STATE BUSES AND BUS FACILITIES GRANT PROGRAM

2025-2027 Application Instructions

Application due date: 3 p.m. Nov. 7, 2024

CONTACT

Application questions: PTDgrants@wsdot.wa.gov

Grant Management System questions: PTDGMSsupport@wsdot.wa.gov or 360-705-7711

Additional information: State Buses and Bus Facilities webpage

IMPORTANT DATES

Aug. 6, 2024	WSDOT posts notice of funding opportunity.
Sept. 5, 2024	Grant application available in the Grants Management System (GMS). Applicants may submit more than one application. Applicants must submit one application per project.
2 p.m. Sept. 10, 2024	Informational webinar for prospective applicants. Register to attend.
3 p.m. Nov. 7, 2024	Grant applications due in GMS.
November 2024 – January 2025	Application review and evaluation.
June 2025	WSDOT sends grant award letters to grantees (subject to bill enactment).
July 1, 2025	2025-2027 biennium begins.
June 30, 2027	2025-2027 biennium ends.

CHAPTER 1: OVERVIEW

ABOUT THE STATE BUSES AND BUS FACILITIES GRANT PROGRAM

WSDOT's Public Transportation Division administers the State Buses and Bus Facilities Grant Program. This competitive grant program provides funding to transit agencies for:

- Replacement, expansion, rehabilitation, and purchase of transit rolling stock.

- Construction, modification, or rehabilitation of transit facilities.

- Adapting to technological change or innovation through the retrofitting of transit rolling stock and facilities.

Last biennium, WSDOT awarded $38 million in State Buses and Bus Facilities grants. The Legislature will determine the funding level for the 2025-2027 biennium in the 2025 legislative session.

This grant program is supported by state funding from Washington's Climate Commitment Act (CCA) (100 percent). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

As a requirement of the State Buses and Bus Facilities Grant Program, WSDOT must incorporate environmental justice principles into the grant selection process.[1]

WSDOT is responsible for evaluating applications to the State Buses and Bus Facilities Grant Program and developing a prioritized list of eligible projects for funding.

WSDOT will ensure an equitable distribution to large urban, small urban, and/or rural transit agencies across the state. At least 10 percent of the total amount of the legislative budget for the program will be set aside for rural or small urban transit agencies with an annual operating budget of less than $15 million. If there aren't enough projects to use the 10 percent set aside for rural or small urban transit agencies, WSDOT will award funds to other competitive projects.

Fuel type won't be a factor in the grant selection process.[2] Additionally, WSDOT can't award more than 35 percent of funding to any one applicant each biennium. WSDOT reserves the right to fund a portion of a proposed project if it possesses independent utility and the applicant indicates the project/application is scalable.

APPLICATION DEADLINE

3 p.m. Thursday, Nov. 7, 2024

FATAL FLAW POLICY

WSDOT follows a formal fatal flaw policy for its grant applications. Fatal flaws for applications to the State Buses and Bus Facilities Grant Program include:

- Proposed project is ineligible.

- Application is incomplete with required information missing.

- Application doesn't meet match requirements.

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[1] RCW 47.66.130(2)(a)
[2] RCW 47.66.130(2)(c)(d)

- Applicant isn't in compliance with WSDOT's in-good-standing policy.

Applications with fatal flaws won't be scored by the evaluation panel. WSDOT also won't include applications with fatal flaws in the list of prioritized projects.

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. An application will have a fatal flaw if it's from an applicant who isn't in compliance with WSDOT's 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 information about the in-good-standing policy, see the WSDOT Public Transportation State Grant Programs Guidebook.

ELIGIBLE APPLICANTS

- City transit system.[3]

- County public transportation authority.[4]

- Metropolitan municipal corporation transit system.[5]

- Public transportation benefit area.[6]

- Unincorporated transportation benefit area.[7]

- Special purpose district formed to operate a public transportation system.

ELIGIBLE PROJECTS

Capital projects and related expenditures may include:

- Replacement, expansion, rehabilitation, and purchase of transit rolling stock.

- Construction, modification, or rehabilitation of transit facilities.

- Adapting to technological change or innovation through the retrofitting of transit rolling stock and facilities.

Vehicles and equipment applications must be two-year projects only. Construction projects may be two or four years.

Contact PTDgrants@wsdot.wa.gov if:

- Your project isn't in the list of eligible above to check project eligibility.

- You plan to purchase standalone electric vehicle charging infrastructure (not part of facility construction) to determine if the project should be categorized as equipment or construction.

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[3] RCW 35.58.2721 or Chapter 35.95A RCW
[4] Chapter 36.57 RCW
[5] Chapter 36.56 RCW
[6] Chapter 36.57A RCW
[7] RCW 36.57.100

INELIGIBLE PROJECTS AND RELATED COSTS

- Used vehicles (this doesn't apply to refurbished vehicles).

- Transit operations.

- Any cost not directly related to the project.

- Project expenses incurred outside the grant period except for match.

MATCHING FUNDS

You must provide matching funds in the form of direct contributions at a certain percentage of total project costs. Direct contributions are cash or assets that directly benefit the project and are fundamental to implementing the project. In-kind match contributions aren't eligible.

The project can't 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 asset.

The State Buses and Bus Facilities Grant Program uses a tiered match system to determine the minimum required match you must provide. WSDOT determines match by your agency's most recent annual operating budget submitted to the Washington State Transit Association.

Tier level	Operating budget	Required match
Tier 1	$35 million or more	20 percent
Tier 2	$20 million to $34.9 million	15 percent
Tier 3	$10 million to $19.9 million	10 percent
Tier 4	$5 million to $9.9 million	5 percent
Tier 5	Less than $4.9 million	No match required

Previous eligible expenditures directly associated with the proposed project may qualify as match. You may use other grants as match except for competitive state-funded grants administered by WSDOT's Public Transportation Division.

PASSENGER FARES AND DONATIONS

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

You may use donations made directly to your agency as matching funds.

ENVIRONMENTAL JUSTICE ASSESSMENT

WSDOT requires an environmental justice assessment for any grant applicant requesting $15 million or more in funding for a project from a single WSDOT grant program. The State Buses and Bus Facilities Grant Program application includes new environmental justice assessment questions.

CHAPTER 2: APPLYING FOR FUNDING

GRANTS MANAGEMENT SYSTEM

You must be registered in the GMS before accessing the application. The GMS registration instructions provide a step-by-step guide for new users to create an account. WSDOT strongly encourages you to complete GMS registration prior to the application opening.

For additional assistance with GMS registration and training, email PTDGMSsupport@wsdot.wa.gov or call 360-705-7711.

APPLICATION PROCESS

You must submit applications for the State Buses and Bus Facilities grant program in GMS by **3 p.m. Thursday, Nov. 7, 2024**. WSDOT won't accept late applications.

Space is limited in the application's text boxes. If you need additional space for a response, use the "supplemental information" section near the end of the application.

GMS will confirm submission of each application. The confirmation won't include an assessment of the completeness of the application.

NUMBER OF APPLICATIONS

You may submit more than one application. You must submit one application per project.

Note: You may print the application form from the "application details" screen in GMS. However, WSDOT won't accept scanned or printed applications.

CHAPTER 3: APPLICATION QUESTIONS

STARTING THE APPLICATION

1. Access GMS.

2. Select "funding opportunities" in the left-hand column.

3. Select the 25-27 State Buses and Bus Facilities funding opportunity.

4. The first time you access a funding opportunity, select "start new application." When you return to GMS, you'll find your draft applications listed under "current applications" in the "applications" module.

SAVING AND COMPLETING APPLICATION SECTIONS

As you input information into sections, click the green "save form" button often. Some fields won't be visible until you save the prior section.

When your responses in a section are final, click the orange "mark as complete" button. The "application details" screen will update the status of each section as you complete them.

When you return to the application after saving work in progress, 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."

1. 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 upon registration.

Input the following:

1. **Application title:** Titles shouldn't be long and may be as brief as two words. You'll have a chance to provide a more detailed description of the project later in the application.

2. **Primary contact:** This information should self-populate based on your login.

   Click the green "save form" button and move to the next section.

3. **Organization:** If your agency's name hasn't self-populated, use the drop-down menu to choose your agency.

   Click the green "save form" button and move to the next section.

4. **Additional applicants:** From the drop-down menu, add other members of the agency staff who'll need access to the application, including the staff person that's authorized to submit the application on behalf of your agency. This responsibility may be delegated to the grants manager, budget manager, or other related position. The drop-down menu includes names at your agency that were added during registration.

Click the green "save form" button and move to the next page.

2. ORGANIZATION CONTACT INFORMATION

Complete all required fields to enter the appropriate contact information. You may list the same person multiple times.

3. SUMMARY OF PROJECT INFORMATION

Project summary

Provide a brief, high-level description of your project. WSDOT may use this description to describe your project to the Legislature.

Capital type(s)

Select all capital types that best describe your project.

Service area

Use the dropdown boxes to choose the state legislative district(s) and county(ies) your project will serve (include the entire project area). Hold down the control key (Ctrl) to make multiple selections.

Construction project location

Provide the requested location links that apply to your capital construction project. If your project doesn't include construction, leave the location link fields blank.

For a construction project at a single site (e.g., park and ride, bus shelter, charging station), provide a Google Street View link for the site. If a Google Street View link isn't available for your project site, include a Google Map of the location (with coordinates) in the "attachments" section.

4. RELATIONSHIP TO OTHER PROJECTS

WSDOT Public Transportation Division has many different funding opportunities where a single project may be eligible. Due to our awarding timelines, we recognize that you may not know the results of an application until the beginning of a new biennium.

Your responses to the questions in this section will inform the grant administrators of relationships between your projects, thereby reducing the potential for duplicate awards for the same project or failure to award projects that are dependent on each other.

Is your project dependent on any other projects submitted by your organization?

Select "yes" or "no."

If yes, describe the relationship between the projects in both applications. Identify the priority for funding (if applicable).

Did you, or will you, apply for this project in another grant program this biennium?

Select "yes" or "no."

If yes, identify the grant program(s). Select "other" to indicate any local, state, or federal assistance requests not through WSDOT Public Transportation Division and enter the name(s) of the other grant program(s).

Have you applied for the same project in a prior biennium and did not receive funding?

Select "yes" or "no."

Are you applying for other projects within this funding opportunity?

Select "yes" or "no."

If yes, list all applications for this funding opportunity including the current one in order of priority.

5. SCOPE OF WORK

Tasks and deliverables

Briefly describe your project with the specific tasks and deliverables you're proposing**.** Address the who, what, when, and where of your project. Examples of short scopes of work:

- Purchase two, large electric buses to replace two, large diesel buses that are being used in XYZ Transit's fixed route service. These buses will be at or beyond their expected useful life in March 2024.

- Install a new transformer at the XYZ transit station and construct two charging pedestals that will service 10 electric buses in the fleet.

Need

Describe the need for the project. This includes, but isn't limited to, how the project:

- Meets your agency's safety goals.

- Meets your agency's state of good repair goals.

- Addresses environmental harms for overburdened communities and vulnerable populations.

- Addresses other needs as identified and described by the applicant.

Benefits

Describe the benefits the project will produce. Provide details and supporting evidence. This includes, but is not limited to how the project:

- Measurably improves the quality of scope of service in the community.

- Addresses any other benefits.

Overburdened communities and vulnerable populations

Identify the overburdened communities and vulnerable populations this project will serve, if any.

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:[8]

- Racial or ethnic minorities.

- Low-income populations.

- Populations disproportionately affected by environmental harms.

- Populations of workers experiencing environmental harms.

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[8] RCW 70A.02.010(14)(a) and (b)

Overburdened communities are geographic communities that face disproportionate cumulative negative impacts from environmental health factors. Overburdened communities include but are not limited to:[9]

- Communities highly affected 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.

You may use a screening and mapping tool such as Washington State Overburdened Communities Map, EJScreen, Washington Tracking Network, Equitable Transportation Community Explorer, or another resource of your choice to describe the overburdened communities and vulnerable populations this project will serve.

Direct and meaningful benefits

Identify the direct and meaningful benefits your project will provide to overburdened communities and vulnerable populations. Explain how your project provides these benefits.

Examples of direct and meaningful benefits include:[10]

- 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 supporting community response to, the impacts of air pollution of climate change.

- Meeting a community need identified by vulnerable members of the community.

Community engagement

Describe your outreach and/or engagement with the communities you identified to develop your understanding of the project's benefits.

Local/regional prioritization

Demonstrate how the need for the project and/or the project itself are identified in local or regional plans. Identify the plans by name and upload excerpts in the "attachments" section using the planning documentation rows.

Project implementation strategy and readiness to proceed

Describe previous activities to date that demonstrate the project's readiness. Discuss how remaining activities will be accomplished to minimize delay and complete the project on time and on budget, including identification of any major risks.

Project experience

Describe your organization's experience implementing similar projects.

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[9] RCW 70A.65.010(54)
[10] RCW 70A.65.230(1)(a))

6. TRIBAL SUPPORT

"Tribes" refers to federally recognized tribes when used in this application. 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.[11]

Your responses to the questions in the tribal support section aren't scored. Awards aren't based on applicants submitting a tribal resolution formally supporting the project.

Responses to the following questions are for WSDOT reporting to the Legislature to meet requirements under the CCA and Healthy Environment for All (HEAL) Act.

For projects that serve federally recognized tribes, please either attach a copy of the tribal resolution supporting your project or correspondence from the tribe's transportation lead (or a similar position) confirming the tribe's intent to develop a resolution formally supporting your project. An email is sufficient.

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

Select "yes" or "no."

If you select "yes", provide the following information:

- Estimate the percentage of your project that serves the tribe.

- Check the box that confirms your outreach to the tribe in pursuit of a resolution formally supporting the project.

- If available, attach the formal tribal resolution supporting your project.

  If your project isn't yet supported by a formal tribal resolution, attach correspondence with the tribe's transportation lead or a similar position that confirms the tribe's support for the project. This correspondence should also confirm the tribe's intent to develop a resolution formally supporting your project. An email is sufficient.

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

7. MILESTONES

Project activities

Complete the milestone table for all project activities. If an activity isn't applicable to your project, mark "no." If a milestone is already completed, enter the completion date, and add "completed" to the notes.

For milestones that apply to your project, select "yes," add the projected completion date, and include any applicable notes.

Use the "equipment" section for any equipment purchases that aren't part of your vehicle or construction request.

Milestone risks

Identify and describe the risks that may affect the timely completion of your project and possible mitigation strategies.

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[11] 25 U.S.C.479a

8. BUDGET

Provide budget details for the project's activities in the appropriate tables by adding rows. Click the green "save form" button to begin adding budget information.

Tiered match (new match requirement)

You must provide matching funds as direct contributions, which are cash or other assets that directly benefit your project and are fundamental to implementing the project. The minimum match percentage is determined by your agency's 2023 operating budget reported to the Washington State Transit Association.

Select your agency's operating budget from the drop-down menu to determine your required minimum match percentage.

Transit vehicles

Create an individual budget line item for each vehicle by clicking the green "add row" button.

The line item should include all costs associated with the vehicle. Vehicle costs may include accessories (e.g., bike racks, wheelchair lifts, annunciators, cameras, electric charging equipment, wraps, logos, driver barriers, factory site visits).

Non-revenue service vehicles (i.e., vehicles used to maintain revenue vehicles, perform transit-oriented administrative duties) will be part of your equipment budget.

Transit vehicle projects are eligible for two-year awards only.

Round your total cost and match to the nearest dollar. Don't include cents in your budget. The amount you request will auto-populate when you complete a row and save.

Replace or expand

Indicate whether the transit vehicle purchase is to expand the fleet or replace a vehicle. Definitions:

- **Expansion:** Acquisition of vehicles for expansion of transit service.

- **Replacement:** Replacement of vehicles having reached the end of their minimum useful life to maintain existing transit service.

Vehicle description

Choose the vehicle type from the dropdown menu.

Useful life

Enter the vehicle's years of useful life. Use Appendix A to determine the useful life of the vehicle you plan to purchase.

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.

Vehicle cost description

Describe the calculation of base cost of the vehicle plus any accessories bundled into the price of the vehicle. For example, vehicle base cost at $40,000 plus lift at $5,000.

Total cost of vehicle with accessories

Enter your cost estimate for the vehicle including any accessories bundled into the price of the vehicle.

Match

Enter your agency's matching funds for the vehicle.

Requested amount

Total vehicle cost less match. (GMS will auto-calculate this amount.)

Click the green "save row" button.

Equipment

Equipment is an article of nonexpendable, tangible property that has a useful life of at least one year.

Any standalone equipment that isn't associated with a revenue vehicle or connected to a facility, such as a support vehicle (i.e., vehicles used to maintain revenue vehicles, perform transit-oriented administrative duties) will have its own budget line item.

Equipment projects are two years only.

Click the green "add row" button to add equipment.

Develop your budget line item(s) using the following guidelines:

- Equipment with a replacement value greater than $50,000 must have an individual budget line item for each piece of equipment. This piece of equipment will become a new individual asset in your transit asset management plan.

- Electric vehicle chargers must have an individual budget line item for each charger, regardless of cost. If you plan to purchase standalone electric vehicle charging infrastructure (not part of facility construction), please contact WSDOT to determine if you should categorize the project as equipment or construction.

- Service vehicles of any replacement value must have an individual budget line item for each service vehicle.

- Equipment with an individual replacement value less than $50,000 (except electric vehicle chargers) will be one line item with a combined total cost. For example, if the grant is purchasing 10 pieces of equipment at $2,000 each, the line item will be for $20,000 total. For two pieces of equipment at $30,000 each, the line item will be for $60,000 total.

- Equipment installation costs must be an individual budget line item separate from the equipment itself (equipment – installation) and will include all installation costs (e.g., design, installation).

Round your total cost and match to the nearest dollar. Don't include cents in your budget. The amount requested will auto-populate when you complete a row and save.

Equipment description

Identify and briefly describe the equipment you're requesting. If applicable, include the number and cost per item.

Total cost

Enter the total cost of the equipment.

Match

Enter your agency's matching funds for the equipment.

Requested amount

Total project cost less match. (GMS will auto-calculate this amount.)

Click the green "save row" button.

Construction

Duration of project

Select duration of project from the dropdown menu.

Click the green "save row" button.

Provide budget details for the project activities in the appropriate table based on which phase of construction your expenses will occur (i.e., design/preliminary engineering phase, right-of-way phase, construction phase).

Enter the project activity, biennium one cost and match amount, and biennium two cost and match amount, if applicable.

Include all costs for the construction phase (i.e., contractor costs, construction oversight costs, equipment costs). Include equipment connected to the facility as part of the facility asset.

Round your total cost and match amounts to the nearest dollar. Don't include cents in your budget. The amount requested will auto-populate when you complete a row and save.

Click the green "save row" button.

Match source

Identify the specific sources and amounts of matching funds. The total of your match sources should be equal to the total match amount in the budget summary.

Prior eligible expenditures fundamental to implementing the proposed project may qualify for the match requirement. You may use other grants as match except for competitive state-funded grants administered by WSDOT's Public Transportation Division. In-kind match isn't allowed.

Enter each source of match as a separate line item.

Match type:

- Other state funds

- Local funds

- Federal funds

- Other funds

Match source

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

Choose the match source(s) for your project from the dropdown menu.

Amount

Round to the nearest dollar. Don't include cents.

Click the green "save row" button.

Scalability

WSDOT Public Transportation Division may use its discretion to provide a partial award to capital project when funding is limited, or to make the best use of grant funds.

Is this project scalable?

Select "yes" or "no."

Selecting "yes" indicates your willingness to accept less than the total requested State Buses and Bus Facilities Grant Program funding. If you check "yes," provide the following information:

- Specify the minimum funds needed.

- Explain how your project could be implemented with less funding.

Procurement

Describe the procurement process you plan to use for this project (e.g., vehicle purchase using the Washington State Department of Enterprise Services or another state cooperative procurement contract, issuing your own request for proposals, simplified acquisition, micro-purchase).

Your agency must have a current procurement policy on file with WSDOT. Current grantees can check the procurement policy on file with WSDOT in the compliance section of the GMS. If your agency doesn't have a policy on file with WSDOT yet, or the version on file is outdated, upload a copy of the policy in the attachments section of your application.

Summary

Refresh your budget summary totals after entering all budget information by clicking on the green "edit form" button and clicking "save form."

Make sure the amounts are correct and your match percentage meets the minimum required match for your agency. Verify your total match in the budget summary is the same as the total in your match source table.

Once your budget information is final, click the orange "mark as complete" button.

9. INDIRECT COSTS

If you'd like to include indirect costs for a construction project, please contact WSDOT to discuss eligible costs. Indirect costs aren't allowed for vehicles and equipment projects.

Select "yes" or "no" to indicate whether you are charging indirect costs to this grant/project.

If you select "yes," your agency must have an approved indirect cost rate **or** cost allocation plan. Indirect costs must be included in the application budget. If indirect costs are part of your project budget, you must attach your cost allocation plan or documentation of your approved indirect cost rate in the attachments section.

Indirect cost rate documentation may be one of the following:

- A letter from your agency confirming that you plan to use the federal 10 percent de minimis indirect cost rate.

- Documentation from your federal cognizant agency that verifies your agency's approved indirect cost rate.

- Documentation on how you arrived at the indirect cost rate your agency wants to use (usually based on previous year expenditures and current year budget). If awarded, WSDOT Public Transportation Division approval of the indirect cost rate is required.

- A cost allocation plan approved and signed by an authorized representative of your agency. Agencies often determine indirect costs for operating projects using a cost allocation plan. If awarded, WSDOT Public Transportation Division approval of the cost allocation plan is required.

10. VEHICLE REPLACEMENT

Are you replacing or rebuilding a vehicle?

Select "edit form." If you aren't replacing a vehicle, select "no" and "save form." Select the orange "mark as complete" button.

If you're requesting to replace a vehicle, 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 agency's inventory report. Complete the form by providing the following information:

- Replace or rebuild

- Vehicle type

- Year

- Make/model

- Fuel type

- Remaining useful life

- Vehicle Identification Number (VIN)

- Current status

- Current mileage

- Other applications

Select "save row." If you have multiple vehicles, repeat the steps above.

11. ENVIRONMENTAL JUSTICE ASSESSMENT

Environmental justice in Washington state, as provided in the HEAL Act, addresses disproportionate environmental and health impacts in all laws, rules, and policies by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm.[12]

WSDOT Public Transportation Division grant applications have new questions to determine if a project must meet HEAL Act environmental justice assessment requirements. The HEAL Act specifies types of significant agency actions that trigger an environmental justice assessment. These actions include grants of $15 million or more from a single grant program.[13]

If you're applying for a grant of $15 million or more, contact WSDOT for assistance in completing an environmental justice assessment early in the process.

12. SUPPLEMENTAL INFORMATION

Use this space to elaborate on information provided in other sections of the application. Keep comments as brief as possible.

You may provide optional supplemental attachments in the attachments section.

13. ATTACHMENTS

Upload the required attachments and any conditionally required or optional attachments that support your project. Provide a brief description of the file you've attached.

To add attachments, click on the attachment label to open upload window, select and upload the file, and add a description of the file.

> **Note:** Unless otherwise noted, save all attachments in PDF format. Don't upload encrypted or password-protected files.

> **Note:** WSDOT will consider applications without required attachments, including applicable conditional attachments, incomplete.

Required for all projects

- Service area map (PDF). If you have a shapefile of the service area map available, attach this in the optional attachments section.

- Letters or other documentation committing matching funds. Combine all letters into one PDF.

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[12] RCW 70A.02.010
[13] RCW 70A.02.010(12)

Conditionally required

- Procurement policy (required for new applicants or current grantees without a current policy on file with WSDOT).

- Indirect costs documentation (required if you're charging indirect costs to the project).

- Planning documentation.

- Transit asset management plan (required for new applicants or current grantees with outdated plans).

Construction project attachments

- National/State Environmental Protection Act assessment, if available.

- Supplemental construction project information (e.g., building or site designs, site plans, location exhibits), if available.

- Google map(s) with construction project coordinates (required only if Google Street View Link is unavailable).

Optional

- Letters of support.

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

  - Combine all letters of support into one PDF.

- Additional supporting documentation.

- Service area shapefile (ZIP file with all files needed to view).

- Asset condition.

14. CERTIFICATION

Complete this section by selecting "yes" in the certification field and typing the name of the application authority, their title, and the date. This is the equivalent of an electronic signature. WSDOT doesn't need to obtain a memo or letter delegating authority. This application must be certified by someone authorized or delegated to sign contracts on behalf of your agency.

Your application is subject to the public disclosure laws of Washington state.[14] If any information is proprietary, let us know as it may be released during a public disclosure request.

This completes your application. Make sure that all information in your application is correct before selecting "submit."

GMS will confirm submission of each application by issuing a confirmation email. The confirmation won't include an assessment of the application's completeness.

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[14] Chapter 42.56 RCW

CHAPTER 4: EVALUATION AND SELECTION PROCESS

STEP 1. INDEPENDENT EVALUATION PANEL PERFORMS REVIEW

An independent evaluation panel will review all eligible applications. The panel will score applications based on the criteria below. The panel will recommend a prioritized project list to WSDOT.

The maximum score on an application is 50 points. Each criterion can receive a maximum of 10 points.

Criteria	Point value
Demonstration of need	10
Demonstration of benefits	10
Local/regional prioritization, including demonstrated alignment with planning priorities	10
Project implementation strategy, including demonstrated readiness of the project for implementation	10
Project experience	10

STEP 2. WSDOT REVIEWS INDEPENDENT EVALUATION PANEL RECOMMENDATIONS

WSDOT will review the independent evaluation panel's recommendations and use the following priorities to further prioritize projects:

- Equitable distribution to large urban, small urban, and/or rural transit agencies across the state.

- At least 10 percent of the total amount of the legislative budget for the program will be set aside for rural or small urban transit agencies with an operating budget of less than $15 million. If there aren't enough projects to use the 10 percent set aside for rural or small urban transit agencies, WSDOT will award funds to other competitive projects.

WSDOT won't award more than 35 percent of funding per biennium to any one applicant.[15]

Fuel type won't be a factor in the grant selection process.[16]

WSDOT reserves the right to fund a portion of a proposed project if it possesses independent utility and the applicant indicates the project/application is scalable.

STEP 3. WSDOT SENDS AWARD LETTERS AND FINALIZES GRANT AGREEMENTS

Once the governor signs the budget for the 2025-2027 biennium, WSDOT will:

- Send letters notifying applicants of funding decisions (independent evaluation panel's comments are available by request).

- Finalize grant agreements for projects funded in the transportation budget.

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[15] RCW 47.66.130(2)(c)
[16] RCW 47.66.130(2)(d)

APPENDIX A: VEHICLE MINIMUM USEFUL LIFE

Category	Typical characteristic Length (feet)	Typical characteristic Weight (pounds)	Minimum life: whichever comes first Years	Minimum life: whichever comes first Miles	Example
Heavy-duty large bus	35-48 and 60 articulated	33,000-40,000	12	500,000	
Heavy-duty small bus	28-35	26,000-33,000	10	350,000	
Medium-duty small bus	Less than 35	16,000-26,000	7	200,000	
Medium-duty truck chassis-built cutaway	Less than 35	16,000-26,000	7	200,000	
Light-duty van chassis-built cutaway	20-35	10,000-16,000	5	150,000	
Light-duty small van chassis-built cutaways and van	Less than 20	6,000-14,000	4	100,000	
Specialty vehicle not fitting in the above categories	Varies	Varies	Negotiable	Negotiable	

APPENDIX B: GLOSSARY

Definitions of terms and programs referenced in this application are available in the [GMS document repository](#).

English

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.

Español

Notificación de Titulo VI al Público

Es la política del Departamento de Transportación del Estado de Washington (WSDOT, por sus siglas en inglés) asegurarse que ninguna persona, por razón de raza, color, origen, o nacionalidad, según provee el Título VI de la Ley de Derechos Civiles de 1964, pueda ser excluido de la participación, negado los beneficios de o ser discriminado de otra manera bajo cualquiera de sus programas y actividades. Cualquier persona que crea que su protección bajo el Titulo VI ha sido violada, puede presentar una queja o reclamación ante la Oficina de Igualdad de Oportunidades (OEO, por sus siglas en inglés) del Departamento de Transportación del Estado de Washignton (WSDOT, por sus siglas en inglés) . Para obtener información adicional sobre los procedimientos de quejas y/o reclamaciones bajo el Título VI y/o información sobre nuestras obligaciones anti- discriminatorias, pueden contactar al coordinador del Título VI en la EEOC 360-705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material está disponible en un formato alternativo, que puede ser solicitado al enviar un un correo electrónico a la Oficina de Igualdad de Oportunidades (OEO, por sus siglas en inglés)/ wsdotada@wsdot.wa.gov o llamando gratis al siguiente número de teléfono: 855-362-4ADA (4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

1964년 민권법 제6조의 규정에 따라, 누구도 인종, 피부색, 출신 국가 이유로 프로그램 및 활동에 대해 참여 배제, 혜택 거부 또는 그 밖의 차별을 받지 않도록 하는 것이 워싱턴주 운수국(WSDOT)의 정책입니다. 제6조에 따른 보호를 위반했다고 판단될 경우 누구든지 WSDOT의 평등 기회 사무국(OEO)에 불만을 제기할 수 있습니다. 제6조에 따른 불만 처리 절차 및/또는 차별금지 의무 내용에 관한 추가 정보는, (360) 705- 7090을 통해 OEO의 제6조 조정관에게 문의하십시오.

미국 장애인법(ADA) 정보

해당 자료는 평등 기회 사무국 이메일 wsdotada@wsdot.wa.gov 또는 수신자부담전화 855-362-4ADA (4232)를 통해 요청하시면 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика департамента транспорта штата Вашингтон (WSDOT) – в соответствии с разделом VI Закона о гражданских правах 1964 года, обеспечить всем лицам вне зависимости от расы, цвета кожи, национальности право пользоваться всеми муниципальными программами департамента, участвовать в муниципальных мероприятиях, проводимых департаментом, и не подвергаться дискриминации. Любое лицо, считающее, что по отношению к нему не соблюдается раздел VI, может подать жалобу в у

правление по обеспечению равных возможностей WSDOT (OEO). Для дополнительной информации о процедуре подачи жалобы по поводу несоблюдения раздела VI, а также об информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OEO по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Данный материал может быть предоставлен в другом формате. Отправьте электронное письмо в управление по обеспечению равных возможностей по адресу wsdotada@wsdot.wa.gov или позвоните на бесплатную горячую линию по номеру 855-362- 4ADA (4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.__

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Theo Khoản VI Đạo luật Dân quyền 1964, Chính sách của Sở Giao thông Tiểu bang Washington (WSDOT) đảm bảo không ai bị loại bỏ, từ chối quyền lợi, hay nói cách khác bị phân biệt đối xử trong mọi hoạt động và chương trình do Liên bang tài trợ dựa trên chủng tộc, màu da, nguồn gốc quốc gia. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị xâm phạm, họ có thể nộp đơn khiếu nại cho Văn Phòng Phụ Trách Bình Đẳng (OEO) của WSDOT. Để biết thêm thông tin liên quan đến các thủ tục khiếu nại theo Khoản VI và/hoặc thông tin liên quan đến các nghĩa vụ không phân biệt đối xử của chúng tôi, vui lòng liên hệ Điều phối viên Khoản VI của OEO theo số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Bạn có thể yêu cầu cung cấp tài liệu này dưới định dạng khác bằng cách gửi email đến Văn phòng Cơ hội Công bằng theo địa chỉ wsdotada@wsdot.wa.gov hoặc gọi đến số điện thoại miễn phí 855- 362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

Arabic - العَرَبيّة

العنوان 6 إشعار للجمهور

تتمثل سياسة إدارة النقل بولاية واشنطن (WSDOT) في ضمان عدم استبعاد أي شخص على أساس العرق أو اللون أو الأصل

القومي أو الجنس، وفق ما يُنص عليه في العنوان 6 من قانون الحقوق المدنية لعام 1964 ، من المشاركة في، أو الحرمان من فوائد،

أو التعرض للتمييز في أي من برامجها وأنشطتها. ويمكن لأي شخص يعتقد بأنه قد تم انتهاك حمايته التي يضمنها له العنوان 6 من

الحصول على) . WSDOT (التابع لإدارة النقل بولاية واشنطن (OEO) القانون سالف الذكر، تقديم شكوى إلى مكتب تكافؤ الفرص

معلومات إضافية بشأن إجراءات الشكاوى المتعلقة بالعنوان 6 من القانون سالف الذكر و/أو الحصول على المعلومات المتعلقة

بالتزاماتنا ذات الصلة بعدم التمييز، يُرجى الاتصال بالمنسق المعني بشؤون العنوان 6 من القانون سالف الذكر في مكتب تكافؤ

الفرص على الرقم م

.(360) 705-7090

(ADA (معلومات قانون الأمريكيين ذوي الإعاقة

يمكن طلب توفير هذه المواد في تنسيق بديل عن طريق إرسال بريد إلكتروني إلى مكتب تكافؤ الفرص على عنوان البريد الإلكتروني

يمكن للأشخاص الصم . (4232)ADAأو عن طريق الاتصال على الرقم المجاني 855-362-4 wsdotada@wsdot.wa.gov

.على الرقم 71 Washington State Relay أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة

中文 - Chinese

《权利法案》Title VI公告

美国华盛顿州交通部(WSDOT)的政策将根据《1964年美国权利法案》Title VI，确保在任何计划或活动中，任何人均不应由于种族、肤色、原国籍而遭受排斥、剥夺权益或蒙受歧视。如果任何人认为其Title VI权利遭受侵犯，可向WSDOT平权办公室(OEO)提交投诉。如需了解Title VI权利保护的投诉程序和（或）我们的反歧视义务，请致电(360) 705-7090联系OEO Title VI协调员。

《美国残疾人法案》(ADA)信息

可发送电子邮件至wsdotada@wsdot.wa.gov或者拨打免费电话：855-362-4ADA(4232)，获取本材料的其他格式。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gadiidka Gobolka Washington (WSDOT) inay hubiso in aan qofna, iyadoo lagu saleynayo jinsiga, midabka, dhalashada, sida lagu sheegay Ciwaanka VI Xeerka Xuquuaha Rayidka 1964, laga saarin ka qeybgalka, loo diidin kabka, ama haddii kale lagu takoorin barnaamijyada iyo hawlaha hoos yimaada. Qofkasta oo aamisan in xuquuqdiisa Ciwaanka VI lagu tuntay, wuxuu cabasho u gudbin karaa Xafiiska Sinaanta Fursadaha (OEO) ee WSDOT. Wixii macluumaad dheeriya ee khuseeya nidaamka cabashada Ciwaanka VI iyo/ama macluumaadka khuseeya waajibaadka bilaa takoorka, fadlan la xiriir Iskuduwaha Ciwaanka VI ee OEO (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkan waxa qaabab kale loogu sameyn karaa iyadoo loo diraayo iimayl Xafiiska Sinaanta Fursadaha wsdotada@wsdot.wa.gov ama iyadoo bilaash lagu wacaayo, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

Translation services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: PubTrans@wsdot.wa.gov

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

اَلْعَرَبِيَّةُ - Arabic

خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجانًا طلب خدمات المساعدة اللغوية عن

طريق الاتصال بالرقم 7921-705-360 أو مراسلتنا عبر البريد الإلكتروني:PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir PubTrans@wsdot.wa.gov

中文 – Chinese

翻译服务

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件: PubTrans@wsdot.wa.gov，请求获取免费语言援助服务。