Washington State Department of Transportation

# Public Transportation Grant Guidebook

## Appendix D:Required submittals and approvals for capital construction projects

April 2026

**Public Transportation Division**

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# Appendix D: Required submittals and approvals for capital construction projects

## D.1 Submittals and approvals for all projects

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Project concept information | Upon initiation of design | WSDOT PTD | N/A |
| Quarterly status report approval | Quarterly following execution of agreement | N/A | WSDOT PTD |
| Project management plan (state funded projects) | As requested by PTD | WSDOT PTD | N/A |
| Performance measurement plan approval (Regional Mobility grants only) | Prior to first claim | N/A | WSDOT PTD |
| Reappropriation request | Once a major delay is anticipated | WSDOT PTD | N/A |
| Sole source approval | Prior to contract execution / decision finalization | N/A | WSDOT PTD |
| Executive Order 21-02 / Section 106 documentation | Prior to first claim for right of way or construction phases | WSDOT PTD | N/A |
| Work within WSDOT RW - approvals | As soon as possible and prior to final design. | N/A | WSDOT (Region Development Services office) |
| Design deviation approvals | As soon as possible and prior to final design. | N/A | Depends, see 5.1.`1.7 |
| Final (100 percent) design plans, see Section 2 for federal projects | As requested (by PTD) only | WSDOT PTD | N/A |
| Scope/description change or project refinement approval | prior to execution | N/A | Varies (WSDOT-PTD/ FTA) |
| Proof of insurance (if you are self-insured) | Prior to occupancy of facility | WSDOT PTD | N/A |
| Facility Maintenance Plan | Prior to occupancy of facility (all projects) | WSDOT PTD | N/A |
| Inform WSDOT if facilities involved in a damaging incident | Within five business days of incident | WSDOT PTD | N/A |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Notification of Substantial/ Operational Completion | No later than 15 days of substantially/operationally complete | WSDOT PTD | N/A |
| ADA compliance confirming document | After substantial completion, prior to WSDOT site visit | WSDOT PTD | N/A |
| Submit a request for WSDOT inspection and acceptance | No later than within 15 days of substantial/ operational completion | WSDOT PTD | N/A |
| Notice of physical completion | Once physically complete | WSDOT PTD | N/A |

## D.2 Additional submittals and approvals for federally funded projects

### D.2.1 General requirements for all phases, including steps necessary to obligate FTA funds

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Inform WSDOT about potential delays and cost increases. Submit justification for any significant (over 33 percent) delays or cost increases compared to costs/milestones provided by during FTA fund obligation. | When cost increase/delay are anticipated, must reconcile prior to project closure | WSDOT PTD & FTA | N/A |
| Disclose information regarding formal protest | When protest occurs | FTA through WSDOT | N/A |

#### *D.2.1.1 If you use a consultant for design, right of way, or construction phase services*

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Consultant indirect cost rate approval documentation | Prior to consultant agreement execution | WSDOT PTD | Federal agency (i.e., FTA, FHWA), WSDOT consultant services |
| Single bid analysis approval | Prior to selection | N/A | WSDOT PTD |
| Force account Justification approval- when using agencies own staff | Prior to contract execution | WSDOT PTD | WSDOT/FTA, as needed |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Sole source approval | Prior to execution of contract | N/A | WSDOT PTD |
| Notify WSDOT if unresolved differences during negotiation | Prior to start negotiation with the next consultant | WSDOT PTD | N/A |
| Mandatory DBE Goal must be included in the advertisement. Scope and estimate submittal for DBE goal assignment | Prior to advertisement for consultant services | WSDOT PTD (scope and estimate) | WSDOT OECR (DBE goal assigned) |
| Consultant Pre-Award Data - concurrence (See the list in 5.1.3.21) | After selection prior to execution | WSDOT PTD | WSDOT PTD WSDOT OECR |
| Consultant post award data (See the list in 5.1.3.11) | Within 30 days of agreement execution | WSDOT PTD | N/A |
| Changes to DBE participation plan concurrence | Prior to executing supplement to consultant agreement | WSDOT PTD | Concurrence from WSDOT PTD |
| DBE on-site review (CUF) approval - form completed and submitted to WSDOT | While working on the project and within 15 days of completion | N/A | WSDOT OECR |

## D.2.2 Preliminary engineering and environmental documentation phase, including steps necessary to obligate FTA funds

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Confirm that project is on STIP | Prior to obligation of federal funds | WSDOT PTD | N/A |
| NEPA (including supporting documents) for FTA determination | Prior to, obligating federal funds, or prior to final design, property acquisition, construction phase | N/A | FTA |
| Notify WSDOT if the project is located in a special flood hazard area | As early as possible | WSDOT PTD | N/A |
| Confirm that your organization is obtaining the appropriate level of flood insurance and explain how that was determined | As early as possible | WSDOT PTD | N/A |
| Funds obligated / Authorized by FTA | Once project is on STIP and NEPA is approved | N/A | FTA |
| Grant agreement executed by PTD | Once funds are obligated | N/A | WSDOT PTD |
| Project management plan and risk management plan | During design phase | WSDOT PTD | N/A |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Title VI equity Analysis for fixed facilities (only for new construction) | Preferably in planning stage, must be prior to initiating RW phase (if R/W acquisition needed) or prior to final design (if R/W acquisition is not needed) | WSDOT PTD | N/A |

## D.2.3 Right-of-way phase

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Approval prior to initiating right-of-way phase (only if R/W is the first phase which initiates after FTA fund obligation) | Prior to initiating RW phase | N/A | WSDOT PTD |
| If R/W purchased with non-federal funds, confirmation of (a) NEPA approval (b) compliance of Uniform Act. | Prior to R/W acquisition | WSDOT PTD | N/A |
| FTA pre-approval for advanced acquisition (if there is any) | Prior to R/W acquisition | WSDOT PTD | FTA |
| NEPA approval for ground disturbance related to site selection process (if needed) | Prior to ground disturbance | N/A | FTA |
| Verification that appraiser and review appraiser are licensed and listed | Prior to appraisal process | WSDOT PTD | N/A |
| FTA concurrence with parcel acquisition and disposition, the valuation is greater than $1,000,000 | Prior to acquiring R/W | WSDOT PTD | FTA |
| FTA concurrence for non-federal contribution (in cash or in-kind contributions, and land exchange of any value) | Prior to acquiring R/W | WSDOT PTD | FTA |
| FTA concurrence for property condemnations exceeding $1,000,000 | Prior to filing condemnation | WSDOT PTD | FTA |
| FTA concurrence with administrative settlements over $50,000 | Prior to administrative settlement | WSDOT PTD | FTA |
| Appraisal at least six months old submitted for FTA concurrence | As necessary | WSDOT PTD | FTA |
| FTA concurrence for appraisals and review appraisals for donated property | Prior to acquiring R/W | WSDOT PTD | FTA |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Prior approval if greater than fair market value will be paid for a parcel | Prior to acquiring R/W | WSDOT PTD | FTA |
| Submit documentation for any of the special situations listed (i.e., owner donating property, eminent domain, voluntary acquisition) | Prior to acquiring R/W | WSDOT PTD | N/A |
| Real property inventory documentation | As soon as available, prior to project closure | WSDOT PTD | N/A |
| Right-of-way certification | Prior to advertisement for construction. | WSDOT PTD | N/A |

## D.2.4 Final design phase

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Approval prior to initiating final design phase (only if Final design is the first phase which initiates after FTA fund obligation) | Prior to beginning final design | N/A | WSDOT PTD |
| Buy America threshold approval (inform WSDOT whether or not $150k threshold applies) | Prior to executing contract | WSDOT PTD | FTA |
| Notify WSDOT if using BABA Waiver: | During final design phase and prior to executing contract | WSDOT PTD | N/A |

## D.2.5 Pre-construction phase (through advertisement and award)

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Sole source approval | For construction phase, prior to execution of contract | N/A | WSDOT PTD |
| Force-account-justification approval (when using agencies own staff) | For construction phase, prior to finalizing the decision | WSDOT PTD | FTA |
| **PS&E review and AD approval:** If work on WSDOT R/W - all agreements with WSDOT are in place and approvals obtained | Prior to advertisement of construction contract | WSDOT PTD | WSDOT (region offices) |
| **PS&E review and AD approval:** Required fed. Clauses/provisions/certifications/reports/forms included | Prior to advertisement of construction contract | WSDOT PTD | N/A |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| **PS&E review and AD approval:** Mandatory DBE Goal must be included in the advertisement. Scope and estimate submittal for DBE goal assignment approval | Prior to advertisement | N/A | WSDOT PTD |
| **PS&E review and AD approval:** Confirmation that agency supplied materials are compliant with BABA | Prior to advertisement | WSDOT PTD | N/A |
| **PS&E review and AD approval:** PS&E review and approval (see the list in 5.1.3.14) | Prior to advertisement | N/A | WSDOT PTD |
| **PS&E review and AD approval:** Submit self-certified Right of Way Certification to PTD | Prior to advertisement | WSDOT PTD | N/A |
| **PS&E review and AD approval:** Project advertisement concurrence (see the list in 5.1.3.14) | Prior to advertisement | N/A | WSDOT PTD |
| Major addendum affecting fed fund, scope or federal requirements concurrence | Prior to issuing addendum | N/A | WSDOT PTD |
| **Before award:** Single bid analysis approval | Prior to selection | N/A | WSDOT PTD |
| **Before award:** Construction bid documentation concurrence to award | Prior to award | WSDOT PTD | WSDOT OECR |
| **Before award:** Responsive and responsible bidder determination (e.g., DBE, BABA certification, SAM.gov) | Prior to award | WSDOT PTD | N/A |
| **Before award:** Concurrence of unresponsive bids (if due to DBE) prior to award when condition of award (COA) DBE goal is assigned. | Prior to award | WSDOT PTD | WSDOT OECR |
| Construction post-award data (see the list in 5.1.3.14) | Within 30 days of award | WSDOT PTD | N/A |

## D.2.6 Construction phase

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Approval Prior to initiating construction phase (only if construction is the first phase which initiates after FTA fund obligation) | Prior to initiating CN phase | N/A | WSDOT PTD |
| Notification of time and place of Pre-Construction meeting | Prior to pre-construction meeting | WSDOT PTD and OECR | N/A |
| Pre-Construction meeting minutes to WSDOT | After pre-construction meeting | WSDOT PTD | N/A |
| Agency tracking system for CMO and foreign materials (Buy America, BABA) | During construction | WSDOT PTD | N/A |
| WSDOT documentation review (construction) | Ideally around 30-60 percent in Construction phase | N/A | N/A |
| DBE management: Report on DBE payment information quarterly during quarterly status report submission through GMS. | Submit with quarterly status report | WSDOT PTD | |
| DBE management: DBE on-site review/ Commercially useful function (CUF) review completed concurrence | within 15 calendar days of the completion of the agency's section of form | WSDOT PTD | WSDOT OECR |
| DBE management: Notify PTD immediately if there is evidence that a DBE firm may not be performing a Commercially useful function. | As soon as grantee is aware of the incident | WSDOT PTD | |
| DBE management: Post Award DBE Good Faith Award (GFE) documentation approval | Prior to approve DBE change orders | WSDOT PTD | WSDOT OECR |
| DBE management: DBE related change order Approval | Prior to executing change order | WSDOT PTD | WSDOT OECR |
| DBE management: If termination required for DBE subcontractor Approval | Prior to execution of termination | WSDOT PTD | WSDOT OECR |
| DBE management: Final Utilization Plan report (WSDOT Form 272-055) submission | After completion of DBE work and prior to project closure | WSDOT PTD | |
| FTA approval if liquidity damage assessed and funds obtained | after damage assessed | WSDOT PTD | FTA |
| Contract termination – non DBE notification (if needed) | Prior to termination | WSDOT PTD | |

| What | When | Submittal to | Approval from |
|---|---|---|---|
| Change Order Approval related to project scope change (if any) | Prior to execution of Change Order | | WSDOT PTD /FTA - as needed |
| Material certification | Once available (preferably before project closure) | WSDOT PTD | |
| Final project documentation complete | Prior to project closure | N/A | N/A |
| Contract Closure Approval (DBE documentation complete, DMCS reporting complete, final retainage report, ADA documentation. Final payment, site visit complete, justification for delay or cost increase, maintenance plan) | Prior to project closure | | WSDOT PTD |

## D.2.7 Continuing control and property management plan

| What | When | Submittal to | Approval from |
|---|---|---|---|
| FTA approval incidental use of FTA funded real property | Prior to execute any agreement | WSDOT | FTA |
| FTA approval disposal/change of use | If real property no longer needed | WSDOT | FTA |

**English**

**Title VI Notice to Public**

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

**Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

**Español**

**Notificación de Titulo 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 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 연락해주십시오.

**미국 장애인법(ADA) 정보**

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

**русский-Russian**

**Раздел VI Общественное заявление**

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его

средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

**Закон США о защите прав граждан с ограниченными возможностями (ADA)**

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

**tiếng Việt-Vietnamese**

**Thông báo Khoản VI dành cho công chúng**

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ 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 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.

**Arabic - الغ َرِبِيَّة**

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو االصل القومي من المشاركة في أي من (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في والية واشنطن 6العنوان ويمكن ألي شخص 1964.برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام للحصول على معلومات إضافية بشأن إجراءات . التابع لوزارة النقل في والية واشنطن(OECR)يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى االتصال بمنسق الباب/الشكاوى و السادس في مكتب المساواة والحقوق المدنية على الرقم 7090-705 (360).

**معلومات قانون االمريكيين ذوي اإلعاقة (ADA)**

:أو عن طريق االتصال بالرقم المجاني,wsdotada@wsdot.wa.govيمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن لألشخاص(4232) 855-362-4ADA
على الرقم Washington State Relayالصم أو ضعاف السمع تقديم طلب عن طريق االتصال بخدمة 711.

**中文 – Chinese**

**《权利法案》Title VI公告**

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

**《美国残疾人法案》(ADA)信息**

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話

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 diraaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

**Translation Services**

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**Español - Spanish**

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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

**한국어-Korean**

**번역 서비스**

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

**русский-Russian**

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**Arabic - اَلْعَرَبِيَّةُ**

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**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

**中文 – Chinese**

**翻译服务**

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