



**Washington State  
Department of Transportation**

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# **Public Transportation Grant Guidebook**

## **Chapter 5: Requirements for capital vehicles and equipment projects**

DRAFT

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**Public Transportation Division**

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# Chapter 5: Requirements for capital vehicle and equipment projects

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This chapter outlines the requirements, best practices, and general guidelines for the procurement and management of capital vehicles and equipment.

Regardless of your project type, you must also comply with the applicable requirements, best practices, and guidelines found in chapters 1, 2, 3, and 11, depending on the source of your funding.

This chapter includes the following sections:

- 5.1 [Match requirements](#)
- 5.2 [Making progress with purchases](#)
- 5.3 [General procurement requirements](#)
- 5.4 [Procurement procedures](#)
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- 5.14 [Change of use](#)
- 5.15 [Buyout of the grant share](#)

## 5.1 Match requirements

Each grant program administered by WSDOT includes specific local match requirements and parameters listed in the grant agreement. These requirements are based on the type of funding and the match amount pledged in your project application. For more details, refer to [Appendix A](#).

**Note:** In most cases, federally funded capital vehicle and equipment grants require a 20 percent match from sources other than the U.S. Department of Transportation.

The match for your capital vehicle and equipment grant must be in the form of cash. You may not use in-kind contributions as match for these types of grants.

Additionally, you may not use funds from sources that impose restrictions on the services you provide using the vehicle or equipment, or place a lien on the vehicle or equipment.

## **5.2 Making progress with purchases**

It is crucial that you begin the process of purchasing grant-funded vehicles and equipment in a timely manner to ensure successful project delivery.

You should promptly notify your assigned WSDOT contact listed on your grant agreement if any issues arise that could impact your project. This is especially important if the problems may delay your project's startup, vehicle procurement, or equipment orders.

*Source: Grant agreement, Section 6 State Review of Project*

### **5.2.1 State funds expire June 30 of odd-numbered years**

State grant funds may only be used to reimburse expenses incurred during the biennium in which the funds were awarded ([Chapter 43.88 RCW](#)). Therefore, you must take delivery of and accept all state grant-funded vehicles and equipment on or before June 30 of the biennium in which the funds were awarded. Vehicles and equipment received after this date are not eligible for reimbursement unless the Legislature approves the reappropriation of the grant funds to the next biennium.

If unanticipated delays prevent acceptance before June 30 and you would like WSDOT to submit a reappropriation request on your behalf, you must notify your assigned WSDOT contact immediately to determine if a request is possible. You must submit your request in writing, including a description of the unforeseen circumstances that caused the delay.

*Source: [Chapter 43.88 RCW](#); [OFM A Guide to the Washington State Budget Process](#)*

### **5.2.2 Federally funded capital projects**

Federal funds do not expire at the end of a biennium, although federal funds must be used to meet a grantee's current needs ([31 USC, Section 1502](#)). However, if you receive a capital vehicle or equipment grant and fail to begin the procurement process within the biennium in which the funds were awarded, WSDOT may determine that your project represents a future need and may withdraw your grant award.

You may request an extension if unforeseen circumstances delay your project. Your extension request must be in writing and include a description of the unforeseen

circumstances. For assistance, contact the assigned WSDOT program manager listed on your grant agreement.

Source: [31 USC, Section 1502](#); Grant agreement, Section 6 State Review of Project

## 5.3 General procurement requirements

As discussed in [Chapter 1, Section 1.14 Purchasing policies](#), you must follow your organization's written procurement procedures for vehicles and equipment. These procedures must include a competitive procurement process and comply with all applicable state and federal requirements.

### 5.3.1 Your responsibilities in procurement

You are responsible for purchasing vehicles and equipment in accordance with the terms of your grant agreement. Procurement responsibilities include:

- Ensuring your procurement process complies with your organization's own policies.
- Determining the appropriate method of procurement.
- Making good faith efforts to purchase from disadvantaged business enterprises (DBEs) (for purchases other than transit vehicles).
- Ensuring purchases are made from responsive and responsible vendors that are not debarred or suspended from doing business with the federal government and/or the State of Washington (see [Chapter 1, Section 1.3: Third-party contracts under your grant agreement](#)).
- Receiving concurrence from WSDOT on all vehicle purchase requests prior to placing an order.
- Submitting solicitation documents to WSDOT for concurrence before issuing the solicitation if conducting a formal procurement. This applies to all vehicle and equipment procurements exceeding the FTA small purchase threshold.
- If you intend to purchase from the Washington State Department of Enterprise Services (DES) cooperative procurement contract, obtaining advanced written approval from DES to access the state master contracts (see [Section 5.4](#) for more information).
- If you intend to purchase from another state or nonprofit organization's cooperative procurement contract, placing the order following that entity's ordering requirements. Route the purchase request through WSDOT.
- Ensuring you pay vendors in a timely manner.
- Ensuring you request reimbursement from WSDOT in a timely manner.

- Retaining all procurement-related documents throughout the minimum useful life of the vehicles or equipment and for six years after completion of your project.

### 5.3.2 WSDOT's responsibilities in procurement

WSDOT is involved throughout your procurement process, including during the development of solicitation documents, execution of contracts, and ongoing contract administration.

WSDOT reviews and provides concurrence to proceed for:

- All vehicle purchase requests.
- Equipment purchases exceeding the FTA small purchase threshold.
- Sole source procurements exceeding the FTA micro-purchase threshold.

WSDOT also provides technical assistance and monitors your project progress, including but not limited to:

- Reviewing Request for Proposal (RFP) or Invitation for Bid (IFB) documents for compliance with state and federal requirements.
- Reviewing use of DBE vendors.
- Reviewing purchases made through competitive processes consistent with your agency's procurement policies.
- Reviewing purchases for consistency with your grant agreement.
- Reviewing purchasing documents to ensure relevant federal clauses are included.
- Processing claim reimbursement requests in a timely manner.

### 5.3.3 Federal procurement requirements

For all procurements, you must adhere to your organization's purchasing policies and procedures, comply with all applicable state laws, use a competitive procurement process, and purchase only from responsive and responsible contractors.

In addition, when using federal funds to purchase vehicles or equipment, you must comply with third-party contracting requirements as outlined in:

- [FTA Circular 4220.1G](#), [2 CFR Part 200](#), and [49 CFR Part 18](#) ( for transit agencies, local governments, and tribes);

**OR**

- [49 CFR Part 19](#) (for private nonprofit organizations).

All federally funded procurements must comply with specific federal requirements outlined in [FTA Circular 4220.1G](#):

- Engage in full and open competition.
- Avoid using geographic preference in third-party contract awards.
- Include all federal clauses required by the federal statute governing your procurement in your third-party contracts (including appending up-to-date federal clauses to purchase orders and other purchasing documents when purchasing from statewide cooperative procurement schedules).
- Limit third-party contracts to a maximum five-year period of performance.
- Comply with Buy America provisions.
- To the extent practicable, use the procurement tools authorized by Section 3019 of the FAST Act (e.g., statewide cooperative procurement schedules). If you purchase fewer than five buses through a standalone procurement, you must provide WSDOT with an explanation regarding why you did not use one of these procurement tools.

#### 5.3.4 Requirements for vehicle and equipment purchases at different procurement levels

Refer to **Chapter 1** for detailed descriptions of procurement requirements at different threshold levels. Vehicle and equipment purchases above the micro-purchase threshold must also address the following:

- You must prepare an independent cost estimate.
- You must avoid imposing unreasonable qualifications, specifying brand-name products without allowing offers of equal products, or applying geographic preference.
- You must provide clear, accurate, and complete specifications to ensure full and open competition.
- You may consider breaking up a procurement into smaller pieces to enable DBEs to participate. However, you must not divide or reduce the size of your procurement to evade requirements applicable to large purchases.
- You must perform a cost or price analysis to determine whether the purchase price is fair and reasonable.

### 5.4 Procurement procedures

This section will guide you through the WSDOT concurrence procedure for purchasing of vehicles and equipment.



### 5.4.1 Choosing your procurement method

You may procure vehicles and equipment using one of the following methods:

- Purchase from a current DES contract or another approved cooperative procurement contract.
- Conduct your own competitive procurement.

You should begin exploring these procurement methods as soon as you receive your WSDOT grant award notification.

WSDOT uses your grant application and award information to ensure the grant agreement includes a comprehensive and accurate description of your project. Based on your approved scope of work and budget, your assigned WSDOT contact will assist you in selecting a preferred procurement method.

Regardless of the method you choose, you must obtain concurrence from WSDOT prior to placing an order or publishing a solicitation for all vehicle purchases. For equipment procurements including any associated installation, you must obtain WSDOT's concurrence if the cost is more than the FTA small purchase threshold. WSDOT will confirm that your request conforms to your grant agreement and is eligible for reimbursement. WSDOT is available to review lower cost procurements as needed to help ensure grantees will be eligible for reimbursement.

**Note:** You must obtain WSDOT concurrence for all sole source procurements that exceed the FTA micro-purchase threshold prior to making the purchase.

The following sections will guide you through the concurrence request process for common procurement methods.

### 5.4.2 Purchasing from Department of Enterprise Services contracts that use the DES Bus Ordering website

To obtain concurrence from both WSDOT and DES for a purchase from a DES Transit Bus contract, you must submit the following documents to WSDOT through the DES Bus Ordering website:

- An itemized price quote and product specifications from the vendor.
- Verification from SAM.gov confirming that the vendor is not debarred or suspended.

Refer to the DES Bus Ordering website for instructions on how to register and use the system. Once WSDOT concurs on the purchase in the system, the request will automatically be sent to DES for authorization. After you receive authorization from DES, you must upload a copy of the draft purchase order to the system for DES's approval. Once DES approves the purchase order, you may proceed with signing a sales contract or issuing the purchase order for the vehicle(s).

**Note:** Ensure that both the vendor quote and the purchase order clearly reference the DES contract number.

### 5.4.3 Purchasing from DES contracts that utilize the Contract Automobile Request System (CARS)

For purchases from CARS contracts, you must submit the following documents as attachments in an email to [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov):

- Itemized price quote and product specifications from the vendor.
- Verification from SAM.gov that the vendor has not been debarred or suspended.

Once WSDOT concurs on the purchase, you may submit the purchase request through the CARS system. You must send a copy of the purchase order to WSDOT within 30 days of its issuance.

**Note:** Ensure that both the vendor quote and the purchase order clearly reference the DES contract number.

### 5.4.4 Purchasing from another state's cooperative procurement contract

If you intend to purchase from another state or nonprofit organization's cooperative procurement contract, you must place the order consistent with the ordering requirements stipulated in that entity's contract and route the purchase request through WSDOT for concurrence.

As with the DES CARS contracts, you must submit the following documents as attachments in an email to [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov) and obtain concurrence from WSDOT prior to placing the order. These attachments include:

- A copy of your signed agreement with the state or nonprofit organization to utilize the contract (if applicable).
- An itemized price quote and product specifications from the vendor.
- Verification from SAM.gov confirming that the vendor is not debarred or suspended.

You must send a copy of the purchase order to WSDOT within 30 days of its issuance.

**Note:** Some cooperative procurement contracts from other entities may be available to those that are already signed up to use Washington's DES contracts. Reach out to DES for additional details.

### 5.4.5 Conducting your own procurement

When conducting your own solicitation, you must obtain WSDOT's concurrence on all vehicle procurements before publishing. For equipment procurements, WSDOT's concurrence is required if the cost exceeds the small purchase threshold. WSDOT is available to review lower-cost procurements as needed to help ensure grantees remain

eligible for reimbursement. In addition, all sole-source procurements above the micro-purchase threshold require WSDOT's concurrence. You must send a copy of the draft solicitation document to your assigned WSDOT contact as soon as possible.

#### **5.4.5.1 Small purchases**

For vehicle procurements within the FTA small purchase threshold, you must submit the following documents as attachments to an email to [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov) and receive concurrence from WSDOT prior to placing the order:

- Itemized price quote and product specifications from the vendor.
- Verification from SAM.gov that the vendor has not been debarred or suspended.
- Documentation (e.g., memorandum from authorized personnel) showing how the quote was selected and has been determined to be fair and reasonable.

#### **5.4.5.2 Formal solicitations (RFP, IFB, etc.)**

For formal solicitations, you must submit the draft solicitation documents to [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov) and receive concurrence from WSDOT prior to publication.

Once the final solicitation is published and the vendor has been selected, you must send WSDOT a copy of the final solicitation and award documents.

#### **5.4.5.3 Sole source**

All sole source procurements above the micro-purchase threshold require WSDOT's concurrence prior to execution. You can find the current sole source request template in the Grants Management System (GMS) document repository. You may provide your own sole source justification documentation in lieu of using this form, as long as the documentation provides the necessary information. You must send an email to the [PTDProcurement@wsdot.wa.gov](mailto:PTDProcurement@wsdot.wa.gov) with your organization draft sole source justification as soon as possible.

## **5.5 Progress payments for heavy duty vehicles**

For heavy duty bus purchases, WSDOT may reimburse you for progress payments made to a bus manufacturer prior to final delivery. Progress payments will only be made for completion of specific, discrete activities necessary for the manufacture of the bus. The quote or bid reviewed by WSDOT must include the proposed milestone payment for WSDOT review and approval. Additional terms and conditions for the use of progress payments can be found in the Payment section of your grant agreement.

*Source: Grant agreement, Section 13 Payment*

## **5.6 Factory visits for vehicles**

The purpose of a pre-award factory visit is to help verify that the vehicle(s) meet the specifications outlined in the contract.

While factory visits are typically optional for most procurements as part of pre-award audits, they are required for certain procurements ([49 CFR § 663.37](#)):

- For organizations serving urbanized areas: procurement of 10 or more vehicles.
- For organizations serving non-urbanized areas: procurement of 20 or more vehicles.

When conducting a factory visit, you must use the appropriate factory visit checklist, available in the document repository in the GMS and submit the completed checklist to WSDOT as part of your factory visit reimbursement request.

**Note:** WSDOT must pre-approve all factory visits. You must submit your approval request to WSDOT at least 30 days before the planned visit. WSDOT will not reimburse requests for factory visits after the fact. For details on allowable travel-related expenses, refer to [Chapter 1, Section X.X.X: Travel expense](#).

For pre-approved factory visits, or in lieu of a site visit by your organization's staff, you may hire a qualified independent contractor who specializes in public transportation vehicle manufacturing inspections to conduct the visit. To be eligible for reimbursement, you must include the contractor's receipts and the inspection reports from the factory visit with the reimbursement request.

## **5.7 Post-delivery audits**

### **5.7.1 Vehicles**

Once the vendor delivers your vehicle(s), you must complete and sign forms associated with the post-delivery vehicle audit process for each grant-funded vehicle. These forms are required for every purchase, regardless of funding type. You can find the required forms in the GMS document repository.

When submitting a claim for reimbursement in GMS, you must include all completed post-delivery audit forms for each accepted vehicle. WSDOT will not process payment until all required post-delivery audit forms have been submitted for each accepted vehicle.

The following is a step-by-step summary of the post-delivery audit process and associated forms:

#### **1. Post-Delivery Purchaser's Requirements Certification**

Certify that all vehicles have satisfactorily met all contract specifications by completing the Post-Delivery Purchaser's Requirements Certification Form.

#### **2. Post-Delivery Federal Motor Vehicle Safety Standards Certification**

Ensure you have received the Federal Motor Vehicle Safety Standards Report and verified that the vendor has affixed the required metal placard to the vehicle (typically located on the doorframe near the driver's seat). You must also

complete, sign, and date the Post-Delivery Federal Motor Vehicle Safety Standards Compliance Certification Form.

### 3. Visual inspection

Perform a visual inspection of each vehicle using the Vehicle Visual Inspection form. Complete all sections of the form, indicating whether each inspected item is acceptable, defective, or not applicable (mark “N/A” where appropriate). For any items that do not receive a passing score, document the issue and describe the steps being taken to correct it.

### 4. Road test

Conduct an individual road test for each vehicle to ensure it is in proper working condition and free of mechanical defects. Use the Road Test form to document the results. Complete every item on the form, marking “N/A” where applicable. For any items that do not receive a passing score, provide a description of the issue and explain the corrective action being taken.

### 5. Post-Delivery Buy America Compliance Certification (for federally funded grants only)

If you have a federally funded procurement over \$150,000, be sure to receive the manufacturer’s Post-Delivery American Content Report from the vendor at the time each vehicle is delivered.

Next, you must sign the Post-Delivery Buy America Compliance Certification and submit both the signed certification and the manufacturer’s post-delivery American Content Report. This report documents the 70 percent American-made components in the vehicle and that the final assembly of the vehicle occurred in the U.S.

**Note:** By signing the Post-Delivery Buy America Compliance Certification, you certify that you have reviewed the vendor’s American Content Report and confirm that the vehicle meets the Buy America requirements ([49 U.S.C. Section 5323\(j\)](#)).

#### 5.7.2 Federally funded equipment

If you purchase federally funded manufactured goods that cost more than \$150,000, you are required to submit a copy of the vendor’s American Content Report with your claim reimbursement. This report documents the goods are 100 percent produced in the U.S.

Source: [49 CFR Part 665.1](#)

## 5.8 Acceptance timeline

The cooperative procurement contract or your solicitation will outline the acceptance timelines for your vehicles or equipment. Once the vendor delivers your

vehicles or equipment, you generally have 15 calendar days to complete inspections and formally accept or reject these assets.

For vehicle projects, if the vehicles are acceptable, you must issue an acceptance letter to the vendor. The vehicle acceptance letter must include the Vehicle Identification Number (VIN), the make and model of the vehicle, and the vehicle fuel type. A sample acceptance letter can be found in the GMS document repository.

If the vehicles do not meet your specifications or you identify defective parts or deficiencies, you must issue a non-acceptance letter to the vendor. Your non-acceptance letter should include detailed information about the defective parts or deficiencies and a request that the vendor take appropriate action to correct the problems. You must send a copy of the non-acceptance letter to the assigned WSDOT contact listed on your grant agreement.

**Note:** Depending on the terms in your solicitation, failure to notify the vendor of any issues within 15 calendar days of delivery, or within the specific timeframe stated in the solicitation documents, may be considered acceptance of the vehicles as delivered, even if defects or deficiencies are later identified.

You may not place vehicles or equipment into service until they are fully accepted, registered (for vehicles), and insured (see [Section 5.9: Vehicle licensing and title](#)).

You must pay the vendor in accordance with the terms of the procurement contract for all accepted assets. The non-acceptance of some vehicles or equipment should not delay payment for accepted assets.

You are expected to submit requests for reimbursement to WSDOT within 30 days of the acceptance date.

*Source: Grant agreement, Section 9 Inspection of the Project*

## **5.9 Vehicle licensing and title**

Your organization is responsible for all licensing and title fees for your grant-funded vehicles, as specified in your grant agreement. These fees are not eligible for reimbursement through the capital grant agreement.

*Source: Grant agreement, Section 11 Inspection of the Project*

### **5.9.1 Registered owner and legal owner**

All grant-funded vehicles must be titled and registered with the Washington State Department of Licensing through their minimum useful life. The vehicle titles must list your organization as both the legal owner and the registered owner.

*Source: POL 530, Section 15 State Interest and Satisfactory Continuing Control and Section 26 Liens on the Project*



### 5.9.2 State interest and satisfactory continuing control

WSDOT will retain legal interest in all project assets through their minimum useful life.

You must maintain satisfactory continuing control of all project assets through their minimum useful life. Satisfactory continuing control is defined as the legal assurance that the grant-funded assets will remain available to be used for its authorized purpose until disposition. You will certify your satisfactory continuing control through regular reporting, including but not limited to the annual asset inventory report, described in [Chapter 1, Section 1.9.4 Annual asset inventory report](#).

### 5.9.3 Rideshare license plates

Small buses, cutaways, and modified vans used for special needs transportation may qualify for sales tax-exempt rideshare license plates ([RCW 82.08.0287](#)). State law defines a ridesharing vehicle as one with seating capacity not exceeding 15 and not fewer than three persons (including the driver) and used for commuter ridesharing or ridesharing for people with special transportation needs ([Chapter 46.74 RCW](#)).

*Source: Section 15 State Interest and Satisfactory Continuing Control*

## 5.10 Insurance requirements

To comply with state law, you must document that all vehicles and equipment purchased with grant funds are insured prior to being placed into operation.

You must provide WSDOT with a certificate of insurance documenting liability, comprehensive, and collision insurance at the time of claim reimbursement, as well as annually through the useful life of the vehicle. Submissions are completed through GMS. You must also maintain insurance for non-vehicle equipment. Insurance for vehicles and non-vehicle equipment must be in an amount adequate to cover the value of the asset.

If your organization is self-insured, you must provide WSDOT with a declaration of self-insurance, including a description of how you fund your self-insurance pool.

For specific insurance requirements, refer to the Reports and Use section of your grant agreement.

*Source: [Chapter 46.30 RCW](#); Grant Agreement, Section 16 Reports and Use*

## 5.11 Equipment installation

You are responsible for securing all required federal, state and/or local permits, approvals, and concurrences necessary to complete the project. WSDOT may request copies of these documents to verify completion ahead of claim reimbursements.

*Source: Grant Agreement, Section 21 Compliance with Laws and Regulations*

## 5.12 Retiring replaced vehicles

If your organization is using grant funds to replace vehicles that have met their useful life, you must retire the vehicles identified in your grant application without unreasonable delay after accepting the replacement vehicles.

Retiring of a vehicle means that it is sold, donated, or placed into spare status (i.e., service not exceeding 30 percent of prior use, see [Section 5.11.5: Vehicle Spare Ratio Policy](#)). Assigning the vehicle to another service area or contractor or leasing the vehicle to another party is generally not acceptable. Contact your assigned WSDOT contact listed on your grant agreement for more information about retiring vehicles.

Failure to retire replaced vehicles in a timely manner is a breach of your grant agreement and may result in disqualification for future grants and/or repossession of the new vehicles.

**Note:** WSDOT understands that conditions may change between the time you submit your grant application and when you take delivery of the vehicles. If needed, you may petition WSDOT in writing to replace different vehicles than those originally identified. Reach out to your assigned WSDOT contact listed on your grant agreement for more information.

Source: [FTA Circular 5010.1F](#)

## 5.13 Managing grant-funded vehicles and equipment

Throughout the minimum useful life of grant-funded vehicles and equipment, as described below in [Section 5.13.4 Minimum useful life](#), you must properly maintain and use them for the services described in the Scope of Work in your grant agreement and be consistent with grant funding requirements.

This section outlines the proper management of grant-funded vehicles and equipment.

Source: *Grant Agreement, Section 17 Maintenance of the Project*

### 5.13.1 Eligible use of vehicles and equipment

You must use all vehicles and equipment purchased with grant funds (throughout their minimum useful life) to support the public transportation services described in your agreement.

Your public transportation services parameters include, but are not limited to:

- Service area
- Service mode (demand response, fixed route, rideshare, etc.)
- Population served (general public, special needs, etc.)
- Type of service (job access, complementary paratransit, etc.)



**Note:** Changes in your community can affect your services. If such changes occur, you may petition WSDOT to modify the service factors listed above. See [Section 5.14: Change of use](#).

Source: POL-529

### 5.13.2 Minimum use

WSDOT expects you to use your grant-funded vehicles for the provision of public transportation services as identified in your grant agreement. Public transportation service means the operation of a vehicle that provides general or special service to the public on a regular and continuing basis. This includes vehicles purchased to support maintenance of public transportation vehicles, transportation of drivers, and transit-related administrative activities.

WSDOT staff will look for indicators that you are using your grant-funded vehicles for public transportation services in the annual asset inventory report discussed in [Chapter 1, Section 1.9.4 Annual asset inventory report](#).

If WSDOT staff determine that you are not using your grant-funded vehicles for the services outlined in your grant agreement, WSDOT may initiate corrective actions.




Source: POL-510

Source: [FTA Circular 5010.1F](#)

### 5.13.3 Minimum useful life

#### 5.13.3.1 Vehicles

The chart below outlines the minimum useful life of vehicles. See [FTA Circular 5010.1F](#) for more information about minimum useful life.

Category	Typical length	Typical weight	Minimum useful life: years*	Minimum useful life: miles**	Visual example
Heavy-duty large bus	35 to 48 feet and 60 feet articulated	33,000 to 40,000	12	500,000	
Heavy-duty small bus	28 to 35 feet	26,000 to 33,000	10	350,000	
Medium-duty small bus	Less than 35 feet	16,000 to 26,000	7	200,000	





Category	Typical length	Typical weight	Minimum useful life: years*	Minimum useful life: miles**	Visual example
Medium-duty truck chassis-built cutaway	Less than 35 feet	16,000 to 26,000	7	200,000	
Light-duty van chassis-built cutaway	20 to 35 feet	10,000 to 16,000	5	150,000	
Light-duty small van chassis-built cutaways and vans	Less than 20 feet	6,000 to 14,000	4	100,000	
Specialty vehicle not fitting in the above categories	Varies	Varies	Negotiable	Negotiable	

Table notes: \* Minimum useful life is determined by whichever comes first (i.e., years or miles).

\*\* Same as above.

#### 5.13.3.2 Equipment

The minimum useful life of equipment will be determined by WSDOT taking into consideration the manufacturer's recommended lifecycle.

**Note:** Electric vehicle charging stations are expected to have the same minimum useful life as the vehicles it serves.

#### 5.13.4 Incident reporting

You must notify WSDOT within five working days of any accident or incident in which a grant-funded vehicle or equipment sustains operationally disabling damage, as outlined in [Chapter 1, Section 1.12: Reporting incidents](#), by submitting the following:

- Nature of the incident.
- Level of damage to the vehicle or equipment.

- Your intentions regarding replacement if the damage resulted in a total loss.
- Incident report filed with local law officials.
- Investigation summary conducted by your organization.
- Copies of witness statements or comments.

Also include:

- If you used federal funds to purchase the vehicle or equipment, a statement affirming that you conducted a post-accident drug and alcohol test.

**OR**

- If you did not conduct a post-accident drug and alcohol test, the reasons why you made this decision.

Failure to notify WSDOT within five working days of an accident or incident will result in WSDOT deeming your organization to be in breach of the grant agreement. This may result in your organization being ineligible to receive future WSDOT public transportation funds.

You do not need to notify WSDOT if the vehicle does not sustain the disabling damage as indicated in **Chapter 1, Section 1.12: Reporting incidents**. However, you must repair any damage to grant-funded vehicles and equipment.

You are responsible for any costs of the repair that your insurance does not cover. These costs are not eligible for reimbursement under operating grants.

Source: POL-539; [49 CFR Part 382](#)

### 5.13.5 Vehicle or equipment total loss

If your insurance carrier deems a vehicle or equipment a total loss, the carrier will pay the insurance proceeds directly to your organization, as you are the legal and registered owner of the asset.

If you do not intend to replace a vehicle that has been deemed a total loss, you must return to WSDOT a proportionate amount equal to the grant-funded percentage of the vehicle's original purchase cost.

If you intend to replace a vehicle that has been deemed a total loss, the replacement must be a new or comparable vehicle in terms of value at the time of the incident, passenger capacity, wheelchair accessibility, and other relevant features. You are responsible for covering any replacement costs that exceed the insurance proceeds. Once you receive the replacement vehicle, you must submit the same documentation required for a new vehicle purchase.

WSDOT will release its legal interest in the replacement vehicle according to the scheduled release date of the original vehicle.

*Source: Grant Agreement, Section 25 Loss or Damage to the Project*

## **5.14 Change of use**

You must obtain written approval from WSDOT before using grant-funded vehicles and equipment for services other than those described in your grant agreement, including transfer of registered ownership to another entity.

**Note:** If a grant-funded vehicle is still within its minimum useful life, you may not transfer it to a new service area without prior written authorization from WSDOT.

*Source: Grant Agreement, Section 16 Reports and Use*

## **5.15 Buyout of the grant share**

You may purchase the state and/or federal share of grant-funded vehicles and equipment at any point during your grant agreement.

If you choose to buy out the grant share of your vehicles or equipment, you must return the depreciated value of the grant-funded portion of the asset to WSDOT/FTA using straight line depreciation. The depreciated value is calculated by either years or miles, whichever is lower.

Once WSDOT receives your payment for a vehicle, WSDOT will release you from the associated responsibilities listed in your grant agreement.

*Source: Grant Agreement, Section 15 State Interest and Satisfactory Continuing Control*

### **5.15.1 Sale of grant-funded vehicles and equipment**

You may not sell grant-funded vehicles and equipment that are within their minimum useful life without pre-approval from WSDOT. If approved, you must return the proportional state and/or federal share of the value of the disposed asset, as identified in your grant agreement. Reach out to your assigned WSDOT contact listed on your grant agreement for more information.

For vehicles and equipment that have exceeded their minimum useful life, FTA and WSDOT do not retain a legal interest but do retain a financial interest. After a federally or state-funded vehicle or equipment has reached the end of its minimum useful life, any asset with a market value of \$10,000 or less may be retained, sold, or otherwise disposed of without any obligation to reimburse the FTA or WSDOT. However, you must maintain records documenting the disposition.

If you sell federally funded vehicles or equipment beyond their minimum useful life and receive proceeds exceeding \$10,000 for the asset, you must return the prorated federal portion above \$5,000 to FTA through WSDOT.

For the sale of state-funded vehicles and equipment beyond their minimum useful life, you must use the prorated state share of the proceeds for public transportation purposes.

Source: [FTA Circular 5010.1F](#); [49 USC § 5334\(h\)\(4\)\(B\)](#), Section 15 State Interest and Satisfactory Continuing Control

## 5.15.2 Eligible expenses

For capital vehicle and equipment grants, WSDOT will reimburse up to the state and federal percentage shares specified in the Scope of Work section of your grant agreement or up to the total funds awarded for your purchase, whichever amount is less. You are responsible for covering the remaining cost with local funds.

Eligible capital vehicle and equipment expenses include, but are not limited to:

- Factory visits if approved in advance by WSDOT. (See **Chapter 1, Section X.X.X: Travel expenses** for details on eligible travel expenses.)
- Cost of vehicles specified in your grant agreement, including any associated sales or use taxes paid.
- Purchase, design, and installation of vehicle equipment identified in your grant agreement or otherwise pre-approved by WSDOT (e.g., bike racks, radios, cameras, fareboxes).
- Purchase and installation of non-vehicle equipment specifically identified in your grant agreement.
- Purchase and installation of striping and logos on the exterior of vehicles purchased under the grant agreement.
- Required inspection costs if performed by a third-party contractor.

Eligible start-up costs include, but are not limited to:

- Insurance premiums covering the biennium during which the vehicles or equipment are purchased.
- Subscriptions for software, licenses, cloud services, training, and similar needs for up to two years following acceptance of the vehicle(s) or equipment.
- Standard and extended warranties included in vehicle and equipment purchase contracts that provide correction for defective or unacceptable materials or workmanship.

**Note:** WSDOT grant programs typically permit the purchase of new vehicles only. However, on a case-by-case basis, WSDOT may approve the purchase of low-mileage, lightly used vehicles. These vehicles must have a remaining minimum useful life at least equal to the FTA-defined useful life for that vehicle type.

Source: POL-548; POL-520

### 5.15.3 Ineligible expenses

Ineligible capital vehicle and equipment expenses include, but are not limited to:

- Administrative costs associated with conducting the capital procurement or purchase.
- Transit portion of the local sales tax paid (applicable to transit agencies only).
- Labor costs of maintenance staff related to vehicle acceptance and preparation for service.
- Title and licensing fees.

Advance payments for future costs are not eligible (e.g., future spare tools budget).

Source: POL-548

### 5.15.4 Claim reimbursement documentation

You must submit reimbursement requests using the form prescribed by WSDOT. Each request must include all required attachments. For more information, refer to the claim reimbursement form in GMS under your grant agreement number.

### 5.15.5 Vehicle Spare Ratio Policy

FTA and WSDOT recognize that transit operations require a limited number of spare vehicles to accommodate routine maintenance, unexpected breakdowns, and temporary increases in service demand. To support this operational need, [FTA's spare ratio policy](#) permits recipients to use federal funds – and WSDOT's policy allows for the use of state funds – to acquire a reasonable number of spare vehicles based on the organization's documented operational requirements.

The spare ratio is defined as the total number of spare vehicles available for fixed-route service divided by the total number of vehicles required to operate maximum annual fixed-route service. This ratio is typically expressed as a percentage. For example, a transit system that requires 100 vehicles to meet its maximum fixed-route service and maintains 20 additional vehicles as spares (for a total of 120 vehicles) has a spare ratio of 20 percent. A vehicle in spare status is expected to be used no more than 30 percent of its prior operational use during its time in active service.

The FTA bases its determination of a reasonable spare bus or van ratio on local operating conditions. As a general guideline, recipients operating 50 or more fixed-route revenue vehicles operated during maximum fixed-route service should maintain no more than a 20 percent spare ratio.

For recipients operating fewer than 50 fixed-route revenue vehicles, the FTA and WSDOT do not impose a specific spare ratio. However, both agencies expect the

number of spare buses or vans to be reasonable, taking into account factors such as the number, variety, types, and sizes of vehicles in the fleet.

If your organization replaces its rolling stock (e.g., buses, vans, or similar vehicles) with vehicles that use a new propulsion type, such as battery-electric or hydrogen fuel-cell technology, then the spare ratio must be recalculated based on the needs of the new fleet. For example, if you previously operated 100 buses in maximum fixed-route service, FTA's spare ratio policy would allow 20 spares for a total of 120 buses. If, after transitioning to a new propulsion type, your organization requires 110 buses for maximum service, the policy would allow 22 spare vehicles, bringing the total to 132 buses.

For more information on spare ratio policy, see [FTA Circular 5010.1F](#). Additionally, if you have any questions reach out to the assigned WSDOT contact in your grant agreement.



## 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 연락해주시고.

### 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 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 القومي من المشاركة في أي من (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في الولاية واشنطن 6 العنوان ويمكن إلى شخص 1964. برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام للحصول على معلومات إضافية بشأن إجراءات. التابع لوزارة النقل في الولاية 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 الاتصال بمكتب الباب/الشكاوى و السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

#### معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن طريق الاتصال بالرقم المجاني [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. 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](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 wacaya 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](mailto: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](mailto: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](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 خدمات

عن اللغوية المساعدة خدمات طلباً ما فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 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)

### 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](mailto:PubTrans@wsdot.wa.gov)，请求获取免费语言援助服务