



PUBLIC TRANSIT RIDESHARE GRANT

Frequently Asked Questions

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Contact

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ABOUT THE PUBLIC TRANSIT RIDESHARE GRANT PROGRAM

WSDOT's Public Transportation Division administers the Public Transit Rideshare Grant program – formerly the Vanpool Investment Program – which supports rideshare programs at transit agencies across Washington ([RCW 47.66.160](#)).

Transit agencies use these grant funds to expand rideshare fleets, replace aging rideshare vehicles, and provide incentives to increase ridership. The funding allows transit agencies to purchase rideshare vehicles with alternative fuel types, including low-emission plug-in hybrids and zero-emission all-electric vehicles.

ABOUT THIS DOCUMENT

We've developed this document to answer frequently asked questions from grantees about the Public Transit Rideshare Grant program. As we receive more questions, we'll update this document and post new versions on the [Public Transit Rideshare webpage](#).

This document doesn't supersede any grant agreement. If any sections of this document are inconsistent with the terms and conditions of your agreement, you're contractually bound to follow the agreement.

ELIGIBILITY

Q: Who is eligible to apply?

A: Washington state transit agencies are eligible to apply, including:

- City transit systems under [RCW 35.58.2721](#) or [Chapter 35.95A RCW](#).
- County public transportation authorities under [Chapter 36.57 RCW](#).
- Metropolitan municipal corporation transit systems under [Chapter 36.56 RCW](#).
- Public transportation benefit areas under [Chapter 36.57A RCW](#).
- Unincorporated transportation benefit areas under [RCW 36.57.100](#).
- Special-purpose districts formed to operate a public transportation system.

Q: Is planning (e.g., the preparation of fleet management plans) an eligible project cost?

A: No. The Public Transit Rideshare capital grant program supports two eligible project types: capital (vehicle replacement, vehicle expansion, and equipment) and incentives.

Q: What kind of incentives projects are eligible for this grant program?

A: Projects funded by WSDOT must use incentives to optimize transportation infrastructure and travel behavior. Projects should use incentives to influence a shift in mode choice, improve travel time, and increase system efficiency. Incentive costs don't include wages, salaries, benefits, or other operating costs.

Q: Are electric vehicles eligible for funding?

A: Vehicles of all fuel types are eligible. An application for electric vehicles must be applied for along with an application for the supporting above-ground charging equipment or evidence that the applicant already possesses sufficient supporting charging equipment.

Q: Is there an option to purchase vehicles other than vans?

A: Yes. Eligible rideshare vehicles can accommodate a minimum of three passengers up to a maximum of 15 passengers, including the drivers ([RCW 46.74.010](#)).

Q: Is telematic equipment eligible?

A: Yes. Telematic equipment is eligible.

Eligible equipment is defined as equipment that supports agency safety, security, transition to zero-emission, and/or fleet management as it relates to the rideshare program.

Q: Is dash camera equipment eligible?

A: Yes. Dash cameras are eligible.

Eligible equipment is defined as equipment that supports agency safety, security, transition to zero-emission, and/or fleet management as it relates to the rideshare program.

Q: Are subscriptions eligible?

A: Yes. Subscriptions may be eligible if required to support eligible equipment and only throughout the duration in which the grant is funded (e.g., 2025-2027 biennium).

Eligible equipment is defined as equipment that supports agency safety, security, transition to zero-emission, and/or fleet management as it relates to the rideshare program.

Q: Is software that manages rideshare programs and vehicles eligible?

A: Yes. Software that manages rideshare programs and vehicles is deemed an eligible capital equipment cost along with associated software maintenance fees throughout the duration the grant is funded (e.g., 2025-2027 biennium).

Q: If applying for replacement and expansion vehicles, can we purchase from multiple vendors?

A: Yes. However, when accepting state funds, you must make sure you use a competitive procurement process and follow your organization's procurement process.

Q: If applying for replacement and expansion vehicles, is there a timeframe for when they must be in service?

A: Yes. The vehicle must be in service within a 12-month period from the acceptance date of the last expansion/replacement vehicle received or any time during the 2025-2027 biennium.

Q: Is rebuilding a vehicle an eligible expense?

A: No. Rebuilding a vehicle isn't eligible for Public Transit Rideshare program funding.

Q: Is charging equipment an eligible expense?

A: Purchase of charging equipment alone isn't eligible for Public Transit Rideshare program funding. However, you may purchase charging equipment with rideshare vehicles as part of an application.

APPLICATION SUBMISSION IN THE GRANTS MANAGEMENT SYSTEM (GMS)

Q: If we have already registered in GMS for submission of other grants, do we need to re-register specifically for this application?

A: No. If you have an active GMS account, you can apply for this grant opportunity. You must be registered in GMS before accessing the Public Transit Rideshare application. For additional assistance or more information regarding registration and training, visit the [GMS webpage](#), email [GMS Support](#), or call 360-705-7711.

Q: Is WSDOT looking for specific information for the equity question in the incentive project application?

A: No. We are not specifying how to answer this question. We are interested in finding out about the communities that might be affected by the incentives program you are applying for. Your answer helps us understand how your incentives program can be connected to equity. Areas of greatest need could be one way of looking at it; you can also use Title VI or environmental analysis and look at different demographics.

Q: What is the match requirement?

A: Starting in the 2025-2027 biennium, the Public Transit Rideshare Grant application includes the match requirement listed in the table below (*POL-538.1, Tiered match for transit agencies*).

- The Public Transit Rideshare Grant program doesn't require match for incentive projects.
- For capital projects, the Public Transit Rideshare Grant program uses a tiered match approach to determine the minimum required match you must provide for vehicle replacement, vehicle expansion, and/or equipment. Your required match is determined by your agency's most recent operating budget reported to the Washington State Transit Association.

Tier level	Operating budget	Required match
Tier 1	\$35 million or more	20 percent
Tier 2	\$20 million to \$34.9 million	15 percent
Tier 3	\$10 million to \$19.9 million	10 percent
Tier 4	\$5 million to \$9.9 million	5 percent
Tier 5	Less than \$5 million	0 percent

REPORTING REQUIREMENTS

Q: What is the reporting requirement for PT Rideshare program-funded project?

A: If your organization is awarded the PT Rideshare funds, you are required to submit two types of reports:

1. Monthly reports (for vehicle projects only)

Transit agencies that operate rideshare programs report monthly rideshare data to WSDOT. Submit monthly reports 30 days after the end of each month with the information requested and in the format provided in [Qualtrics](#), an online survey tool.

The first three questions of the survey ask for your organization name, the year of data that you are reporting, and the month of data that you are reporting. **Please ensure that these are accurate.** If you do not see your organization name in the list or have discontinued your rideshare program and would like your name to be removed, please contact us. The rest of the data collected includes basic monthly metrics on agencies' rideshare programs:

- Number of groups in operation
- Number of group starts
- Number of group folds
- Total miles traveled
- Total passenger trips
- Average riders per van
- Average round trip miles

2. Quarterly status reports

Submit quarterly status reports no later than 30 days after the end of each quarter with the information requested and in the format provided in the WSDOT Public Transportation Division's online [Grants Management System](#).

FUNDING INFORMATION

Q: What's the available funding?

A: In the 2023-2025 biennium, WSDOT had approximately \$10 million in grant funding for the Public Transit Rideshare Grant. The Legislature will determine the 2025-2027 biennium funding level in the 2025 legislative session.

Q: Is there a maximum grant request allowed for purchasing a rideshare vehicle?

A: No. Cost caps have been removed.

Q: If awarded, do funds need to be expended by a certain time?

A: You must complete Public Transit Rideshare grant-funded projects during the biennium for which they are awarded (i.e., awards for 2025-2027 must be spent by June 30, 2027, which is the end of the 2025-2027 biennium).

ADDITIONAL INFORMATION

For questions about the PT Rideshare Program, please contact Patrick Green at patrick.green@wsdot.wa.gov. For technical assistance with the Public Transportation Reporting Survey via Qualtrics, please contact Maya Sioson at maya.sioson@wsdot.wa.gov.

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. If you have additional questions, contact PTDgrants@wsdot.wa.gov.

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 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 o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시십시오.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov을 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 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 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 hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

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

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

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

中文 – Chinese

《权利法案》 Title VI公告

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

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov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

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

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

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

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

العَرَبِيَّةُ - Arabic

الترجمة دمات خ

عن اللغوية المساعدة خدمات طلب نأ مجاً 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

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

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件：PubTrans@wsdot.wa.gov，请求获取免费语言援助服务。