comments:

Comments:

DBE Goals

<table>
<thead>
<tr>
<th>DBE Goals</th>
<th>Percentage</th>
<th>Efforts</th>
<th>No DBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Data for Table</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary

July 1, 2023 - June 30, 2025

Expense Total:

Revenue Total:

Requested Amount:

This is the amount of grant funds your organization is requesting from July 1, 2023 - June 30, 2025.

\[ \text{Expense Total} - \text{Revenue Total} \]

Percentage of Match:

July 1, 2025 - June 30, 2027

Expense Total:

Revenue Total:

Requested Amount:

This is the amount of grant funds your organization is requesting from July 1, 2025 - June 30, 2027.

\[ \text{Expense Total} - \text{Revenue Total} \]

Percentage of Match:

Measurable Outcomes

For mobility management, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats.

For traditional performance measures (e.g., revenue, vehicle hours, miles, passenger trips), please provide:

In those cases where traditional performance measures do not apply, or where additional or modified information is needed, please include:

For projects with a specific outcome or output, please provide a baseline measurement for the following biennium’s application. Qualitative measures are optional.

Intended Output:

Milestones

Milestones
MOBILITY MANAGEMENT

Project Start: 
Project Complete: 

Attachments

<table>
<thead>
<tr>
<th>Name of Attachment</th>
<th>Required</th>
<th>Description</th>
<th>File Name</th>
<th>Type</th>
<th>Size</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of organization’s most recent audit report</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501(c)(3) IRS Letter of Determination (for new profit applicants only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA Utiliites &amp; Transportation Commission (UTC) Certification (for new profit applicants who are direct service providers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service area map</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population density map</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters committing matching funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters of support (combine into one file attachment)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of concurrence (for projects that operate in multiple planning regions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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:
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)