



2023-2025 RURAL TRANSIT ASSISTANCE PROGRAM

Notice of Funding Opportunity and Application Instructions

Application due date: 3 p.m., June 6, 2023

Contact

Application questions: PTDGrants@wsdot.wa.gov

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

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IMPORTANT DATES

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| April 11, 2023 | Notice of funding opportunity released |
| May 10, 2023 | Grant application available in the Grants Management System (GMS) |
| 3 p.m., June 6, 2023 | Grant applications due in GMS |
| June 30, 2023 | Awards announced |
| July 1, 2023 | 2023-2025 biennium begins |
| June 30, 2025 | 2023-2025 biennium ends (grantees must spend grant funds by this date) |

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OVERVIEW

ABOUT THE RURAL TRANSIT ASSISTANCE PROGRAM

Funding from the Rural Transit Assistance Program assists the design and implementation of training and technical assistance projects, as well as other support services for rural and tribal transportation providers.

APPLICATION DEADLINE

3 p.m., June 6, 2023

WSDOT 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

To ensure compliance with state and federal laws, and commonly recognized best practices for grant management, WSDOT has implemented an [In Good Standing Policy](#):

WSDOT is responsible for administering grant funds in accordance with state and federal laws and regulations. Additionally, you as a grant recipient and WSDOT are responsible for oversight and accountability that foster transparency and assist in maintaining public confidence.

You must maintain WSDOT's In Good Standing Status to receive grant funds.

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

ELIGIBLE APPLICANTS

Any private or public entity with experience of and capacity for providing one or more of the eligible projects below.

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| <p>Note: WSDOT will not initiate contracts with debarred or suspended vendors documented at www.sam.gov.</p> |
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ELIGIBLE PROJECTS

Applications must contain one or all the following for rural and tribal transportation providers:

- Conferences, summits, workshops, and other events
- In-person trainings at your facility or across the state
- Live online trainings (i.e., webinars) or recordings

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- Peer-to-peer collaboration events, including committee meetings
- Stand-alone tools and resources

[Appendix A](#) contains more specific examples of events and resources eligible for Rural Transit Assistance Program funding.

AVAILABLE FUNDING

Approximately \$500,000 for the 2023-2025 biennium.

MATCHING FUNDS

Rural Transit Assistance Program funding does not require local match.

PROJECT IMPLEMENTATION TIMELINE

You must spend funds prior to June 30, 2025.

PROGRAM GUIDANCE

[49 U.S.C. Section 5311\(b\)\(3\)](#)

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APPLYING FOR FUNDING

APPLICATION PROCESS

Before accessing the Rural Transit Assistance Program 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 or 360-705-7711.

You must submit applications for the Rural Transit Assistance Program in GMS by 5 p.m., June 6, 2023. WSDOT will not accept late applications. Submit applications prior to the deadline to accommodate any unforeseen challenges.

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

BUDGET

The proposed expenses documented in your application budget should include staff time to research, plan, coordinate, and execute the project.

You must deduct any revenue you expect to receive in registration fees from net expenses. For example, if your gross expenses are \$2,000 but registration will bring in \$500, the net expenses in your budget would be \$1,500.

Do not submit overhead as a separate cost item.

Other eligible and ineligible costs are in the [Appendix B](#).

ATTACHMENTS

You may upload documents with your application that support your organization's project request. Documents attached to applications must be in PDF format. Upload the file, provide a brief description of the attached file, and save the file. Do not attach encrypted or password protected files.

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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EVALUATION

An evaluation team composed of representatives with subject matter expertise will review applications.

Evaluators will give special consideration to projects that:

- Provide equitable access to private, public, rural and tribal systems across the state.
- Support sharing of existing practices and resources
- Benefit nonprofit community transportation providers that serve rural areas, including rural agency board members.
- Promote efficiency by avoiding duplication of effort by other RTAP grantees and WSDOT-sponsored activities
- Develop trainings and resources that can be presented in person or virtually
- Are administered by applicants with experience providing trainings/peer events and managing federally funded projects

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| <p>Note: WSDOT reserves the right to scale an application to meet the highest-scoring priorities and to award individual application components (i.e., trainings) to the most qualified provider.</p> |
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APPENDIX A: EXAMPLES OF EVENTS AND RESOURCES

COMPLIANCE AND RISK REDUCTION

Events that focus on compliance and increase safety, reduce legal risk, and ensure adherence to federal and state rules, such as:

- Special needs service and awareness (i.e., ADA, mobility management, rider rights)
- Driver skills and volunteer-driver management
- Dispatch skills
- Drug and alcohol program management
- Transit supervisor training, including accident investigation
- Compliance training for administrative staff (i.e., federal procurement, civil rights, labor law)

PROFESSIONAL DEVELOPMENT

Events not directly related to risk or compliance with federal or state laws and regulations, but that help rural transportation employees improve their skills and knowledge, such as:

- Leadership trainings for upper management and board members
- Events and tools that help transportation employees stay up to date on laws, technology, best practices, tracking systems, training methods, and other transportation topics
- Topics based on constituent feedback (i.e., surveys, public meetings)
- Activities that promote or facilitate mentoring when a new duty is assigned or position is filled

PEER-TO-PEER COLLABORATION

Networking and collaboration (i.e., meetings, trainings, other events) to share knowledge, plan for the future, and build peer relationships, such as:

- Sharing of industry best practices
- Events with speakers or product demonstrations that peers will find useful
- Access to lists, directories, or portals that encourage peer sharing

STAND-ALONE TOOLS AND RESOURCES

Tools and resources that complement training and peer events of a project and ensure broad communication with rural Washington providers, such as:

- Listservs or web portals dedicated to real-time training and technical assistance opportunities in state and/or nationwide

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- Quarterly, monthly, or weekly newsletters covering industry news and benefit to rural systems
- Electronic resource libraries that include local and national resources and a link to the [National Rural Transit Assistance Program resource library](#)
- Technical briefs, manuals, directories, and research papers that benefit rural systems

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APPENDIX B: ELIGIBLE EXPENSES

The following expenses are eligible for reimbursement under the Rural Transit Assistance Program:

- Speaker/presenter travel, room/board, and fee
- Facility rental costs
- Administrative costs (i.e., staff support) for organizing, developing, and implementing deliverables
- Design, delivery, and maintenance costs for electronic resources (i.e., listserv, web portal, website, newsletter, survey), including web-based meeting software or subscriptions (i.e., Zoom, Go to Meeting)
- Materials such as binders, guides, training aids, and flash-drives to support delivery modes
- Research and related direct or indirect support to develop technical briefs, manuals, etc.

The following expenses are not eligible for reimbursement:

- Events or tools not developed for, or not resulting in a benefit for rural and/or tribal transportation systems in Washington
- Tasks that directly duplicate other WSDOT-funded work, such as Consolidated Grant Program application training or work done through a different Rural Transit Assistance Program contract
- Administrative time working with federal or state lawmaking bodies
- Meals for staff or attendees at one-day or shorter events
- Alcoholic beverages
- Expenses excluded by federal cost principles ([2 CFR Part 200, Subpart E](#))

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APPENDIX C: GRANTEE REQUIREMENTS

WSDOT will work with you to cooperatively develop your budget and scope before the beginning of the contract period on July 1, 2023.

You must upload quarterly status reports to GMS, including a narrative to document your organization's progress with grant funding, detailed results from any customer satisfaction surveys, and attendance reporting for events, meetings, conferences.

Once per fiscal year, you must participate in review of your programs supported by Rural Transit Assistance Program funds facilitated by the WSDOT program manager.

You must upload marketing materials, schedules, lesson plans for training events, and agendas for conferences to GMS.

Within the first quarter of the biennium (i.e., July-September 2023), grantees will be asked to report on programs and trainings to the WSDOT Community Liaison Team including an opportunity for questions and answers.

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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 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

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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 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 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 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

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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 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

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

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