



# 2023-2025 Public Transit Rideshare Grant

## Application Instructions

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Application due date: 3 p.m., April 18, 2023

### Contact

Application and technical vehicle questions: [PTDGrants@wsdot.wa.gov](mailto:PTDGrants@wsdot.wa.gov)

Grant Management System questions: [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or 360-705-7711

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## IMPORTANT DATES

March 15, 2023	Grant application available in the <a href="#">Grants Management System (GMS)</a>
2 p.m., March 27, 2023	<a href="#">Informational webinar</a> for prospective applicants
3 p.m., April 18, 2023	Grant applications due in GMS
May 1-20, 2023	Evaluation panel reviews and scores applications
June 2023	WSDOT sends award letters to grantees
July 1, 2023	2023-2025 biennium begins

## OVERVIEW

### ABOUT THE PUBLIC TRANSIT RIDESHARE GRANT PROGRAM

The Public Transit Rideshare Grant provides state funding for fleet expansion, replacement of agency vehicles, and employer incentives to promote rideshare participation. Grant funding allows transit agencies to purchase rideshare vehicles with alternative fuel types, including low-emission, plug-in hybrids and zero-emission, all-electric vehicles.

### APPLICATION DEADLINE

3 p.m., April 18, 2023

### FATAL FLAW POLICY

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

- Application is submitted after the deadline
- Applicant is not 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 [Consolidated Grants Guidebook](#) (p. 47).

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

### ELIGIBLE APPLICANTS

Washington state transit agencies.

### ELIGIBLE PROJECTS

The Public Transit Rideshare Grant includes four eligible project types:

- Replacement vehicles
- Expansion vehicles
- Incentive costs
- Equipment

#### Replacement vehicles

A replacement vehicle:

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- Replaces a vehicle that has met or is beyond the Federal Transit Administration’s minimum-useful-life standards (i.e., four years or 100,000 miles) and minimum-useful-life standards agency’s transit development plan
- 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 is not eligible in Public Transit Rideshare Program

### Expansion vehicles

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 has not 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 has not exceeded its established spare ratio

Grantees must increase their in-service revenue rideshare fleets by the number of expansion vehicles awarded and purchased while adhering to their organization’s spare ratio policy, but not exceeding 20 percent spare ratio (e.g., a fleet of 100 service vehicles could have no more than 20 spare vehicles while adhering to the 20 percent spare ratio.) The increase must occur within an 18-month period from the acceptance date of the last expansion vehicle received, or any time during the 2023-2025 biennium.

**Note:** rebuilding a vehicle is not eligible in Public Transit Rideshare Program

### Incentive costs

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
- Adequately documented and supported by invoices or other required documentation
- Consistent with standard business practices

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Incentive costs do not 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
- **Education and outreach:** activity generally associated with education or outreach including but not limited to presentations, workshops, demonstrations, exhibits, and displays. Materials include but are not limited to 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 for materials including but not limited to forms, reports, manuals, publications, and informational literature relating to the project

Guidance about employer incentives to promote rideshare is in the [Commute Trip Reduction Guidebook, Appendix E \(p. 31\)](#).

**Note:** state-funded incentives are only eligible for employers and cannot be given to individuals (2021-2023 Supplemental Transportation Budget ([ESSB 5689 - 2021-22 Sec. 221\(3\)\(b\)](#))).

**Note:** incentives expire July 1, 2024 ([WAC 458-20-261\(5\)\(d\)](#)).

### Equipment

Eligible equipment that supports rideshare programs includes but is not limited to:

- Charging stations and accessories
- Fleet management systems
- Lifts
- Tablets

Equipment projects may include purchase and installation of eligible equipment.

**Note:** installation does not allow for any ground-disturbing activities.

### AVAILABLE FUNDING

WSDOT anticipates \$10 million in grant funding for the 2023-2025 biennium Public Transit

## 2023-2025 PUBLIC TRANSIT RIDESHARE GRANT APPLICATION INSTRUCTIONS

Rideshare Grant. Availability of funds is contingent on the 2023-2025 Transportation Budget.

### **COST CAPS**

WSDOT has removed vehicle cost caps for the 2023-2025 biennium Public Transit Rideshare Grant.

### **MATCHING FUNDS**

You must provide matching funds in the form of direct contributions of at least 20 percent of total project cost for vehicle and equipment purchase. There is no match required for incentive projects. Direct contributions are cash or other assets that directly benefit the project and are fundamental to implementing the project.

In-kind sources of match are not acceptable.

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

### **AWARD PRIORITIZATION**

WSDOT will prioritize Public Transit Rideshare Grant awards based on the following tiers.

#### **Tier 1**

WSDOT will give replacement vehicles and incentive costs projects the highest priority.

#### **Tier 2**

WSDOT will give expansion vehicles and equipment projects the lowest priority.

### **PROJECT IMPLEMENTATION TIMELINE**

You must receive and accept vehicles purchased with Public Transit Rideshare Grant funds prior to July 1, 2025. You must place vehicle orders to ensure delivery and acceptance of vehicles prior to July 1, 2025.

Once you accept a WSDOT-grant-funded vehicle, you must place the vehicle in service within the following time frames:

- **Replacement vehicle:** three months
- **Expansion vehicle:** nine months

You must submit a final Public Transit Rideshare reimbursement request to WSDOT no later than July 15, 2025 for eligible 2023-2025 Public Transit Rideshare Grant purchases.

You may use any remaining Public Transit Rideshare Grant funds to purchase additional expansion and/or replacement vehicles once you have purchased the minimum number of you were awarded.

Should the Public Transit Rideshare program have funds returned from awards granted in 2023, WSDOT may develop a second award process in fall 2024.

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### PROGRAM GUIDANCE

Public Transit Rideshare Grant Program guidance is in [RCW 46.74.010](#), [RCW 70A.15.4010](#), [RCW 82.08.0287](#), [RCW 82.12.0282](#), [RCW 82.44.015](#), [RCW 82.70.010](#), and [WAC 458-20-261](#).

Further guidance for the 2023-2025 funding will be delivered when the State Transportation Budget is signed.

### APPLYING FOR FUNDING

#### APPLICATION PROCESS

Before accessing the Public Transit Rideshare Grant application, you must complete registration and basic training for GMS. You can find more information about GMS at [wsdot.ptd.webgrantscloud.com](#). For additional assistance on registration and training, contact GMS Support at [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or 360-705-7711.

You must submit applications for the Public Transit Rideshare Grant in GMS by 3 p.m., April 18, 2023. WSDOT will not accept late applications. Submit applications prior to the deadline to accommodate any unforeseen challenges.

When applying for a vehicle, please make sure to select PT Rideshare vehicle in the vehicle type drop down box. In the vehicle description, please include the vehicle type and capacity (e.g., minivan with a capacity of seven passengers).

GMS will autogenerate a confirmation email for submission of each application. The confirmation will not include an assessment of the completeness of the application.

#### NUMBER OF APPLICATIONS

Submit separate applications for each project type you are applying, (e.g., replacement vehicles, expansion vehicles, equipment, and incentives.) You may submit more than one application. There is no limit on the total number of applications you may submit.

#### EQUITY APPLICATION QUESTION

The Public Transit Rideshare Grant application includes a question about equity.

Equity is the act of developing, strengthening, and supporting procedural and outcome fairness in systems, procedures, and resource distribution mechanisms to create equitable (not equal) opportunity for all people. Equity is distinct from equality which refers to everyone having the same treatment without accounting for differing needs or circumstances. Equity has a focus on eliminating barriers that have prevented the full participation of historically and currently oppressed groups ([Washington State Office of Financial Management Glossary of Equity-Related Terms, p. 7](#)).

The Public Transit Rideshare application's equity question will not 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.



## ATTACHMENTS

Provide the following attachments by selecting an attachment in the grid. Upload the file, provide a brief description of the attached file, and save file. Do not attach encrypted or password protected files.

**Note:** WSDOT will reject applications that do not have required attachments.

### Required attachments

- Service area map (i.e., map where your proposed project provides service)

### Optional attachments

- Any documentation supporting your project

## CERTIFICATION

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

Complete this section by selecting the checkbox and typing the name of the application authority, their title, and the date. This is the equivalent of an electronic signature. WSDOT does not need to a memo or letter delegating signature authority.

**Note:** You will be unable to submit the application until you select the checkbox and complete this form.

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### 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](mailto: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](mailto: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](mailto: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

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предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, 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](mailto: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](mailto: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 لأي 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](mailto: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 855-362-4ADA (4232) 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](mailto:wsdotada@wsdot.wa.gov)或撥打免費電話

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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。

### **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 diraya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso [wsdotada@wsdot.wa.gov](mailto: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.

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### 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](mailto: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](mailto: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](mailto:PubTrans@wsdot.wa.gov)

### 한국어-Korean

#### 번역 서비스

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### русский-Russian

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