



2025-2027 Public Transit Rideshare Grant

Application Instructions

Application due date: 3 p.m. Jan. 21, 2025

Contact

Application and technical vehicle questions: PTDGrants@wsdot.wa.gov

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

Additional information: [Public Transit Rideshare program webpage](#)

CONTENTS

Important dates	2
Chapter 1: Overview	3
About the Public Transit Rideshare Grant program.....	3
Application deadline	3
Fatal flaw policy	3
In good standing policy	3
Eligible applicants.....	3
Eligible projects	4
Funding availability	4
Match requirements.....	4
Project implementation timeline	5
Chapter 2: Applying for funding.....	6
Grants Management System	6
Application process	6
Number of applications.....	6
Chapter 3: Application questions.....	7
Starting the application	7
Saving and completing application sections	7
1. General information	7
2. Organization contact information	8
3. Summary of project information.....	8
4. Scope of work.....	8
5. Relationship to other projects	9
6. Budget.....	9
7. Vehicle replacement.....	14
8. Milestones	15
9. Indirect costs	15
10. Supplemental information	16
11. Attachments	16
12. Certification	16
Chapter 4: Evaluation.....	18
Application scoring	18

IMPORTANT DATES

Nov. 12, 2024	WSDOT posts notice of funding opportunity.
Dec. 10, 2024	Grant application available in the Grants Management System (GMS) .
Jan. 21, 2025	Grant applications due in GMS by 3 p.m.
Feb. 1 – 28, 2025	WSDOT reviews applications and contacts applicants for any revisions or additional information needed
March – April 2025	Independent evaluation panel reviews and scores applications.
June 2025	WSDOT sends award letters to grantees after the governor signs the transportation budget.
July 1, 2025	2025-2027 biennium begins.
June 30, 2027	2025-2027 biennium ends. Grantees must spend funds by this date.

CHAPTER 1: OVERVIEW

ABOUT THE PUBLIC TRANSIT RIDESHARE GRANT PROGRAM

The Public Transit Rideshare Grant supports rideshare programs at transit agencies across Washington. Transit agencies use this state funding to purchase rideshare vehicles,¹ associated equipment, and provide incentives to increase rideshare ridership.

APPLICATION DEADLINE

3 p.m., Jan. 21, 2025.

FATAL FLAW POLICY

WSDOT uses a fatal flaw policy for its grant programs. WSDOT won't consider applications containing fatal flaws for funding. WSDOT considers the following to be fatal flaws that will cause an application to be rejected:

- Proposed project is ineligible.
- Application is incomplete with required information missing.
- Application doesn't meet match requirements.
- Applicant isn't in compliance with WSDOT's in-good-standing policy.

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, as described in the [Public Transit Rideshare Program Guidebook \(p. 15\)](#).

All grant recipients must maintain in-good-standing status to receive payments and be eligible for future funding consideration from WSDOT.

ELIGIBLE APPLICANTS

All Washington state transit agencies are eligible to apply, including:

- City transit systems under [RCW 35.58.2721](#) or [Chapter 35.95A RCW](#).
- County public transportation authorities under [Chapter 36.57 RCW](#).
- Metropolitan municipal corporation transit systems under [Chapter 36.56 RCW](#).
- Public transportation benefit areas under [Chapter 36.57A RCW](#).
- Unincorporated transportation benefit areas under [RCW 36.57.100](#).

¹ Vehicles not exceeding 15 persons and not fewer than three persons each, including drivers.

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

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

ELIGIBLE PROJECTS

The Public Transit Rideshare Grant program supports two eligible project types, capital and incentives.

Applicants should submit separate applications depending on the project type.

Capital

Eligible capital projects under the Public Transit Rideshare program include:

- Rideshare vehicle replacement
- Rideshare vehicle expansion
- Rideshare equipment

Note: Rebuilding a vehicle isn't eligible for Public Transit Rideshare program funding.

Incentives

Eligible incentives projects under the Public Transit Rideshare program must use incentives to optimize transportation infrastructure and travel behavior. Projects should use incentives to influence a shift in mode choice, improve travel time, and increase system efficiency.

FUNDING AVAILABILITY

In the 2023-2025 biennium, WSDOT had approximately \$10 million in grant funding for the Public Transit Rideshare Grant. The Legislature will determine the funding level for the 2025-2027 biennium in the 2025 legislative session.

MATCH REQUIREMENTS

Note: The Public Transit Rideshare Grant program doesn't require match for incentive projects.

For capital projects, the Public Transit Rideshare Grant program uses a tiered match approach to determine the minimum required match you must provide for vehicle replacement, vehicle expansion, and/or equipment. Match is determined by your agency's most recent operating budget reported 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 \$5 million	0 percent

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

Match must be in the form of cash. In-kind contributions aren't eligible.

You may use other grants as match except for competitive state-funded grants administered by WSDOT's Public Transportation Division. Sources of matching funds may include local, state (other than WSDOT Public Transit Division competitive grants), federal, or private funding. You may use Transit Support Grant formula funds as match for this competitive program.

PROJECT IMPLEMENTATION TIMELINE

You must place vehicle and equipment orders in a timely manner to ensure delivery and acceptance prior to July 1, 2027.

Once you accept a WSDOT grant-funded vehicle, you must place the vehicle in service within 12 months.

CHAPTER 2: APPLYING FOR FUNDING

GRANTS MANAGEMENT SYSTEM

You must register in 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, contact the GMS Help Desk at PTDGMSsupport@wsdot.wa.gov or 360-705-7711.

APPLICATION PROCESS

You must submit applications for the Public Transit Rideshare Grant in GMS by **3 p.m. Tuesday, Jan. 21, 2025**. WSDOT won't accept late applications. You should submit applications prior to the deadline to accommodate any unforeseen challenges.

GMS will autogenerate a confirmation email for 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 for each individual project (e.g., capital or incentives).

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 “2025-2027 Public Transit Rideshare Grant program” 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.

Text in red designates a required entry. 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 dropdown menu to choose your agency.

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

4. **Additional applicants:** From the dropdown menu, add other members of the agency staff who’ll need access to the application, including the staff person authorized to submit the application on behalf of your agency. This responsibility may be delegated to the grants

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

manager, budget manager, or other related position. In addition, include any staff that will need access to claims. The dropdown menu includes names at your agency you added during registration.

Click the green “save form” button and move to the next step.

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 type

Choose the project type (e.g., capital or incentives).

Select the legislative district(s) and county(ies) the project will serve (include the entire project area). Hold down the control key (Ctrl) to make multiple selections.

Note: You must use all vehicles, equipment, or incentive projects funded through the Public Transportation Rideshare Grant program to support rideshare programs at transit agencies in Washington as outlined in your project application.

4. SCOPE OF WORK

Project Description

Proposed scope of work for your project: Provide a brief, high-level description of what your project proposes to do (address who, what, and where).

Project Need

Describe why this project is needed and how does your proposal address the need.

Project implementation strategy and readiness to proceed

Describe previous activities to date that demonstrate the project’s readiness. Discuss how you’ll accomplish remaining activities to minimize delay and complete the project on time and on budget, including identification of any major risks.

Are you applying to fund incentives to increase employee rideshare use?

Select “Yes” or “No.” If you’re applying to fund a capital project, select “no,” then “save form.”

Select “yes” only if you are applying for incentives.

Incentives description: If you’re applying to fund incentives, briefly describe what type of incentives you plan to use and their connection to the rideshare program.

How are you ensuring incentives are equitable in the community you serve?

The Public Transit Rideshare Grant application includes this question about equity when you apply for an incentives project. The equity question won’t factor into application scoring or funding

at this time. The purpose of the question is for WSDOT’s grant applicants to become accustomed to answering questions about equity and for WSDOT to refine the questions it asks. WSDOT expects that equity questions will factor into grant-funding decisions in the future.

In answering the question, keep in mind that equity has a focus on eliminating barriers that have prevented the full participation of historically and currently underserved groups.

5. RELATIONSHIP TO OTHER PROJECTS

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,” list dependent project applications by title and funding opportunity. Describe the relationship between the projects in both applications. Identify the priority for funding (if applicable), including the current project.

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 in order of priority (including the current project).

6. 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.

If a particular category or expense listed in the budget table doesn’t apply to your project, leave that section blank. You should complete only the section(s) related to a proposed project.

Tiered match (new match requirement)

Note: The Public Transit Rideshare Grant program doesn’t require match for incentive projects.

For capital projects, the Public Transit Rideshare Grant program uses a tiered match approach to determine the minimum required match you must provide for vehicle replacement, vehicle expansion, and/or equipment.

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

Match is determined by your agency's most recent operating budget reported to the Washington State Transit Association using the following table:

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 \$5 million	0 percent

What is your organization's operating budget?

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

Click the green "save form" button to begin adding budget information.

Expansion vehicles

If applicable, create an individual budget line item for each expansion vehicle by clicking the green "add row" button and completing the required fields (vehicle type, fuel type, description, cost estimate description, total cost of vehicle, and match).

An expansion vehicle is a newly acquired, WSDOT-funded vehicle purchased for one of the following purposes:

- New rideshare group to expand the rideshare program.
- Existing rideshare group using a leased or rented vehicle.
- Existing rideshare group that switches from a vehicle that hasn't yet met or exceeded its established useful life to a new vehicle. The vehicle a transit agency switches out with the WSDOT-funded vehicle must remain in fleet service as an available vehicle for a new rideshare group or as a loaner/spare vehicle, provided the transit agency hasn't exceeded its established spare ratio.

Replacement vehicles

If applicable, create an individual budget line item for each replacement vehicle by clicking the green "add row" button and completing the required fields (vehicle type, fuel type, description, cost estimate description, total cost of vehicle, and match).

A replacement vehicle:

- Replaces a vehicle that has met or is beyond the Federal Transit Administration's (FTA) minimum useful life standards (i.e., four years or 100,000 miles, whichever comes first).
- Will be removed from service as an active revenue vehicle or loaner/spare vehicle.
- Is scheduled for disposal (i.e., sale, donation, reassignment).

Note: Rebuilding a vehicle isn't eligible for Public Transit Rideshare program funding.

Equipment

If applicable, create an individual budget line item for each equipment item by clicking the green "add row" button and completing the required fields (description, cost estimate description, total cost of equipment, and match).

Eligible equipment is equipment that supports agency safety, security, transition to zero-emission, and/or fleet management as it relates to the rideshare program. Examples may include:

- Dashboard cameras
- Electric vehicle charging equipment
- Telematics
- Voice integrated translation hardware and software
- Electric vehicle charging management software

Equipment projects may include purchase and installation of eligible equipment. Keep in mind that installation doesn't allow for any ground-disturbing activities.

Note: Purchase of a charging equipment alone isn't eligible for Public Transit Rideshare program funding. However, you may purchase charging equipment with rideshare vehicles as part of an application.

WSDOT may approve other equipment on a case-by-case basis. If you have questions about equipment eligibility, contact WSDOT at PTDgrants@wsdot.wa.gov.

Source of capital match

If you're applying for capital projects, your organization must provide matching funds in the form of cash.

Identify the specific sources and amounts of matching funds. Add as many source rows as needed. Identify only one match source per row.

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

- **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.

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

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

- Other local or private grant awards.
- Income generated from service contracts or other internal activities (e.g., freight, advertising).
- **Other funds:** Include all other revenue sources not identified in the dropdown menu that you'll use to support the project.

In-kind contributions (i.e., in-kind match) aren't an eligible source of match for capital projects. Capital projects require cash matching funds.

The total of your match sources should be equal to the total match amount in the "summary" section.

Click the green "save row" button.

Incentives

Complete this section only if you're applying to fund an incentives project. If you're applying to fund a capital project, leave this section blank.

If applicable, create an individual budget line item for each incentive item by clicking the green "add row" button and completing the required fields (incentive type, description, and amount). Enter only one incentive type per row. You can add more rows for additional incentive types.

Incentive costs support actions to increase or maintain employee rideshare participation. To be eligible, an incentive cost must be:

- Necessary and reasonable for efficient completion of the project. (WSDOT determines necessary costs by the nature and scope of the project as detailed in the agreement terms.)
- Authorized or not prohibited under federal, state, or local laws and regulations.
- Conform to the project budget and any other financial limitations in the agreement terms.
- Incurred on or after the effective date of the agreement and on or before the expiration date of the agreement.
- Adequately documented and supported by invoices or other required documentation.
- Consistent with standard business practices.

Incentive costs don't include wages, salaries, benefits, or other operating costs.

In general, the following incentive costs are eligible:

- **Advertising:** Advertising media including, but not limited to, newspapers, magazines, radio, television programs, direct mail, exhibits, trade papers, and digital platforms. Only the following advertising purposes are eligible:
 - Soliciting bids to procure project-related goods and services.
 - Advising the public about a project activity.
 - Other purposes specifically provided for in the agreement.

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

- **Education and outreach:** Activity generally associated with education or outreach including but not limited to presentations, workshops, demonstrations, exhibits, and displays. Materials may include brochures, flyers, and other rideshare-related giveaways.
- **Participation incentives:** Incentives including but not limited to subsidized fares, vouchers, parking spaces for the exclusive use of rideshare vehicles, cab fare for a rideshare-participating employee who has an emergency and must leave the workplace, and other rideshare-related incentives.
- **Printing and reproduction:** Printing and reproduction of materials including but not limited to forms, reports, manuals, publications, and informational literature relating to the project.

Guidance about incentives to promote rideshare is in the [Commute Trip Reduction Guidebook, Appendix C](#).

Note: The Public Transit Rideshare Grant program doesn't require match for incentive projects.

Scalability

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

Is your project scalable?

Click “yes” or “no.”

Selecting “yes” indicates a willingness to accept less than the total requested funding. If your project is scalable, specify the minimum funds needed and explain how you could implement your project with less funding.

Click the green “save form” button.

Procurement plan

Click “edit form” and describe your procurement plan for the vehicles and/or equipment in this application (e.g., vehicle purchase using the Department of Enterprise Services or another state cooperative procurement contract, issuing your own request for proposals, simplified acquisition, micro-purchase).

Your organization must have a current procurement policy on file with WSDOT. If your organization doesn't yet have a policy on file with WSDOT, or the version on file is outdated, you'll need to attach the procurement policy with your application. Current grantees can check the procurement policy on file with WSDOT in the “compliance” section of GMS. You can attach procurement policies for new applicants and updated procurement policies in the “attachments” form in the application.

When complete, click the green “save form” button.

Summary

Refresh your budget summary totals after entering all budget information by clicking on the green “edit form” button, then clicking “save form.”

Make sure the amounts are correct, and your match percentage meets the minimum required match for your agency. Verify that your total match in the capital project 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.

7. VEHICLE REPLACEMENT

Complete the vehicle replacement section if your organization is proposing to replace rideshare program vehicle(s) with these grant funds.

Are you replacing or rebuilding a vehicle?

If you’re requesting to replace one or more vehicles that have reached the end of their useful life, select “yes,” click “save form,” then fill out the vehicle information in the section below.

If you aren’t replacing a vehicle, click “no” and then “save form.” Select the orange “mark as complete” button.

Note: Rebuilding a vehicle isn’t eligible for Public Transit Rideshare Grant program funding.

Vehicle information

Select “add row” to complete the table for the vehicle(s) your project will replace. You must enter information for 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:** Select “replace.” (Rebuilding a vehicle isn’t eligible for Public Transit Rideshare Grant program funding.)
- **Vehicle type:** Select “PT Rideshare Vehicle.”
- **Year:** Enter the model year of the vehicle.
- **Make/model:** Enter the manufacturer make and model (e.g., Toyota Sienna).
- **Vehicle description:** Enter the vehicle type and capacity (e.g., seven-passenger minivan).
- **Fuel type:** Enter the fuel type (i.e., battery-electric, hybrid, gas, diesel).
- **Remaining useful life:** Enter the remaining years of useful life for the vehicle. For vehicles past their useful life, enter a negative indicating the number of years past useful life.
- **Vehicle Identification Number (VIN):** Enter the VIN.
- **Current status:** Select “active” or “spare.”
- **Current mileage:** Enter the odometer miles.

Did you, or will you, apply to replace the same vehicle in a different Public Transportation Division grant application?

If you’re applying to replace the same vehicle in a different grant application, select “yes,” then

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

use the drop-down menu to select other grant program(s).

If you aren't applying to replace the same vehicle in a different grant application, select "no."

Select "save row." If you have multiple vehicles, repeat the steps above. Then select the orange "Mark as complete" button.

8. MILESTONES

Project activities

Complete the milestone table for all project activities related to replacement vehicle(s), expansion vehicle(s), and equipment. (Because WSDOT is treating incentive projects like operating, we assume the start and end dates for milestones would be the same as the start and end dates of the biennium.)

Click the green "edit grid" button to begin. If an activity isn't applicable to your project, select "no."

For milestones that apply to your project, select "yes," add the projected completion date, and include any applicable notes. If you've already completed a milestone, enter the completion date and add "completed" to the notes.

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

Note: You must expend all awarded grant funds for the 2025-2027 biennium by June 30, 2027.

Click the green "save grid" button.

Milestone risks

Click the "edit form" button.

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

Select the green "save form" button, then the orange "mark as complete" button.

9. INDIRECT COSTS

Indirect costs are expenses that aren't readily identified with a particular project but are necessary for the general operation of your organization. Examples of indirect costs are administrative expenses, utilities, or maintenance. Indirect costs are usually expressed as a percentage of total direct costs.

Public Transit Rideshare grantees may charge indirect costs to incentive projects.

Note: 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. You must include indirect costs in the application budget. If indirect costs are part of your project budget, you must attach your cost allocation plan (using your organization's letterhead) or

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

documentation of your approved indirect cost rate in the “attachments” section of the application.

Indirect cost rate documentation may be one of the following:

- Letter from your agency confirming that you plan to use the federal 15 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.
- 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. 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 of this application.

11. ATTACHMENTS

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

WSDOT will consider applications submitted without the required or conditionally required attachments incomplete. To add attachments, click on attachment label to open upload window, select and upload the file, and add a description of the file.

Note: Save all attachments in PDF format. Don’t upload encrypted or password-protected files.

12. CERTIFICATION

Someone authorized or delegated to sign contracts on behalf of your organization must certify your application.

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

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.

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

Note: Your application is subject to the public disclosure laws of Washington state ([Chapter 42.56 RCW](#)). If any information is proprietary, let us know as it may be released during a public disclosure request.

CHAPTER 4: EVALUATION

APPLICATION SCORING

The scoring for applications is on an 80-point scale, broken into four separate and equally weighted categories.

Scoring criteria (80 points total):	Points
Quality of application/application completeness	20 points
Demonstration of need	20 points
Readiness to proceed and feasibility	20 points
Financial proposal	20 points

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

English

Title VI Notice to 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, 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 programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights 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.

Español

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

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

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov llamando a la línea sin cargo 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

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시십시오.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи, или национального происхождения, как это предусмотрено Разделом VI Закона о Гражданских Правах 1964 года, а также случаи недопущения участия,

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

лишения льгот, или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по Вопросам Равенства и Гражданских Прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

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

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 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

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ chối quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

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

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 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.

العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في والية واشنطن العنوان القومي من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب ويمكن ألي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق 1964. السادس من قانون الحقوق المدنية لعام أو بشأن التزاماتنا بعدم التمييز بموجب الباب / للحصول على معلومات إضافية بشأن إجراءات الشكاوى و. التابع لوزارة النقل في والية واشنطن(OECR)المدنية السادس، يرجى الاتصال بمنسق الباب السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن wsdotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص(4232) 855-362-4ADA: طريق الاتصال بالرقم المجاني على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

《权利法案》 Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話(360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

2025-2027 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

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

العربية - Arabic

الترجمة دماث خ

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

الإلكتروني البريد عبر مراسلتنا أو 360-705-7921 بالرقم الاتصال بق طر: 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。