



# CONSOLIDATED GRANT PROGRAM

## 2025-2027 Small Construction Project Application Instructions

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Application due date: 3 p.m. Sept. 17, 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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## IMPORTANT DATES

<b>May 21, 2024</b>	WSDOT posts notice of funding opportunity.
<b>June 18, 2024</b>	Grant application available in the Grants Management System (GMS).
<b>June 19 – Sept. 16, 2024</b>	WSDOT staff available for questions and technical assistance.
<b>3 p.m. Sept. 17, 2024</b>	Grant applications due in GMS.
<b>Sept. 18 – Oct. 31, 2024</b>	WSDOT reviews applications and contacts applicants for any revisions or additional information.
<b>Nov. 1-18, 2024</b>	Applicants revise applications, as necessary.
<b>3 p.m. Nov. 19, 2024</b>	Revised applications due in GMS.
<b>Jan. 28, 2025</b>	Regional rankings due from regional transportation planning organizations.
<b>February – April 2025</b>	Independent evaluation panel reviews and scores applications. WSDOT assigns funds and develops final funding list.
<b>May 2025</b>	WSDOT sends grant award letters to grantees after the governor signs the transportation budget.
<b>July 1, 2025</b>	2025-2027 biennium begins.
<b>June 30, 2027</b>	2025-2027 biennium ends.

## CHAPTER 1: OVERVIEW

### ABOUT THE CONSOLIDATED GRANT PROGRAM

The Consolidated Grant Program provides funds for public transportation improvements within and between rural communities; tribal transportation; transportation services between cities; purchases of new buses and equipment; and public transportation services to seniors and people with disabilities.

This grant program is partially supported by state funding from Washington's Climate Commitment Act (CCA) (22.3 percent). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

This grant program is also supported by funding from the Multimodal Account (11.8 percent), Rural Mobility Account (12.7 percent), and federal sources (53.2 percent).

#### Program funding

WSDOT distributes a variety of state and federal grants through the Consolidated Grant Program to support public transportation programs.

The 2025-2027 biennium Consolidated Grant Program will make awards from six sources but small construction projects will probably be limited to state funds:

#### Federal Transit Administration funds

- [Enhanced Mobility of Seniors and Individuals with Disabilities \(Section 5310\)](#)
- [Formula Grants for Rural Areas \(Section 5311\)](#)
- [Buses and Bus Facilities \(Section 5339\(a\)\)](#)

#### State funds

- [Rural Mobility Grant Program](#)
- [Paratransit/Special Needs Grant Program](#)
- [Tribal Transit Mobility Grant Program](#)

#### Program goals

The goals of the Consolidated Grant Program are:

- **Address deficiencies** – Encourage communities to identify and address deficiencies in paratransit/special needs or rural public transportation.
- **Provide a community benefit** – Assist local areas with determining community benefits and support for paratransit/special needs or rural public transportation.
- **Preservation or enhancement** – Provide funding to preserve or enhance paratransit/special needs or rural public transportation where there is a demonstrated need and measurable benefit.
- **Community connections** – Support a sustainable network of transportation services within and between communities.
- **Financial partnerships** – Establish opportunities for collaboration among local jurisdictions; regional organizations; private sector agencies; and state, federal, and tribal governments.

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Ensure stakeholders have a voice in project development. Encourage appropriate cost sharing for projects.

- **Support coordination and multimodal development** – Coordinate services with other transportation providers in a local area, as well as with other organizations potentially able to use or purchase the services. Consider all modes/forms of transportation beyond traditional sources to enhance the effectiveness of local services.
- **Maintain fleets** – Maintain the percentage of transit vehicles in the state within their minimum useful life.

### CHANGES FOR 2025-2027

The 2025-2027 biennium Consolidated Grant application includes multiple changes that will affect the submission and review of the grant applications:

- The timeline has been moved one month earlier to give the regional transportation planning agencies more time between final application submissions and regional ranking activities.
- Created new funding opportunity: small construction.
- Removed \$50,000 cap on planning projects.
- Moved some questions to new/different sections of the application. See [Relationship to other projects](#) and [Planning and coordination](#).
- Added new section for indirect costs.
- Reorganized and labeled Attachments section to include [Required for all projects](#), [Required for new non-profit applicants only](#), [Conditionally required](#), [Optional](#), and [Optional for construction \(not applicable for operating, mobility management, and planning projects\)](#)
- Added a risk question to [Milestones](#).
- Added requirement to upload procurement plan in capital applications.
- Removed Electricity and Biofuels Use section.
- Added inclusive planning question to [Vulnerable populations in overburdened communities and tribes](#).
- Added new section [Environmental justice assessment](#).

### APPLICATION DEADLINE

**3 p.m. Tuesday, Sept. 17, 2024**

### FATAL FLAW POLICY

WSDOT follows a formal 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 is not in compliance with WSDOT's In Good Standing Policy.
- A regional planning organization has not ranked or will not rank the project.
- The applicant has not pledged the required minimum local match.

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WSDOT's evaluation panel won't score applications with fatal flaws.

### IN-GOOD-STANDING POLICY

WSDOT is responsible for administering grant funds in accordance with state and federal laws. WSDOT has an in-good-standing policy to ensure compliance with state and federal laws and commonly recognized best practices for grant management.

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

For more information on WSDOT's in-good-standing policy and processes, the [WSDOT Public Transportation State Grant Programs Guidebook](#).

### ELIGIBLE APPLICANTS

Eligible applicants include nonprofits, tribes, public transit agencies, and local agencies in Washington state.

### ELIGIBILITY FOR SUSTAINING PROJECTS AND FOUR-YEAR CONTRACTS

WSDOT grantees with an existing Consolidated grant-funded project may apply for a four-year construction project.

For more information about eligibility, contact your regional WSDOT [community transportation planner](#).

### TRANSIT FORMULA FUNDS

Agencies eligible for Rural Sales Tax Equalization, Paratransit/Special Needs, and Transit Support formula funds shouldn't submit a formula project through this process. WSDOT will notify you if your organization is awarded formula funds.

### MATCHING FUNDS

Capital projects require cash matching funds. The project cannot derive the matching funds from sources that place any restrictions on the services provided with the grant-funded equipment or that place a lien on the grant-funded equipment. In-kind contributions are not eligible with capital projects.

Projects receiving funds from other federal agencies (i.e., non-U.S. Department of Transportation funds) may use those funds for the entire match requirement. Projects may also use U.S. Department of Transportation funds provided through the Federal Lands Highway Program as match for Section 5310, 5311, and 5339 programs.

WSDOT may award state funds to provide a portion of the funds needed to meet federal match requirements.

Projects must adhere to the match ratio in their application, regardless of the minimum level of match required. Should project savings occur, WSDOT will apply the savings proportionally to the project's matching funds and the Consolidated Grant award.

The tables below show match requirements for state and federal grant sources in the Consolidated Grant Program.

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**Match required from local sources for state grants**

Capital	90%	10%

**Match required from local sources for federal grants**

Capital	80%	20%

**PASSENGER FARES AND DONATIONS**

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

Applicants may use donations made directly to their agency as matching funds.

**COORDINATION OF SERVICES AND FUNDING**

WSDOT will evaluate only applications ranked by a metropolitan planning organization or regional transportation planning organization for the 2025-2027 biennium Consolidated Grant Program.

Additionally, applicants must base their projects on the needs and strategies identified in their metropolitan planning organization or regional transportation planning organization's regional coordinated public transit-human services transportation plan.

WSDOT also 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

Applicants must submit applications by 3 p.m. Tuesday, Sept. 17, 2024. 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
- Capital
- 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 Consolidated small construction 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 as ranked for the 2025-2027 biennium by the metropolitan planning organization or regional transportation planning organization in its coordinated public transit-human services transportation plan.

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.

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**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

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

## 2. SUMMARY OF PROJECT INFORMATION

### Service Area

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

### Construction Project Location

Provide the requested Google Street View link(s) for your project's location(s). If a Google Street View link isn't available for your project site, include a Google Map of the location (with coordinates) in the *Attachments* section.

Once you have input all information, select "Save Form."

When done, select the orange "Mark as Complete" button.

## 3. SCOPE OF WORK

Construction projects funded through the Consolidated Grant Program must be used to provide public transportation services or otherwise further the aim of public transportation as outlined in the project application. Small construction projects are not to exceed \$2.5 million per project.

### Regional transportation planning organization/metropolitan planning organization

Select the metropolitan planning organization or regional transportation planning organization that will or has ranked your project. If you aren't sure which organization this is, review [WSDOT's planning contact directory](#).

### Project description

Briefly and specifically describe what your project proposes to do (i.e., for whom, what, and where). This description may be used to describe your project to the Legislature.

Examples:

- "Expand park and ride by 15 spaces at Washington and Main streets for B-Line riders."
- "Replace maintenance facility roof in Okanogan."

### Project need

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

Include:

- A description of the transportation problem that matches the need expressed in the metropolitan planning organization or regional transportation planning organization's coordinated public transit-human services transportation plan.
- How the problem was identified.
- How the proposed project will address the problem.

### Area served

#### Is this project primarily serving a rural area?

Select "yes" or "no" based on the customers your project will serve. If no, the following question will appear:

#### Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?

Select "yes" or "no."

### 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.

To be eligible for funding for special needs transportation, you must address how your project advances the efficiency, accessibility, and/or coordination of service for people with special transportation needs ([RCW 47.01.450](#)). Describe how your project advances these areas and how you're developing these advancements.

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

### 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.

### Project Implementation Strategy and Readiness to Proceed

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

Select "Save Form," then select the orange "Mark as Complete" button.

## 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.

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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. PLANNING AND COORDINATION**

**Coordinated public transit-human services transportation plans**

Take the following steps to describe how the need for your project is documented in a coordinated public transit-human services transportation plan and other plans:

1. Select “save multi-list.”
2. Select “add row” and specifically identify the regional coordinated public transit-human services transportation plan that ranked your project.
3. Enter the element of the plan where the need for your project is identified. Choose one of the two options:
  - o Strategies and activities identified to address gaps.
  - o Regional priorities for implementation.
4. Include page numbers where the plan identifies the need your project addresses. If your region hasn’t finalized its plan and you don’t have a page number, enter “TBD” in the page number field.
5. Describe how your project meets the need in the coordinated public transit-human services transportation plan.
6. Once you’ve input all information, select “save row.”

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Additionally, because a project may affect more than one planning region, you must identify all other plans that identify the need your project addresses in the same manner. You can add additional coordinated public transit-human services transportation plan by selecting the “add row” button and repeating the steps above.

### Project coordination

#### Coordination efforts

Select “edit form.”

Describe coordination with your metropolitan planning organization, regional transportation planning organization, and other local or regional partners for your project.

Include details such as:

- The project’s inclusion in regional plans.
- What prioritized strategies the project addresses.
- Who you involved to define the transportation problem the project addresses.
- Other alternatives that were/are being considered for solving the problem.
- Demonstrations of local/regional coordination for implementing the proposed project.

Check the acknowledgment box to indicate that you coordinated or will coordinate this project with the planning organization(s) within the region(s) this project serves.

#### Multimodal partnerships

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

Include in your response how the multimodal partnerships for this project will improve or enhance access to social services. Additionally, describe what efficiencies will be gained within the service area because of this project?

Select “yes” or “no” to indicate if this project has a planning or operating service area that crosses regional transportation planning organization planning boundaries.

When done, select the orange “mark as complete” button.

## 6. CONSTRUCTION BUDGET

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

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

Click the green “save row” button.

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### Match/revenue sources

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

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

Do not include:

- Revenues you will retain for transportation reserve accounts.
- Revenues you will use or have used for capital purchases.
- Revenues from federal and/or state grants you have not yet secured.
- Fares and (in a fare-free system) donations in lieu of fares. While you may consider these revenues, FTA regulations and WSDOT policy require that you deduct passenger fares and donations from the gross project cost. You also may not use passenger fares or passenger donations as matching funds.

For existing projects, enter the actual and budgeted match source for the current project for each funding type. Then, add next biennium's projected match sources. If you are applying for four years of funding, provide projected match amounts for the second biennium (i.e., 2027–2029).

### 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.

### 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.
- Other local or private grant awards.
- Income generated from service contracts or other internal activities (e.g., freight, advertising).

### Other

Includes all other revenue sources not identified in the dropdown menu that you will use to support the project.

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

Click the green "save row" button.

### Scalable

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

Say whether your project is scalable (Yes/No). If scalable, specify the minimum funds needed and describe the scalability of your project.

For example, if you propose to expand a park and ride by 20 spaces but are willing to accept funding for 12 spaces due to funding availability, identify your willingness to reduce the scope of your project accordingly.

Click the green “save form” button.

### Other sources

Select “edit form” and describe your efforts to leverage resources for your project from sources other than WSDOT. Also use this space to explain match sources you put in the “other” categories.

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.”

### Disadvantaged business enterprises goals

Select “add row.” Next, select “yes” or “no” to identify if there are any disadvantaged-business-enterprises (DBE) goals your organization plans to meet for this project.

If you selected “yes,” add the estimated percentage of the proposed project budget that you may use to employ DBEs (i.e., contractors, suppliers). Describe where you believe these opportunities exist and what efforts you’ll make to meet this goal.

When finished, select “save row.”

You may also select “no.” Explain why you believe your organization won’t be able to provide any DBE-contracting opportunities on this project. Keep in mind that your application may score higher if you have even a low DBE goal. Consider out-of-area DBEs for printing and technology work.

For more information on good-faith efforts for disadvantaged business enterprises, see Appendix D of the Consolidated Grants Guidebook.

For more information on DBE and a list of DBE-certified businesses, visit WSDOT’s diverse business programs webpage.

### Summary

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



## 7. MILESTONES

### Project activities

Complete the milestone table for all project activities. Click the green “Edit Grid” button to begin.

If an activity isn’t applicable to your project, mark “No.” If a milestone is already completed, enter the completion date and add “Completed” to the notes.

Select “Edit Grid.” For each milestone listed below, choose if it is applicable (Yes/No), add completion dates for each “Yes,” and any applicable notes.

- Preliminary engineering start date
- Environmental documentation complete
- Property acquisition complete
- Contract advertisement
- Operationally/substantially complete

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

Click the green “save grid” button.

### Milestone Risks

Consider what risks may impact the schedule, such as contractor performance and supply-chain delays.

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

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

## 8. 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.

## 9. VULNERABLE POPULATIONS IN OVERBURDENED COMMUNITIES AND TRIBES

### Vulnerable populations in overburdened communities

Select “edit form.”

Identify the type of direct and meaningful benefits to vulnerable populations your project provides, if any, using the examples in the first bulleted list below.

Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against CCA requirements in the future.

Examples of direct and meaningful benefits ([RCW 70A.65.230\(1\)\(a\)](#)):

- Reducing vulnerable population characteristics, environmental burdens, or associated risks that contribute significantly to the cumulative impact designation of highly impacted communities.

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- Meaningfully protecting an overburdened community from, or support community response to, the impacts of air pollution or climate change.
- Meeting a community need identified by vulnerable members of the community.

Vulnerable populations are population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms due to adverse socioeconomic factors and sensitivity factors. Vulnerable populations include but aren't limited to ([RCW 70A.02.010\(14\)\(a\)](#) and (b)):

- Racial or ethnic minorities.
- Low-income populations.
- Populations disproportionately impacted by environmental harms.
- Populations of workers experiencing environmental harms.

Overburdened communities are geographic communities that face disproportionate cumulative negative impacts from environmental health factors. Overburdened communities include but aren't limited to ([RCW 70A.65.010\(54\)](#)):

- Communities highly impacted by fossil fuel pollution and climate change
- Communities located in census tracts that are fully or partially on "Indian country"
- Populations who may be exposed to environmental contaminants and pollutants outside of the geographic area in which they reside based on the populations' use of traditional or cultural foods and practices.

### Inclusive planning

If vulnerable populations were engaged by your organization in developing or maintaining the project, describe the outreach efforts and results.

### Tribal support

Select "yes" or "no" as to whether your project is directly operated by a tribe.

If "yes," select the "save form" button.

If "no," answer the additional questions related to tribal support. You must confirm your outreach to the tribe in pursuit of a resolution formally supporting your project by checking the box.

Tribal correspondence should confirm the tribe's intent to develop a resolution formally supporting your project. An email is sufficient. If you have a formal contract with the tribe, you may attach the contract to your application.

### Attachments

If this project is supported by a tribal nation, attach correspondence from the tribe's transportation lead or similar position.

To add an attachment:

1. Select "Edit Form," then click the "Select file" button.
2. An upload window will open.

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3. Select and upload the file.

Upload the attachment in PDF format. Don't attach encrypted files.

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

No attachment is required if this project is directly operated by a tribal nation.

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.

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- 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.

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**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.
12. The project contributes to the state's effort to maintain the number of public transportation vehicles within their minimum useful life.
13. For vehicle purchases, the project complies with state rules (Chapter 194-29 WAC) regarding alternative fuels.

## CHAPTER 5: SELECTION PROCESS

### PLANNING ORGANIZATION LETTER GRADES

Metropolitan planning organizations/regional transportation planning organizations award letter grades (i.e., A, B, C) through a regional ranking process based on local priorities. Letter grades are equivalent to extra points for proposed projects.

For more information, see [Project evaluation](#).

### WSDOT INTERNAL REVIEW

WSDOT staff will perform an initial assessment of grant applications for compliance and completeness Oct. 18-31. WSDOT will contact applicants to provide additional information or adjust their applications, as needed. You should make yourself available during the internal review. You must submit any requested changes in GMS by 3 p.m., Nov. 19, 2024.

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

### INDEPENDENT EVALUATION PANEL

WSDOT conducts its evaluation of projects using an independent panel of subject matter experts.

The panel is composed of subject matter experts with experience including, but not limited to:

- Coordinated special needs transportation
- Planning
- Rural transit operations
- Transit asset management
- Transportation funding
- Tribal transit

The panel ranks projects based on the criteria described in [Chapter 4](#).

The panel will recommend projects for a prioritized project list.

### Project evaluation

Metropolitan planning organizations and regional transportation planning organizations grade projects at the regional level, denoting local priorities and accounting for additional evaluation points (i.e., A=50 points, B=25 points, C=12 points, and D= 0).

WSDOT has committed to funding as many projects with an “A” ranking from a metropolitan planning organization or regional transportation planning organization as funding allows. WSDOT forwards the remaining projects (with B, C, and D rankings) to the independent evaluation panel for their final review and ranking.

The independent evaluation panel evaluates projects using a forced-rank methodology. Each evaluator develops a priority project funding list. Evaluators compare and reconcile priority lists during the final evaluation meeting.

## PROJECT AWARDS AND FUNDING

Using the prioritized list of projects, WSDOT matches the highest-ranking projects with the appropriate available sources of funding to provide support for as many projects as possible.

Grant awards are tentative until the federal and state government approve transportation budgets and provide appropriation levels to WSDOT.

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

- Send letters notifying applicants of funding decisions (independent evaluation panel's comments are available by request).
- Finalize grant agreements for projects funded in the transportation budget.

## PROJECT START DATE

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

WSDOT cannot reimburse eligible expenses until a grant agreement 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 that 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.

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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) 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 연락해주시시오.

**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 Phái Trại 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(4232) 855-362-4ADA: طريق الاتصال بالرقم المجاني على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

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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(OEGR)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OEGR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 (OEGR) 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 OEGR 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.