



# 2025-2027 RURAL TRANSIT ASSISTANCE PROGRAM

## Application Instructions

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Application due date: 3 p.m., April 22, 2025

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

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## INSTRUCTIONS FOR APPLYING

### APPLICATION PROCESS

Before accessing the Rural Transit Assistance Program application, you must complete registration and basic training for the Grants Management System (GMS). You can find more information about GMS at [wsdot.ptd.webgrantscloud.com](https://wsdot.ptd.webgrantscloud.com). For additional assistance on registration and training, contact GMS support at [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or 360-705-7711.

You must submit applications for the Rural Transit Assistance Program in GMS by 3 p.m., April 22, 2025. WSDOT will not accept late applications. Submit applications prior to the deadline to accommodate any unforeseen challenges.

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

### 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 Rural Transit Assistance Program (RTAP) 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."

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### 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.

**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 who’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 the “save form” button and move to next page.

### ORGANIZATION CONTACT INFORMATION

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

### APPLICATION QUESTIONS

#### Summary of project information

**Is this program primarily serving a rural area?**

Any service that supports public transportation in rural areas with populations less than 50,000.

**Provide a brief, high-level description of what your project proposes to do (address who, what, and where). This description may be used to describe your project to the Legislature.**

Briefly and specifically describe what your project proposes to do (i.e., for whom, what, and where). WSDOT may use this description to describe your project to the Legislature.

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### **What rural and tribal transportation need(s) does this program address?**

Describe how your application will address the needs of rural populations and tribes.

### **How was the need identified?**

### **How will the proposed project address the need, and how does it align with the needs identified in the Notice of Funding Opportunity (NOFO)?**

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

### **What are your performance measures, and how will you determine project success?**

### **Describe your organization's experience in managing federal funds.**

### **Will your project be used by other organizations outside of your agency?**

Select “yes” or “no.” If yes, complete the next question.

### **Describe how the project can have local, regional, and/or statewide impact.**

### **Describe any coordination with other organizations that provide training to avoid duplication.**

### **Do you agree to attend these meetings?**

Awardees must upload quarterly status reports to GMS. This includes a narrative that documents progress with funding, attendance reporting for events, meetings, conferences, and course descriptions, sample marketing materials, attendance data, and survey results.

Once per fiscal year, awardees must participate in a review of your programs, facilitated by the WSDOT program manager.

## **Budget**

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

To begin adding rows to the budget table, click the green “save form” button on the page. Next, select “add row” for each type of project.

Complete the following items:

- Type of project
- Project title
- Mode of delivery
- Description of project
- Quantity
- Cost
- Description of benefit and added value
- Estimated percentage of benefit to rural/tribal areas
- How were costs estimated

The proposed expenses documented in your application budget should include staff time to

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research, plan, coordinate, and execute the project.

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

Do not submit overhead costs as a separate cost item. Overhead costs should be included as part of your other cost items. Attach an approved indirect cost rate with your application if using overhead costs.

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

### **Disadvantaged-Business-Enterprises (DBE) goals**

Select “yes” or “no” to identify if there are any 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. You may consider out-of-area DBEs for printing and technology work.

When finished, select “save form.”

You may also select “no.” Explain why you believe your organization won’t be able to provide any DBE-contracting opportunities on this project.

For more information on DBE and a list of DBE-certified businesses, visit [WSDOT's diverse business programs webpage](#).

### **Marketing plan**

**What marketing methods will you use to specifically target rural and tribal partners including Vulnerable Populations in Overburdened Communities & Tribes (VPOC&T)?**

**Are you able to present alternatives to virtual trainings for areas where broadband is not widely available?**

Select “yes” or “no.” If “yes” is selected, complete the question, “Describe alternatives to virtual training.”

### **Additional information**

Completing this field is optional. Enter supplemental information about your marketing plan.

### **Supplemental information with optional attachments**

#### **Supplemental information**

You may use this space to elaborate on the information provided in other sections of the application. Keep your comments brief.

#### **Optional attachments**

You may upload documents with your application that support your organization’s project request. Documents attached to applications must be in PDF format. Click “add new

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attachment,” upload the file, provide a brief description of the attached file, and save the file. Do not attach encrypted or password-protected files.

**Certification**

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

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

|  |
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| <b>Note:</b> You will be unable to submit the application until you select “yes” and complete this form. |
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## EVALUATION

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

Evaluators will give special consideration to projects that:

- Emphasize topics named in the eligible project section above.
- Provide equitable access to training for rural transportation providers across the state and to private, public, and rural tribal transit systems.
- Support sharing of existing practices and resources.
- Promote efficiency by avoiding duplication of effort by other WSDOT-sponsored activities.
- Develop trainings and resources that can be presented in person or accessed remotely.

**Note:** WSDOT reserves the right to scale an application to meet the highest-scoring priorities and to award individual application components (i.e., trainings) to the most qualified provider.



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## APPENDIX A: EXAMPLES OF EVENTS AND RESOURCES

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

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

### PROFESSIONAL DEVELOPMENT

Events that help rural transportation employees improve their skills and knowledge, such as:

- Leadership trainings for upper management and board members.
- Events and tools on laws, technology, best practices, tracking systems, training methods, and other transportation topics.

### PEER-TO-PEER COLLABORATION

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

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

### STAND-ALONE TOOLS AND RESOURCES

Tools and resources that support training and peer events. Examples of tools and resources may include, but are not limited to:

- Listservs or web portals dedicated to real-time training and technical assistance opportunities in state and/or nationwide.
- Quarterly, monthly, or weekly newsletters covering industry news that benefit rural systems.
- Electronic resource libraries that include local and national resources. For example, linking to the [Nation Rural Transit Assistance Program resource library](#).
- Technical briefs, manuals, directories, and research papers that benefit rural systems.
- Software purchases and licensing fees used to support the training.

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## APPENDIX B: ELIGIBLE EXPENSES

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

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

The following expenses are not eligible for reimbursement:

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

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**APPENDIX C: GRANTEE REQUIREMENTS**

WSDOT will work with you to cooperatively develop your budget and scope before the beginning of the contract period on July 1, 2025.

You must upload quarterly status reports to GMS. This includes a narrative that documents your organization's progress with grant funding, attendance reporting for events, meetings, and conferences, including course descriptions, sample marketing materials, attendance data, and survey results.

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

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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

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

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

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

### العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في والية واشنطن 6العنوان 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 للأشخاص 855-362-4ADA (4232) طريق الاتصال بالرقم المجاني على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

### 中文 – Chinese

#### 《权利法案》 Title VI公告

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

#### 《美国残疾人法案》(ADA)信息

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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.

## 2025-2027 RURAL TRANSIT ASSISTANCE PROGRAM APPLICATION INSTRUCTIONS

### Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### Español - Spanish

#### Servicios de traducción

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### tiếng Việt-Vietnamese

#### các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### 한국어-Korean

#### 번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### русский-Russian

#### Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### العربية - Arabic

#### الترجمة دماث خ

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

الإلكتروني البريد عبر مراسلتنا أو 360-705-7921 بالرقم الاتصال بق طر: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

### Af-soomaaliga - Somali

#### Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: [PubTrans@wsdot.wa.gov](mailto:PubTrans@wsdot.wa.gov)

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#### 翻译服务

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