



# 2025-2027 TRIBAL TRANSIT MOBILITY GRANT

## Mobility Management, Operating, and Planning Project Application Instructions

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Application due date: 3 p.m., August 1, 2024

### CONTACT

Application 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

Additional information: [Consolidated Grant Program webpage](#)

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MOBILITY MANAGEMENT, OPERATING, AND PLANNING PROJECT APPLICATION INSTRUCTIONS

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## IMPORTANT DATES

<b>June 18, 2024</b>	Tribal Transit Mobility application available in <a href="#">Grants Management System</a> (GMS). WSDOT posts notice of funding opportunity.
<b>10 a.m., July 9, 2024</b>	Drop-in office hours for application questions.
<b>3 p.m., Aug. 1, 2024</b>	Grant applications due in GMS.
<b>Aug. 2024</b>	Evaluation panel reviews and ranks applications. WSDOT develops recommended funding list.
<b>Sept. 1, 2024</b>	WSDOT submits recommended funding list to Transportation Committee and Office of Financial Management.
<b>May 2025</b>	WSDOT notifies applicants of grant funding.
<b>July 1, 2025</b>	2025-2027 biennium begins.
<b>June 30, 2027</b>	2025-2027 biennium ends.

## CHAPTER 1: OVERVIEW

### ABOUT THE TRIBAL TRANSIT MOBILITY GRANT PROGRAM

#### PURPOSE

The purpose of the Tribal Transit Mobility Grant Program is to provide for the transportation needs of tribal communities. The Legislature created the Tribal Transit Mobility Grant program as part of the Move Ahead Washington transportation funding package. Tribal Transit Mobility Grant funding is identified under the spending summary at up to \$10 million per biennium for the next 16 years. This is a competitive, state-funded grant administered under the Consolidated Grant Program.

#### AVAILABLE FUNDING

WSDOT anticipates approximately \$10 million will be available for Tribal Transit Mobility projects for this application cycle.

Applicants may submit more than one application. One application is required for each separate project.

WSDOT will submit a list of recommended projects for funding to the Legislature by Sept. 1, 2024.

#### ELIGIBLE APPLICANTS

Federally recognized tribes.

#### ELIGIBLE PROJECTS

Grants for federally recognized tribes may be for transit-related purposes.

New applicants may only propose two-year projects. Applicants that have already received WSDOT grant funding may propose two- or four-year projects. Examples of eligible project types include:

##### Mobility management

Projects focused on information services that help providers and passengers coordinate and understand available options. Mobility management also includes short-range planning, management activities, or activities for improving coordination among public transportation providers and other transportation services.

Examples of eligible mobility management projects include, but aren't limited to:

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

Grantees may use mobility management project funds to support:

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

- Information sharing.

## Operating

Projects directly related to system operation such as operating assistance for public transportation services, operating assistance for paratransit/special needs transportation services, and feeder-bus service for the intercity network. Building and vehicle maintenance costs are eligible operating expenses. This may also include training related to new transportation technologies and other transportation-related opportunities.

Examples of eligible operating projects include, but aren't limited to:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services.
- Feeder bus service for the intercity network.
- Travel training or mobility management activities.
- Operating projects consist of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, and fuel.

Applicants may not use operating grant funds for:

- Depreciation of vehicles purchased with federal or state funds.
- Costs associated with expenses incurred during timeframes outside of the grant period (e.g., prepaid insurance coverage).

## Planning

Projects such as feasibility studies, coordination, or other planning activities that address the needs of applicants and the communities they serve.

Examples of eligible planning projects include, but aren't limited to:

- Local or regional marketing planning for special needs or rural public transportation.
- Development of a local or regional coordination plan.
- Agency financial and operating planning.
- Comprehensive transportation planning.
- Transit feasibility studies.
- Service planning.
- Capital asset assessment.
- Zero-emission fleet transition planning.
- Planning projects may only be two-year projects.

## GRANT LIMITS

There are no minimum or maximum grant requests for operating, mobility management, or planning projects.

## APPLICATION DEADLINE

**3 p.m., August 1, 2024**

## FATAL FLAW POLICY

WSDOT has a fatal flaw policy for its grant applications. WSDOT considers the following to be fatal flaws that will cause an application to be rejected:

- The 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 [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.

## ELIGIBILITY FOR SUSTAINING PROJECTS AND FOUR-YEAR CONTRACTS

WSDOT grantees with an existing Consolidated Grant-funded project may apply for a sustaining grant and provide an explanation in the "budget" section of the application.

The project must have shown a good faith effort to maintain service and accessibility identified in the previous Consolidated Grant Program cycle application to be eligible to apply as four-year sustaining project.

For more information about eligibility, contact your regional WSDOT Community Transportation Planner or Tribal Liaison.

## MATCHING FUNDS

There is no local match requirement for the Tribal Transit Mobility grant program.

## COORDINATION OF SERVICES AND FUNDING

WSDOT expects applicants to coordinate services with other transportation providers in their area, as well as other organizations that can use or purchase services the applicant provides. WSDOT verifies activity related to this requirement during the application process. WSDOT recommends that applicants notify and coordinate with local transit systems if the applicant has located their project within a public transit service district.

## CHAPTER 2: APPLYING FOR FUNDING

### GRANTS MANAGEMENT SYSTEM

Applicants must 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 applicants to complete GMS registration prior to the application opening.

For additional assistance with GMS registration and training, email [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or call 360-705-7711.

### APPLICATION PROCESS

The Tribal Transit Mobility application deadline is 3 p.m. Thursday, August 1, 2024. Applicants should submit applications prior to the deadline to accommodate any unforeseen challenges. WSDOT won't accept late applications.

Space is limited in the application's narrative boxes. Applicants that need more room for their answers should use the supplemental information section near the end of the application. Applicants may also use the supplemental information section to describe how their application aligns with regional priorities.

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

### NUMBER OF APPLICATIONS

Organizations may submit an unlimited number of applications. Organizations must submit separate applications for each project.

Organizations may submit projects for the following project types:

- Sustaining operations
- Sustaining mobility management
- New/expanding operations
- New/expanding mobility management
- Planning
- 

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



## CHAPTER 3: APPLICATION QUESTIONS

### STARTING THE APPLICATION

**Note:** If you haven't yet registered for GMS, contact the help desk at [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or 360-705-7711 or visit the [GMS Announcements panel](#) before proceeding.

1. Access GMS.
2. Select "funding opportunities" in the left-hand column.
3. Select the operating Consolidated 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."
5. Open and scroll down in each of the application's dropdown menus to input information.
6. As you input information into sections, select "save form" often. Some fields won't be visible if you don't save the prior section.
7. When you complete a section, click the orange "mark as complete" button.

### PREVIEWING THE APPLICATION

As you complete sections of the application, the "application details" screen will update the status of each section.

You may select any of the incomplete components to continue with the application.

**Note:** If you only see a full application preview and not a list of sections, select "edit application."

### GENERAL INFORMATION

#### Application creation wizard

After selecting "start new application," GMS will open the application creation wizard.

Your organization's information should already be in the system upon registration.

Input the following:

**Step 1 Application title** – The exact title of the project.

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.

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

Select "save form" and move to the next section.

**Step 3 Organization** – If your organization's name hasn't self-populated, use the dropdown menu to choose your organization.

Select "save form" and move to the next section.

**Step 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 that's authorized to submit the application on behalf of your organization. (This responsibility may be delegated to the grants manager, budget manager, or other related position.) The dropdown menu includes names at your organization that were added during registration.

Select "save form" button and move to next page.

## 1. ORGANIZATION CONTACT INFORMATION

WSDOT staff may need to contact your organization's director, applicant contact, or project contact. Please fill in the name, title, and email address for all three, even if they're the same person.

Select "save form." If the organization contact information is correct, select the orange "mark as complete" button and move to next section.

## 2. SUMMARY OF PROJECT INFORMATION

### Project Type

Select the Project Type from the dropdown list.

### Operating project

Examples of eligible operating projects include, but aren't limited to:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services.
- Feeder bus service for the intercity network.
- Travel training or mobility management activities.

Operating projects consist of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, and fuel.

Applicants may not use operating grant funds for:

- Depreciation of vehicles purchased with state or federal funds

### Service type

Select all that apply. For service-type definitions, see the [glossary](#).

**Note:** WSDOT considers dial-a-ride service to be demand response.

### Need for service

Select the following from the dropdown menu:

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

**Note:** WSDOT is suspending its policy on eligibility for sustaining projects to stay within 10 percent of the previous biennium's budget and service statistics. The combination of the pandemic, supply chain delays, and associated inflation indicate that applicants require flexibility when developing project budgets.

An existing Consolidated/Tribal grant-funded project may apply for a sustaining grant and provide an explanation in the "budget" section of the application.

- **Expand service** – A project that increases the service level of an existing service. If your project expands service, select the boxes that describe the nature of the expansion (i.e., establish new service area, increase budget, extend hours of service).
- **New service** – A project that either hasn't yet begun, hasn't been funded through the Consolidated Grant program, or contains substantial changes in cost and scope of work to the original project.

For more information on sustaining and expanding service, see [Eligibility for sustaining projects and four-year contracts](#).

### Mobility management project

Examples of eligible mobility management projects include, but aren't limited to:

- Supporting coordination and/or policy work addressing critical gaps, including transportation services for special needs populations and in rural areas.
- Supporting travel training programs.
- Supporting programs to provide information and/or education about transportation options.
- Developing and sustaining mobility coalitions.
- Mobility management projects help special needs populations maintain a quality of life by connecting them to vital services through outreach, information, and education. These projects also work to break down transportation barriers for special needs populations.
- Grantees may use mobility management project funds to support:
  - Salaries of program staff.
  - Administration of the program.
  - Development and/or purchase of educational and outreach materials.
  - Information sharing.

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

Select "no" if your mobility management project doesn't include the purchase of capital equipment.

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

### Planning project

Examples of eligible planning projects include, but aren't limited to:

- Local or regional marketing planning for special needs or rural public transportation.
- Development of a local or regional coordination plan.
- Agency financial and operating planning.
- Comprehensive transportation planning.

Planning projects consist of planning, coordination, or other activities to address the needs of the applicant and/or the community they serve.

Due to the current focus on the implementation and delivery of public transportation projects, WSDOT will award grants for planning activities based on availability of funds.

Planning projects will be awarded for a two-year period (July 1, 2025 – June 30-2027).

### Identify the areas this project will serve

Use the dropdown boxes to choose the state legislative district(s) and county(ies) your project will serve.

## 3. SCOPE OF WORK

### Project description

Provide a brief description of the proposed project (address who, what, and where). This may be used to describe your project to the Legislature.

Examples:

- Establish a new mobility management program in the XYZ Tribe, providing staffing, planning, and operational support. Project work includes implementation of ongoing communication, coordination between agencies, locally prioritized mobility management projects, and outreach to targeted special needs populations.
- Sustain two fixed routes operated by XYZ Transit that connect the XYZ reservation to the City of Auburn.
- This project serves low-income persons that need transportation to employment, education, services (health, social, and tribal government) and retail.
- Sustain dial-a-ride transportation for the elderly and special needs populations in the XYZ tribe and the surrounding area seven days a week.

Potential planning projects include, but aren't limited to, new system feasibility studies, route network analyses, and assessment of barriers in transportation access.

### Need

Describe why this project is needed and how this proposal addresses the need.

Include a description of:

- The transportation problem the project will address.
- How you or others identified the problem.
- How the proposed project will address the problem.

- Who was involved in defining the transportation problem the project addresses.
- Other alternatives that were/are being considered for solving the transportation problem.
- Demonstrations of local/regional support for implementing the project.

### **Coordination**

Describe coordination efforts with your regional transportation partners.

### **Special needs transportation**

If your project involves special needs transportation, describe how your project advances efficiencies in, accessibility to, or coordination of transportation services for people with special transportation needs.

Additionally, identify the special needs population(s) your project will serve.

### **Multimodal partnerships**

Describe how your project connects to, coordinates with, leverages, or enhances other transportation modes and facilities in your service area (i.e., aviation, intercity bus, rail, park-and-ride lots, bicycle, pedestrian).

Describe how your project supports and interacts with other modes of transportation in the project area.

Additionally, describe:

- How the service, equipment, or plan enhances other transportation or social services within your organization or among partners.
- The efficiencies your project will realize within your service area.

### **Project staff**

Identify the staff members who'll work on this project.

Describe each person's level of experience managing projects similar to the proposed project.

Select "save form."

## **4. RELATIONSHIP TO OTHER PROJECTS**

The Public Transportation Division has many different funding opportunities for which a single project may be eligible. Due to our awarding timelines, we recognize that an applicant 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 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 one another.

### **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 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).

### Did you apply for the same project in a prior biennium and not receive funding?

Select “yes” or “no.”

### Are you applying for other projects within this funding opportunity?

Select “yes” or “no.”

If yes, provide the titles of other applications in order of priority.

Select “save form.” Then select the orange “mark as complete” button.

## 5. BUDGET

### Duration of project

Use the drop-down menu to select two- or four-year project.

**Note:** Planning projects can only choose two years.

For more information, see [Eligibility for sustaining projects and four-year contracts](#).

Select “save form.”

### Expenses

Provide budget details for project activities in the appropriate table by adding rows.

To begin adding rows to budget tables, click the green “save form” button on the page. Next, select “add row” for each expense source.

For existing and expansion projects, complete all columns.

For new projects, leave the current biennium (i.e., 2023-2025) fields blank.

Select the appropriate category of expenses and populate the table for your project. Variance between biennia fields will auto-populate when you complete a row and save.

Add as many rows as needed. Select “save row” after entering each expense type.

Don’t be concerned about dollar formatting in budget fields. After saving rows, the formatting will correct itself. Enter whole dollars only. Don’t enter cents.

Don’t select “mark as complete” until you complete all budget tables and all subsequent questions in the budget section.

**Note:** WSDOT may deem specific expenses ineligible upon review.

The following expense categories are in the dropdown menu:

### **Consulting services**

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

### **Contracted services – other**

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

### **Contracted services – transportation**

Expenses paid to outside vendors for all or part of the grant-funded services.

If your organization is a broker, you should include the amounts paid to service providers here.

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

Organizations contracting with disadvantaged business enterprises may receive additional consideration for funding.

### **Depreciation**

Reallocation of the cost of an asset over its useful life.

Enter the amount applicable to the grant period using your organization's depreciation method.

**Note:** Depreciation on assets purchased in full or in part using federal or state grant funds isn't an eligible expense.

### **Fuel and lubricants**

Gas, diesel, biodiesel, compressed natural gas, motor oil, and lubricants used in vehicles providing transportation services.

### **Insurance**

Vehicle insurance expenses accrued during the specified time period.

You may not include prepaid insurance costs outside the grant period. These are not eligible expenses for reimbursement.

### **Labor and benefits**

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

### **Maintenance parts and supplies**

Costs for routine vehicle maintenance and repairs not capitalized by your organization.

You shouldn't include refurbishments that substantially extend the useful life of the vehicle (e.g., new engines, complete vehicle restorations). These items are normally capitalized expenses, and you must request them through a capital grant application.

## Overhead

Overhead or indirect expenses are common for nonprofits who do more than transportation programs. These expenses are also common for transit projects that focus on one mode among many.

Indirect expenses (i.e., expenses not directly attributable to a single project or program but necessary for the organization to operate) can be added to the listed expense categories. However, if an indirect expense doesn't match an existing category, use the "overhead" category.

## Project supplies

Any inventory-type purchase not including vehicle/facility maintenance supplies. (Put vehicle/facility maintenance supplies in the "maintenance" category.)

Examples include:

- Personal protective equipment.
- Training tools.
- Other project-related supplies not already in another category.

## Rent and utilities

Examples include, but aren't limited to:

- Rent/lease payments for office space.
- Heat.
- Water.
- Telephone.

## Training

Training expenses that don't fall into consultant services or project supplies categories

## Vehicle-use fees

Fees charged by another party (e.g., local city or county government) instead of actual maintenance costs.

These fees are eligible expenses for reimbursement. However, the fee charged must not include depreciation of grant-funded vehicles.

## Other

All operating expenses not previously specified.

You may list major-expense items individually. You may combine smaller categories of expenses.

**Note:** If you're charging any administrative expenses as either allocated direct costs or an indirect cost rate and WSDOT awards your project, you must submit your cost allocation plan to WSDOT for approval.

If a cognizant federal agency (e.g., Bureau of Indian Affairs, Health and Human Services) previously approved your plan, you may submit documentation of the approval instead of the plan.



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

### Sources of match

No match is required for the Tribal Transit Mobility Grant Program.

### Fares and ride donations

Fares and ride donations aren't an eligible source of match but you must include them in the calculation of operating deficit. You shouldn't include one-time donations or lump sum donations that aren't associated with a trip in this table.

Enter your fare and ride donations in the table. Select the green "save grid" button.

### Variances

If your project's expense type line-item totals for any two biennia (i.e., 2023-2025, 2025-2027, 2027-2029) varies, you must explain this variance.

Select "edit form" to provide explanations. When complete, select "save form."

If your project is only one biennium, "the variance between biennia" row will show "-100.00%."

### Other sources

Select "edit form" and describe your efforts to leverage resources for your project from sources other than WSDOT.

Describe any efforts or plans to:

- Leverage funds from other sources.
- Secure financial support from non-governmental organizations.
- Request additional funding from other governmental sources.

Additionally, use this space to describe any community partnerships that provide value, if not monetary.

Select "save form."

### Budget development methodology

Describe how you developed the budget for your project.

Provide explanations for:

- Assumptions you used to develop the proposed budget.
- Any changes you made from previous grant-funded projects, if applicable.
- If your project's match sources line-item totals are different for any two biennia, the reasons for this variance.

### Summary

Summary sections will auto-populate based on the information you enter in the tables above.

## 6. INDIRECT COSTS

You may charge indirect costs to operating projects. Examples of indirect costs are administrative expenses, utilities, or maintenance. Indirect costs are usually expressed as a percentage of total direct costs.

Select “yes” or “no” to indicate whether your organization is charging indirect costs to this project.

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 of your application.

Indirect cost rate documentation may be one of the following:

- A letter from your organization confirming that you plan to use the federal 10 percent de minimis indirect cost rate.
- Documentation from your federal cognizant agency that verifies your organization’s approved indirect cost rate.
- Documentation on how you arrived at the indirect cost rate your organization wants to use (usually based on previous year expenditures and current year budget). If awarded, Public Transportation Division approval of the indirect cost rate is required.
- A cost allocation plan that is approved and signed by an authorized representative of your organization. Organizations often determine indirect costs for operating projects using a cost allocation plan. If awarded, Public Transportation Division approval of the cost allocation plan is required.

Click “save form.” Then select the orange “mark as complete” button.

## 7. SERVICE LEVEL

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

If yours is a sustaining mobility management or operating project and you’re applying for four years of funding, provide estimates for the second biennium (i.e., 2027-2029) of funding.

### Project service level information

Use the green “edit grid” and “save grid” buttons to access the fields in this section. The total of “actual and budgeted” and “percent of change” fields will auto-populate when you complete the grid and save.

### Project service level description

#### *How were service level estimates developed?*

Describe the methodology you used to develop these estimates, including any assumptions you used to develop the estimates.

#### *Intended outputs*

For demand-response or deviated fixed-route projects, describe the objectives (i.e., targets) of your project in quantitative terms. Because demand-response and deviated fixed-route statistics can be inconsistent, this is a chance to expand on stated trips, miles, and hours.

Qualitative measures are optional.

## Measurable Outcomes

### *Intended outputs*

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

Click “save form.” Then select the orange “mark as complete” button.

## 8. MILESTONES

Select “edit grid.” Enter “project start” and “project complete” dates, whether you’re applying for a 2- or 4-year project (or a custom length), and click on the green “save grid” button.

Select the orange “mark as complete” button.

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

## 9. SUPPLEMENTAL INFORMATION

You may use this space to elaborate on information provided in other sections of the application. You may also use this space to describe how this project aligns with regional goals and strategies. Keep your comments as brief as possible.

Click “save form,” then select the orange “mark as complete” button.

## 10. 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.

If awarded federal funds, you may be required to submit additional documents. For examples of last biennium’s federal requirements see the [Consolidated Grant Guidebook](#).

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.

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

### Required for all projects

- Copy of your organization’s most recent audit report.
- Population density map.

You must attach a service area map that shows the general population density for each project.

If you need technical assistance to generate the population density map, contact your metropolitan planning organization/regional transportation planning organization or WSDOT staff.

- Service area map.

You must attach a map that clearly identifies the geographic area in which you'll provide service and/or the location of the project described in your application.

A PDF file is required but if you also have a shapefile, submit that as an additional optional file.

**Note:** If you're applying for funding for one or more specific routes, you must identify the routes on the service-area map.

### Required for new nonprofit applicants only

- 501(c) IRS letter of determination.
- Certification from the Washington Utilities and Transportation Commission for new non-profit applicants that are direct service providers.

### Conditionally required

- Indirect costs documentation (required if you're charging indirect costs to the project).
- In-kind match valuation proposal (required for operating and mobility management projects that are proposing to use in-kind matching funds).
- Procurement policy (required for new applicants or current grantees without a current policy on file with WSDOT).

### Optional

- Letters committing matching funds

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

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

- Letter of concurrence from other metropolitan planning organizations or regional transportation planning organizations for projects that operate in multiple planning regions.
- Letters of support.

Letters of support should be addressed to your organization (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 before uploading.

**Note:** Letters of support do not suffice for letters committing matching funds.

- Supplemental information.

**Optional for construction (not applicable for operating, mobility management, and planning projects)**

- National/State Environmental Protection Act assessment, if available.
- Supplemental construction project information (i.e., building or site designs, site plans, location exhibits) if available.

Select the orange “mark as complete” button once you have uploaded all your attachments.

**11. CERTIFICATION**

Your application must be certified by someone authorized or delegated to sign contracts on behalf of your organization.

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.

**Note:** You’ll be unable to submit your application until you select “yes.”

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

## CHAPTER 4: EVALUATION CRITERIA

WSDOT has criteria for evaluating applications in collaboration with partners and stakeholders. WSDOT evaluates all applications based on the extent to which:

1. The project establishes, preserves, or improves public transportation services within a community.
2. The project addresses a recognized need within the community.
3. The project reflects a community process of coordination and input.
4. The project leverages funds from other sources and/or documents local commitment to support the implementation of the project.
5. The project appears to be feasible as described.
6. The project connects to other systems and/or modes.
7. The project defines specific performance measures it will use to determine its success.
8. The project describes an active effort aimed at improving the efficiency and effectiveness of transportation services.
9. The applicant reports sufficient experience managing transportation projects and grants awards to ensure success.
10. The applicant reports sufficient financial capability and resources to implement and successfully carry out the project.
11. The applicant demonstrates a good faith effort to utilize and/or contract with disadvantaged businesses on the project.

## CHAPTER 5: SELECTION PROCESS

### WSDOT INTERNAL REVIEW

WSDOT staff will perform an initial assessment of grant applications for compliance and completeness between August 2 and August 16. WSDOT will contact applicants to provide additional information or adjust their applications, as needed. You should make yourself available during the internal review.

You may only adjust information that WSDOT requests during this internal review period. You may not adjust other information in your applications.

### PROJECT START DATE

A project funded for the 2025-2027 biennium may begin incurring eligible expenses July 1, 2025.

WSDOT can't reimburse eligible expenses until a contract has been executed. The agreement period extends from the date of contract execution through June 30, 2027.

### GRANT MANAGEMENT REQUIREMENTS

To ensure compliance with regulatory requirements and established best practices, WSDOT requires grantees adhere to specific grant management practices.

Grantees must participate in WSDOT training on grant management practices at the beginning of the grant term. Specific information on WSDOT's grant management requirements is in the [Consolidated Grant Guidebook](#).

Each grant recipient will have an assigned WSDOT community transportation planner who'll provide support, technical assistance, and compliance oversight of grants in their geographic area.

## GLOSSARY

See <https://wsdot.ptd.webgrantscloud.com/externalDocRepository.do> for definitions of terms and programs referenced in this application.



## 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) o 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 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 khước 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 6 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](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 لأشخاص(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](mailto: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。

## 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 diraa 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.