

Advice from the Grants Team

WSDOT's Consolidated Grants Program



September 16, 2014
Olympia, WA





Overview of the Consolidated Grants Program

- Programs included in this call for projects
 - State Program Competitive Grants
 - Rural Mobility Competitive
 - Paratransit/Special Needs Non-Profit
 - Federal Grants Selected Competitively
 - FTA §5310 & FTA §5311
 - FTA §5316 & FTA §5317 Maybe

Overview of the Consolidated Grants Program

Programs not included in this call for projects

- State Transit Formula Grants
- FTA §5311(f) – Intercity Bus Grants
- 5339 – Bus and Bus Facility
- Regional Mobility Grants
- Commute Trip Reduction (CTR)
- Vanpool Investment Program (VIP)

- Large Urban 5310, JARC, NF
 - Urban King, Snohomish, Pierce
 - Tri-Cities
 - Vancouver
 - Spokane

- Small Urban JARC and NF
 - Bellingham
 - Kelso/Longview
 - Walla Walla
 - Lewiston/Clarkston
 - Wenatchee
 - Bremerton
 - Marysville
 - Yakima
 - Olympia
 - Mt Vernon



Overview of the Consolidated Grants Program

- Historical funding levels – Competitive Grant Awards
 - 2005/2007 biennium \$27 million
 - 2007/2009 biennium \$33 million
 - 2009/2011 biennium \$37 million
 - 2011/2013 biennium \$39 million
 - 2013/2015 biennium \$37 million



What's New

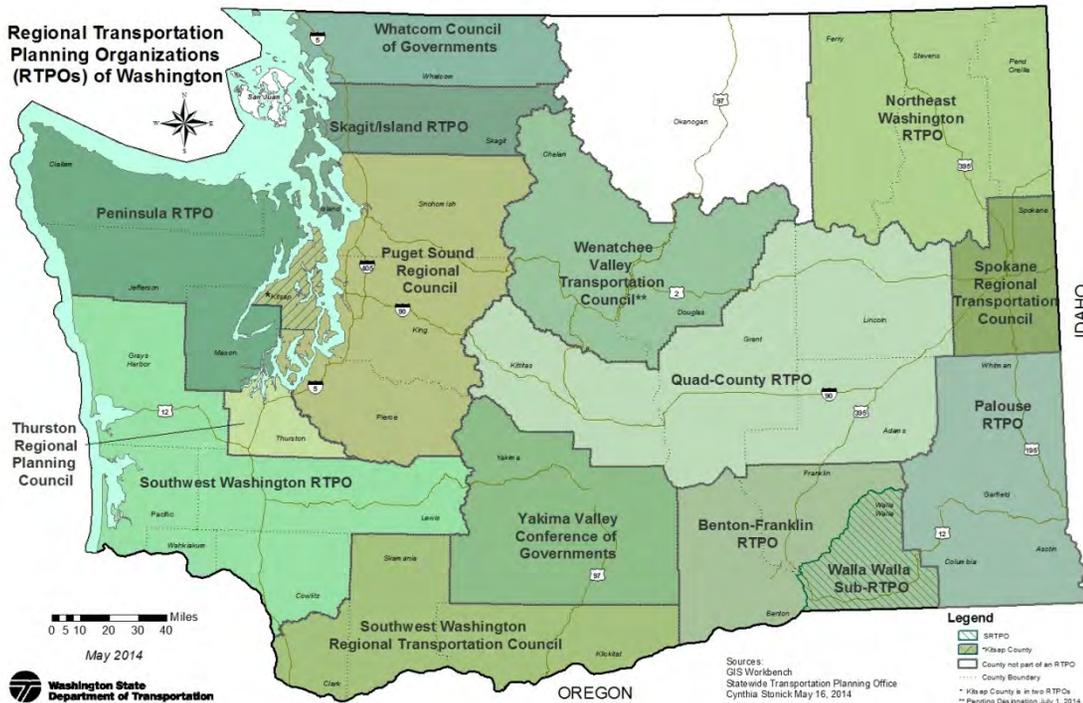
- MAP 21
 - 5310 – Now can be used for operating and capital
 - 5311- Now includes JARC projects
 - Measurement – Now every project is supposed to have measurable goals. (Still in development)
- Added Goals and Consideration
 - **Executive Order 14-04** - identify and implement opportunities to increase statewide investments in multimodal transportation
 - **Results WA** – Maintain the percentage of transit fleet that exceeds the FTA minimum useful life
 - **DBE** – Projects that have identified disadvantaged businesses to work with will be given extra consideration



What's New

- Earlier due date and question period
 - 11/19/2014
- Minimum Match
 - More match = higher ranking
 - First Time Projects – 5%
 - Continuing Projects – 10%
- In Good Standing
 - Grantees must effectively manage projects and meet specific performance standards
 - A complete description of the policy and consequences found in Appendix D

Human Services Transportation Plan



- All applicants must participate in HSTP
- All projects must be ranked by RTPO, Okanogan or San Juan Counties
- Do not put your ranking in the application



In Good Standing

- Grantees must effectively manage projects and meet specific performance standards
 - See Appendix D
- Fatal Flaws Policy
 - not signed by contracting authority
 - application submitted after deadline
 - incomplete or improperly submitted application
 - Applicant not *In Good Standing* with PTD
 - project not in a Coordinated Public Transit-Human Services Transportation Plan



Risk Assessment Example

- Describe the grantee's successes in managing grant funds through the consolidated grant process.
 - During the current biennium, this grantee has successfully managed as well as adhered to all required WSDOT and FTA grant requirements.
- Identify and describe specific challenges (if any) the grantee exhibited with managing its consolidated grant funded project.
 - Grantee did not exhibit any significant challenges associated with the management of its consolidated grant.
- Describe the ongoing coordination efforts this grantee has had with other entities (e.g. transportation providers, agencies/agency clients with transportation needs, etc.) in the region.
 - Grantee makes positive efforts to coordinate with other entities and groups within its region.
- Describe the type, frequency and any repetitive areas of technical assistance provided to the grantee.
 - To date, there have been occasional instances when technical assistance has been provided to the grantee. However, there have been no reoccurring or repetitive areas of technical assistance required.
- Identify and describe any known extenuating factors (e.g. new staff in key positions added, loss of key staff, loss of match funding sources, etc.) which may have been a contributing factor in grant/project performance identified deficiencies.
 - None to report.



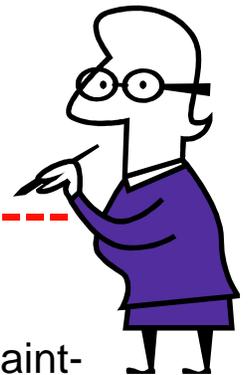
Before You Apply

- Read the GUIDE
- Understand what is required of an applicant
- Understand the programs/process
 - Know what services/programs are eligible
 - Don't use this process for Transit Formula Funds
 - Don't use this process for Intercity Bus Funds
 - Don't use this process for 5339 Bus & Bus Facilities Funds

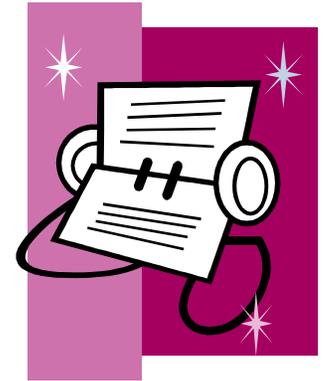
Filling out the forms –

- Summary Section
 - Signature Page
- Project Section
- Attachments*
 - Financial Statements
 - Population/Service Area Maps
 - Indirect Cost/In-kind Plans
 - Letters of Support

*New Applicants must submit Title VI Plans and Customer Complaint-Process Guidelines.



Summary Section



I. General Agency Information

- Legal Name of Agency
- Mailing Address
- Main Office Address
- Payment Mailing Address
- Federal ID Number
- Statewide Vendor Number
- Contact Person
- Telephone Number
- E-Mail Address
- Fax Number
- DUNS Number

Summary Section

II. Type of Applicant

- Rural Public Transit
- Small Urban Public Transit
- Urban Public Transit
- Private Non-Profit Agency*
- General and Local Government
- Private for Profit
- Special District
- Tribal Government
- State Agency

*Provide copy of IRS 501(c) status

Summary Section

III. Agency Service Level Information

All transportation services your agency provides:

Information to Include:

- Revenue Vehicle Hours
- Revenue Vehicle Miles
- Passenger Trips
- Volunteer Hours

Timeline for Information:

- July 1, 2013 – June 30, 2014 (Actual)
- July 1, 2014 – June 30, 2015 (Budgeted)
- July 1, 2015 – June 30, 2017 (Projected)



Summary Section

- IV. Application Authority
 - Must be signed by an authorized signatory
 - Scanned into Adobe Acrobat format
 - Submitted for each applicant not project
 - List titles of all projects submitted
- **FATAL FLAW – Applications must be signed by a contracting authority**





Project Section

I. Project Summary

- Amount Requested
- State and/or Federal Funds?
- Project Title
 - Keep it simple
 - Make sure it's the same
- Coordinated Public Transit-Human Services Transportation Plan
- Legislative/Congressional Districts

Project Section

I. Type of Funding

- Federal Funds
 - Additional certifications and requirements
 - Check NO for federal funds if you want state funds to match another federal grant
- State Funds
 - Paratransit Special Needs funds require a complaint process



Project Section

- What type of project is this?
- Separate Applications Required for:
 - Operating
 - Capital
 - Program Development
- Mobility Management Projects
 - Activity type dictates the type of Application
- **FATAL FLAW: Applications containing two or more types of projects**





Project Section

- III. Type of Project - Operating Assistance
 - General Operating Assistance vs. Project Specific Assistance
 - Service Type
 - Need for service
 - Sustain vs. Expand

Project Section

- Project Type – Capital
 - Fleet/equipment replacement
 - Fleet/equipment expansion
 - Type of Fleet or Equipment
 - Information Technology
 - Provide ITS Architecture title and page



Project Section

- Project Type – Program Development
 - System Planning
 - Project Planning
 - Mobility Management





Project Section

- IV. Project Description
 - Used for your contract
 - Be concise
 - Cut out the fluff!
- What is the need for the project?
- Benefit to the community?
- How will you know if the project is successful?



Project Section

- How does the project improve efficiency or effectiveness?
- Is the project described in any plans?
 - Agency
 - Local
 - Statewide
- Commitment to continue services beyond the grant?



Project Section

- Describe your efforts to leverage funds from other sources...
- How does this project relate to the other services you provide?
- Does the project depend on the success of another project?
 - Submitted by your organization
 - Submitted by another organization



Project Section

- Discuss the multimodal aspects of your projects?
 - Does it connect to, coordinate with, leverage or enhance other modes of transportation in your service area?
- Identify project staff assigned for this project.
 - Project experience
 - Experience with State/Federal grant funds



Project Section

- V. Service level information
 - For this project only
 - July 2013-June 2014 - 1 year actual
 - July 2014-June 2015 - 1 year budgeted
 - July 2015-June 2017 - 2 years projected
 - Existing projects
 - New projects leave 1st two columns blank
- How were the estimates developed?
 - MM Projects – Qualitative or quantitative?

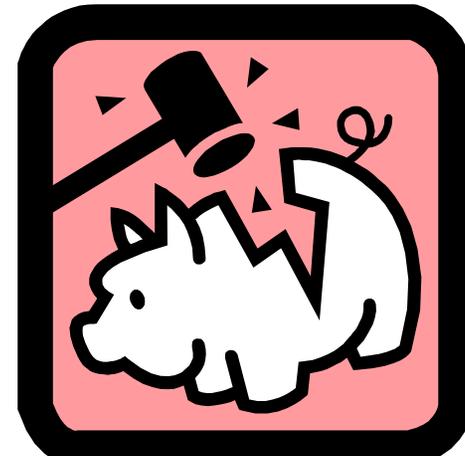
Project Section - Operating

- Financial Information – Operating & Program Development
 - Expenses
 - Direct Operating
 - Contracted Services
 - Administrative
 - Passenger Fares & Donations



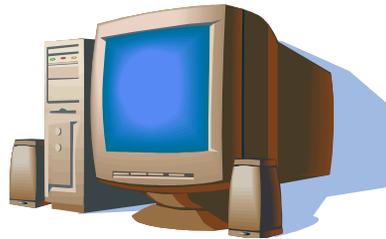
Project Section - Operating

- Revenue
 - Local funds
 - State Funds
 - Federal Funds
 - In-Kind



Project Section-Capital

- Capital Projects Only
 - Section VII. Equipment Requests





Project Section - Capital

- What Will We Fund?
 - Buses, vans and other paratransit vehicles;
 - *Radios and communication equipment;*
 - *Operational support such as computer hardware/ software including dispatching and AVL systems;*
 - *Wheelchair lifts and restraints;*
 - *Passenger shelters and ADA access enhancements;*
 - *Bike racks;*
 - *New technologies that improve and enhance public transportation operations, mobility and access;*
 - *Security equipment; and*
 - *Mobility management*



Project Section-Capital

- Section VII – Equipment Request
 - Equipment Description
 - Passenger Seating & WC Stations
 - Minimum Useful Life
 - Fuel Type
 - Expand or Replace?
 - Quantity
 - Unit Cost
 - 20% local cash match



Project Section-Capital

- *Equipment Descriptions*
 - Size
 - Length and Gross Vehicle Weight (GVW)
 - Capacity
 - Passenger Seats
 - Light, Medium or Heavy
 - Design
 - Conversion, Cutaway or Coach
 - Low Floor?

Project Section-Capital

- Types of Vehicles
 - Vans & Minivans
 - Conversion Vans
 - Cutaways
 - Van Chassis
 - Truck Chassis
 - Coaches





Project Section-Capital

- Passenger Capacity & ADA Accessibility?
 - W/C Lift or Ramp
 - If yes, how many WC stations?
 - If no, how do you make your services accessible? Explain

Project Section-Capital

- Quantity
 - How many are you requesting funding for?



- If I have leftover funds can I get more? **NO!**

Project Section-Capital

- Expand or Replace?
 - New service or existing
 - End of useful life, accident or defect
 - Identify equipment to be replaced
 - Retired within three months
 - Spare service < 30% of prior use



Project Section-Capital

- Unit Cost
 - Estimates
 - Historic costs
 - Prior contracts/purchases
 - Experience
 - Inquiries
 - Contact other service providers
 - Quotes
- Independent Cost Estimate (ICE)
 - Required for all FTA procurements



Project Section-Capital

- Fuel Types
 - Gas
 - Diesel
 - Biodiesel
 - CNG
 - Electric
 - Hybrid (DE)
- RCW 43.19.648





Project Section-Capital

- Total Cost, Subtotal, Total estimated Cost and Total Amount Requested
- Sales Tax
 - Local tax minus transit tax
 - Rideshare plate exemption
- Local Match
 - Cash Only
 - Minimum 20%

Project Section-Capital

- Identify Replacement Vehicles
 - Brief Description
 - Make and Model
 - Model Year
 - Vehicle Identification Number (VIN)
 - Active or Spare?
 - Current Mileage
 - Date mileage taken



Project Section-Capital

- Source of Matching Funds
 - Federal
 - State
 - Local
 - Other





Project Section-All Projects

- Section VIII. Estimated Milestones
 - Milestone
 - Select from the drop-down list for operating, planning, mobility management, vehicles or equipment
 - Estimated date for completing the milestone
 - Activity – provide a brief description



Project Section-All Projects

- Supplemental Information
 - Limited to space provided!
 - 11 pt font / “Arial”
 - Last chance to promote your project!
 - Summarize key points
 - Augment prior questions with additional information



Preparing the Application Files

- Completed Forms
 - Save each completed form as a PDF
 - Name your files as indicated in the instructions
 - ‘Click’ on ‘RESET’ button to clear the form to start another project
 - Scan as PDFs all supporting documents

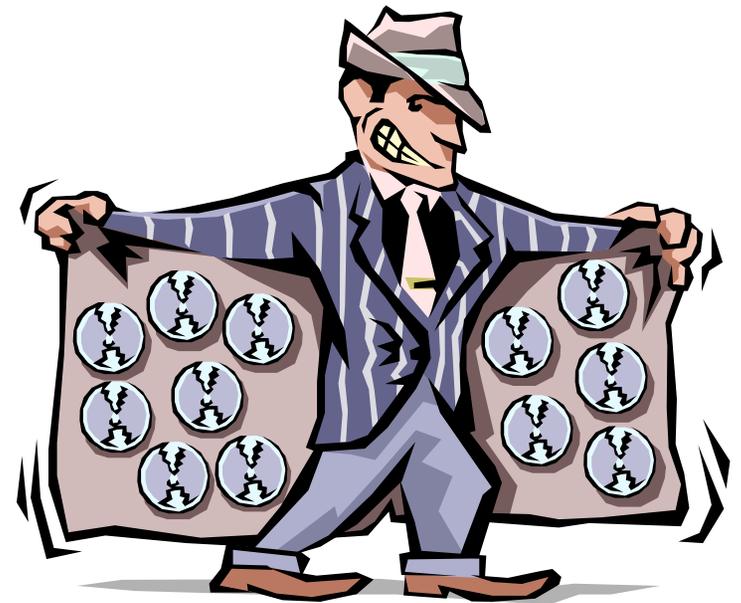
Preparing the Application Files

- Naming the electronic files
 - Summary Section
 - (Org. name)Summary & Authorization.pdf
 - Example: **XYZ Transit Summary & Authorization.pdf**
 - Project Section
 - (Org. name)Ops1.pdf
 - (Org. name)Ops2.pdf
 - (Org. name)Cap1.pdf
 - (Org. name)MM1.pdf
 - (Org. name)Plan1.pdf



Preparing the Application Files

- Sign the Summary Form
 - Scan the signed form as PDF
- Attachments
 - Service Map Ops1.pdf
 - Letter Cap2.pdf
 - Letter Cap2b.pdf



Submitting your application

- Electronic Submission
 - Secured FTP website
 - <https://sftp.wsdot.wa.gov>
 - Username: **SFTPPTDAPP**
 - Password: **MTZdp9Ph**
- Postal Mail
 - CD/DVD or Memory Stick
 - Must be labeled with Organization's name and the application type(s)
 - Hand deliver or mail disc or external memory device to...



Submitting your application

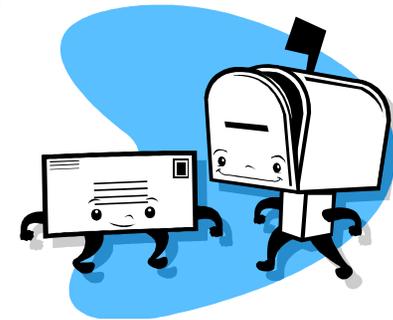
WSDOT – PTD

Consolidated Grant Program

310 Maple Park Avenue, Rm 1A18

MS 47387

Olympia, WA 98504-7387



Submitting your application

Regardless of submission type all applications are due.....

November 19, 2014

5:00PM PST



Submitting your application

WSDOT staff may contact you for clarification after submission and review. Only requested revisions may be submitted up to:

December 17, 2014

5:00PM PST



No new applications may be tendered

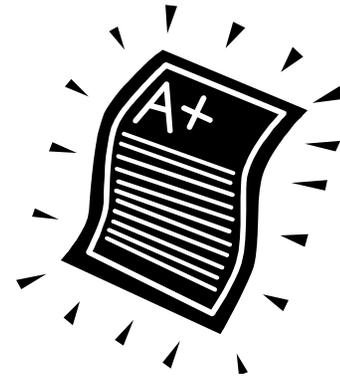
Evaluating Projects

- Selection of Evaluators
 - WSDOT PTD Staff
 - Transit Agency and Community Transportation organization staff – if their organization is **NOT** a grant applicant



Evaluating Projects

- Evaluation Process
 - Forced Pairs Analysis
 - Scores from forced pairs will be supplemented with regional ranking points
 - A's 50 points
 - B's 25 points
 - C's 12 points
 - D's 0 points





Allocating Funds

- Grant Review Team(s) rank and recommend projects to WSDOT
- WSDOT reviews
 - Projects
 - Applicant eligibility
 - Funding availability
- WSDOT matches appropriate federal and state funds to selected projects



The Awards

- Applicants notified in the Spring 2015
 - Contingent Awards
- Final grant awards dependent on state and federal budget approval
- Notification includes notice of additional state and/or federal requirements that must be met

Contracts Issued

- If chosen, your organization will enter into a grant agreement with WSDOT
- Mandatory grant management training must be completed before beginning your project
- Projects may begin on July 1, 2015 and must end June 30, 2017





Technical Assistance

- app_help@wsdot.wa.gov
 - Everyone and anyone
- Shamus.Misek@wsdot.wa.gov
 - Thurston, Mason, Kitsap, Grays Harbor, Pacific Lewis, Wahkiakum, Cowlitz
- Evan.Olsen@wsdot.wa.gov
 - Clallam, Jefferson, Whatcom, Skagit, Island,
- Ryan.Warner@wsdot.wa.gov
 - King, Snohomish, Pierce, Clark, Skamania, Klickitat
- Tom.Hanson@wsdot.wa.gov
 - Okanogan, Chelan, Douglas, Kittitas, Grant, Adams, Ferry, Stevens, Pend Oreille, Spokane, Yakima
- Linda.Howell@wsdot.wa.gov
 - Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, Whitman

Got Questions ?

