

Grants Management System (GMS) Training

Applying for Consolidated Capital funding

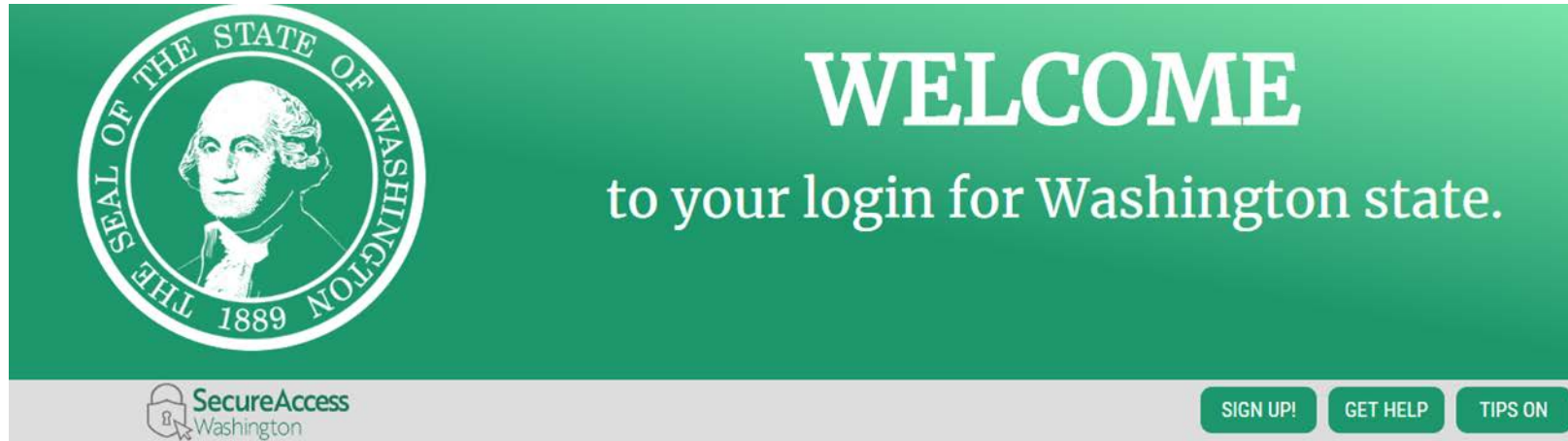
TRAINERS – add your names and agency/agencies here
Add date here

The purpose of this training is to:

- Provide you with information about the Grants Management System
- Show you how the system works for applying for a Consolidated Capital Grant



Logging into GMS



Sign into SAW



LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)



Landing Page



Once logged in through
Secure Access
Washington, you will
land at the Grants
Management System
Main Page

The screenshot shows the landing page of the Washington State Department of Transportation (WSDOT) Grants Management System. The page has a dark green header with the WSDOT logo and the text "Washington State Department of Transportation". Below the header is a navigation bar with a user profile section on the left and a "Work Assignment" section on the right. The user profile section shows the user's name "Testing Tester", role "Tester", and "Tester Role". The "Work Assignment" section has a sub-header "All currently assigned work" and two buttons: "Work Assignment" and "Calendar". Below the navigation bar is a sidebar with a "Dashboard" link and a "Work Assignment" section containing links to "Calendar", "Alerts", and "My Site Visits". The main content area has a "Back" button, a "Print" button, an "Online Help" button, and a "Log Out" button. Below these buttons are two sections: "Approaching Deadlines - Next 30 Days" and "Recent Negotiations - Due Within 30 Days". The "Approaching Deadlines" section has a description "This section displays the documents with due dates arriving in the next 30 days." and a table with columns: "Due Date", "Document", "ID", "Status", "Title", "Program Area", and "Funding Op". The table is currently empty, with a message "No data available in table" displayed below the headers. The "Recent Negotiations" section has a description "This section displays the documents that you negotiated in the last 30 days." and a table with columns: "Due Date", "Document", "Sub", "ID", "Status", "Title", "Organization", "Program Area", and "Funding Op".

Washington State Department of Transportation

Testing Tester
Tester
Tester Role

Work Assignment
All currently assigned work

Work Assignment Calendar

Dashboard >

Work Assignment

Calendar
Alerts
My Site Visits

Funding Opportunities >

Applications >

Grants >

Back Print Online Help Log Out

Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days.

Due Date	Document	ID	Status	Title	Program Area	Funding Op
No data available in table						

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document	Sub	ID	Status	Title	Organization	Program Area	Funding Op
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Creating an application



From the menu, click on **Funding Opportunities**:

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
2	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Operating - FY21	May 13, 2020 9:29 AM	Dec 31, 2020 5:00 PM
331	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Mobility Management - FY21	May 12, 2020 1:08 PM	Dec 31, 2020 5:00 PM
304	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Capital - FY21	May 12, 2020 1:07 PM	Dec 31, 2020 5:00 PM
332	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Planning - FY21	May 12, 2020 1:08 PM	Dec 31, 2020 5:00 PM
1	Test	Washington State Department of Transportation	Regional Mobility Grant	Regional Mobility Grant - FY21	May 13, 2020 9:24 AM	Sep 11, 2020 5:00 PM



Application instructions



In the **Funding Opportunity** section, you will find a link to instructions for the grant application.

Attachments

Attachments

Description	File Name	Type	Size	Upload Date
2019-21 Consolidated Application Instructions	2019-21 Consolidated Application Instructions.pdf	pdf	532 KB	01/29/2020 12:12 PM

Website Links

Website links

Link	Description
https://www.wsdot.wa.gov/transit/grants/consolidated/home	Application instructions

Creating an application (cont.)



Click on **Start New Application**:

The screenshot shows the WSDOT application portal. On the left is a dark sidebar with a user profile 'Testing Tester' (Tester Role) and navigation links for 'Dashboard', 'Funding Opportunities' (highlighted in teal), 'Applications', 'Grants', and 'My Profile'. The main content area has a header with 'Funding Opportunity Details' and three buttons: 'Ask a Question', 'Copy Existing Application', and 'Start New Application' (highlighted in green with a red arrow pointing to it). Below the header, the title '304 - Consolidated Grant Program - Capital - FY21' is displayed, followed by a link to 'Funding Opportunity Details'. The program details include the title 'Consolidated Grant Program', the 'Final Application Deadline: Dec 31, 2020 5:00 PM', and a table of key information.


Status:	Test	Program Officer:	Debbie Ruggles
Posted Date:	May 12, 2020 1:07 PM	Phone:	(360) 561-2423 x
Award Amount	Not Applicable	Email:	ruggled@wsdot.wa.gov
Range:			
Project Dates:	-		
Award	03/01/2021		
Announcement Date:			

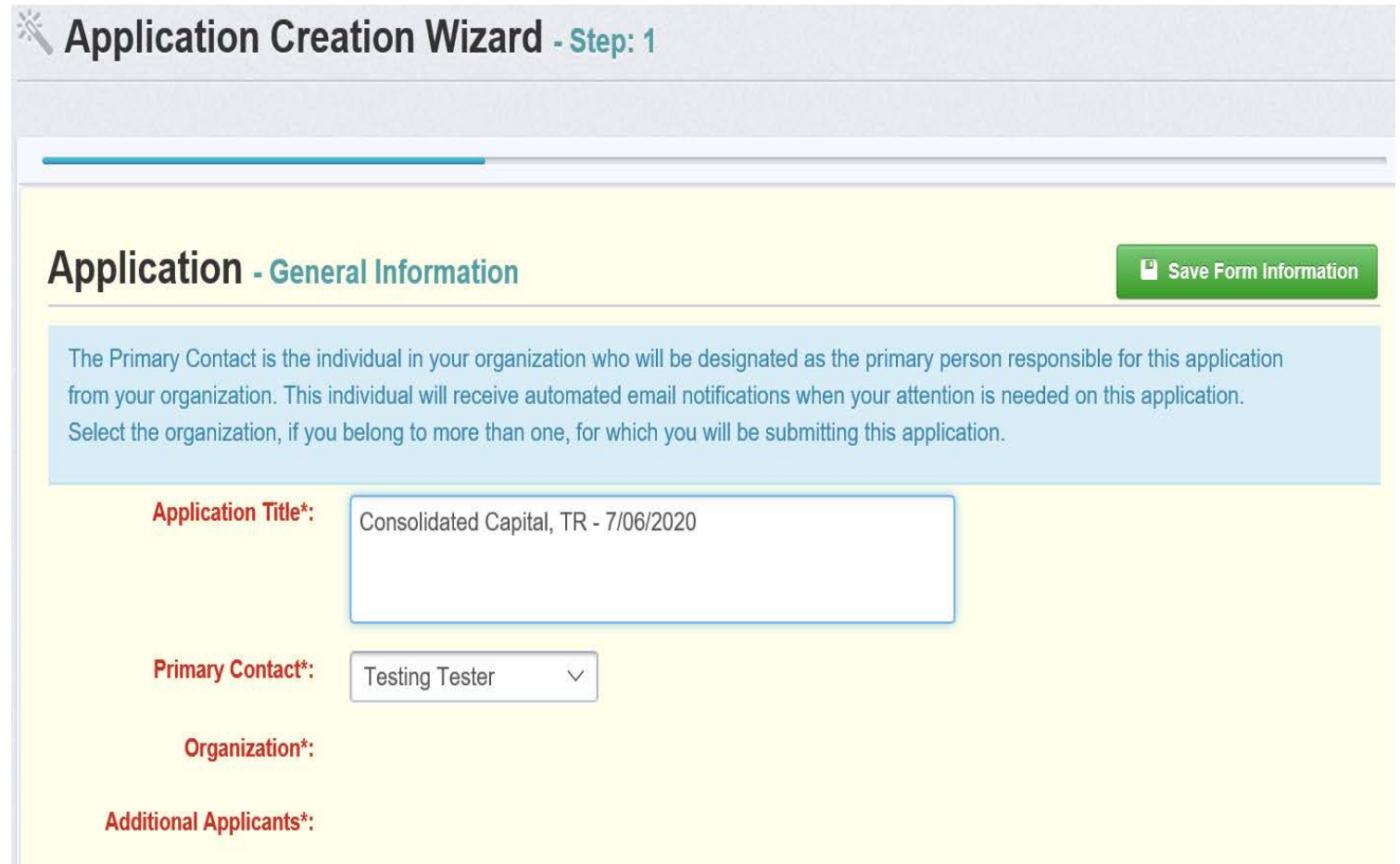
General information page: step 1



The first page you will see in every application is the **General Information** screen.

Complete step 1:

1. Enter **Application Title**
2. Select **Primary Contact** (the person from your organization responsible for this application)
3. Click → 



The screenshot shows the 'Application Creation Wizard - Step: 1' interface. The main heading is 'Application - General Information'. A green button labeled 'Save Form Information' is in the top right. A light blue informational box states: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.' Below this, the form fields are: 'Application Title*' with the value 'Consolidated Capital, TR - 7/06/2020'; 'Primary Contact*' with a dropdown menu showing 'Testing Tester'; 'Organization*'; and 'Additional Applicants*'. The form has a yellow background and a grey header bar.




General Information: step 2



Choose your organization from the drop-down menu in step 2, then click →

 Save Form Information

 **Application Creation Wizard - Step: 2**

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 522

Program Area*: Consolidated Grant Program

Funding Opportunity*: 304-Consolidated Grant Program - Capital - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Consolidated Capital, TR - 7/06/2020

Primary Contact*: Testing Tester

Organization*: Grantee Organization


Additional Applicants*:




General information: step 3



If you would like to include **Additional Applicants** from your organization, add them in step 3 and click → 

 **Application Creation Wizard - Step: 3**

Application - General Information 

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization; if you belong to more than one, for which you will be submitting this application.

Application ID*: 522

Program Area*: Consolidated Grant Program

Funding Opportunity*: 304-Consolidated Grant Program - Capital - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Testing Tester

Organization*: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Saving and finding an application



When you are ready to edit, click on your application, then click on **EDIT APPLICATION**.

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Submitted Applications

List of all current submitted applications

BackPrintOnline HelpLog Out

Current ApplicationsArchived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
522	Editing	Final Application	Consolidated Capital, TR - 7/06/2020	Grantee Organization	CGP-Consolidated Grant Program	304-Consolidated Grant Program - Capital - FY21 (Test)	Dec 31, 2020 5:00 PM
521	Editing	Final Application	ConsolidatedOpTest40 - TMS - 7/6/20	BaseLine Organization	CGP-Consolidated Grant Program	2-Consolidated Grant Program - Operating - FY21 (Test)	Dec 31, 2020 5:00 PM

Completing an application



Once you complete the **General Information** section, you will be returned to **Application Details**:

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Application Preview Attachment Alert History Map

Application Details

Preview Application Ask a Question Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 6, 2020 11:36 AM - Testing Tester
1-Organization Contact Information	-	
2-Summary of Project Information	-	
3-Scope of Work	-	
4-Budget	-	
5-Service Level	-	
6-Vehicle Replacement	-	
7-Milestones	-	
8-Electricity and Biofuels Use	-	
9-Attachments	-	
10-Supplemental Information	-	
11-Certification	-	

Note: A pink header on the **Applications Details** page will indicate that you are required to mark all forms complete or the application cannot be submitted.



Application details



The system will display a list of all application forms you must complete in order to apply for funding. Click on the next form listed beneath the **General Information** section you just completed.

Application Preview

Attachment

Alert History

Map

Application Details

Preview Application

Ask a Question

Withdraw

Application cannot be Submitted Currently

Application components are not complete


Component	Complete?	Last Edited
General Information	✓	Jul 6, 2020 11:36 AM - Testing Tester
1-Organization Contact Information		Jul 6, 2020 11:47 AM - Testing Tester
2-Summary of Project Information		-
3-Scope of Work		-
4-Budget		-
5-Service Level		-
6-Vehicle Replacement		-
7-Milestones		-
8-Electricity and Biofuels Use		-
9-Attachments		-
10-Supplemental Information		-
11-Certification		-



Navigating in GMS



Most forms can be edited by clicking **EDIT** at the top of the form. However, multi-list sections are editable by clicking **ADD** on the section. If you are completing a multi-list section, you can create as many rows as necessary to complete the section. If you want to delete a row, click on the row and select **DELETE**.

If necessary, you may complete part of an application and return to it later in order to finish it. However, you must complete all required fields in the open section before you are able to save it. All information must be saved by clicking → 

Note: If you log out of the system at any point, **DO NOT** click on **Start A New Application** once you log back in. Instead, click on **Applications** or **Funding Opportunities** from the menu and you will see your application in the top section.



Organization Contact Information



Complete the **Organization Contact** form. Click **Save Form**, then click →

✓ **Mark as Complete**

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Organization Contact Information

Organization Director

Name*

First Name

Last Name

Title

Email Address

Applicant Contact

Name*

First Name

Last Name

Title

Email Address

Project Contact

Name*

First Name

Last Name

Title

Email Address

Save Form



Summary of Project Information



Complete all the required fields. Then click → 

Summary of Project Information

All equipment purchased through the Consolidated Grant Program must be used to provide the passenger transportation services outlined in the project application.

Select the appropriate check box that best describes your project.

Capital Type*:

- Fleet expansion
- Fleet replacement
- Equipment
- Information Technology

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

Willing to Accept FTA funds for the biennium?*

Yes

No

Identify the areas this project will serve:

[Click Here](#) for the Legislative District map.

Legislative District(s)*:

- 00 - Statewide or Region Wide Project
- 01 - Northeast King County and South Snohomish County
- 02 - Pierce County
- 03 - Downtown Spokane area
- 04 - Part of Spokane County

Select all that apply

County(ies)*:

Statewide

Adams

Summary of Project (cont.)



To complete **Dependency on Other Projects**, click → **+ Add Row** and list the dependent projects by project title, in order of priority.

Dependency on Other Projects - Multi-List ✓ Mark as Complete **+ Add Row**

Is this project dependent on any other project submitted by your organization?

If Yes, please list in order of priority the dependent projects by project title.
If one project is contingent on another project, both project applications should indicate their relationship (and the priority for funding, if applicable).

Project Title
No Data for Table

Last Edited By: Testing Tester - Jun 10, 2020 1:00 PM **+ Add Row**

Then click → **Save Row**. Add as many rows as needed, then click → **✓ Mark as Complete**

Dependency on Other Projects - Multi-List ✓ Mark as Complete **+ Add Row**

Is this project dependent on any other project submitted by your organization?

If Yes, please list in order of priority the dependent projects by project title.
If one project is contingent on another project, both project applications should indicate their relationship (and the priority for funding, if applicable).

Project Title
Project 1 - Pierce County vehicles replacement.
Project 2 - Vehicles charging stations.



Scope of work



Complete **Project Description**:

Project Description

Save Form

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?
Select the regional planning organization ranking this project from the drop-down menu.

RTPO/MPO*:

Is this project primarily serving a rural area?*:

Yes

No

Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?*:

Yes

No

Briefly and specifically describe what your project proposes to do (who, what, and where).

Proposed scope/description of the work.*:

750 character(s) left

Why is this project needed, and how does this proposal address the need?
Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

Need*:

1500 character(s) left

Describe coordination efforts with your regional planning organization.
Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

Coordination Efforts*:



Scope of Work (cont.)



Continue with completion of **Project Description:**

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?
To be eligible for funding for special needs transportation, RCW 47.01.450 requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

Special Needs Transportation:

2000 character(s) left

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?
Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

Efficiency*:

1500 character(s) left

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?
Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

Other Modes of Transportation*:

1500 character(s) left

Identify the project staff for this project. What type of experience do these individuals have with grant management?
Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.


Project Staff*:

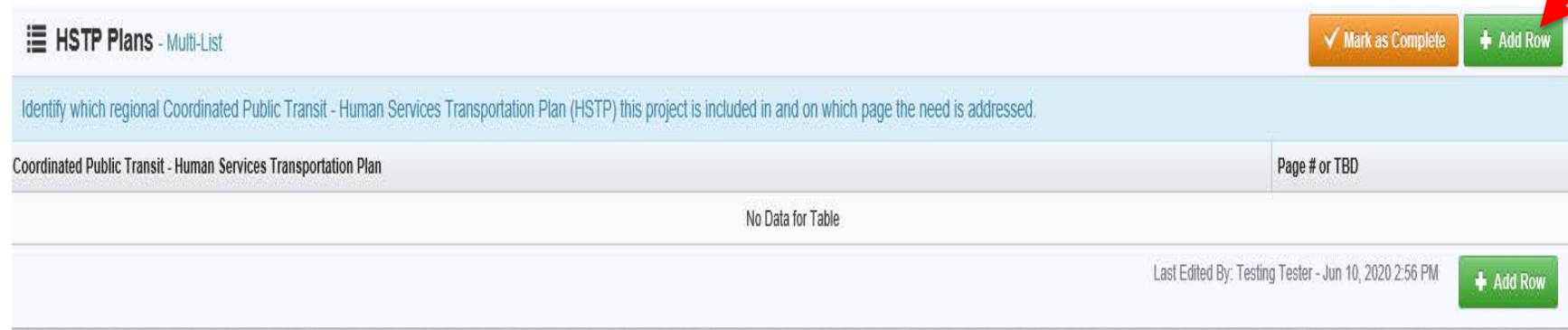
When done with the Project Description entries, click →



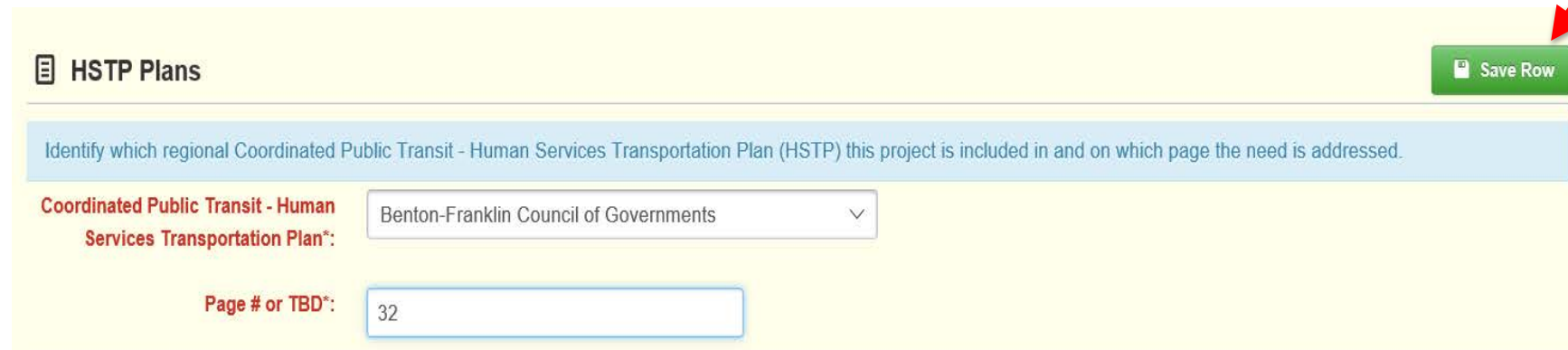
Scope of work - HSTP



Identify which regional Coordinated Public Transit - Human Services Transportation Plan (HSTP) this project is included in and on which page the need for the project is addressed. Click → 



Once HSTP entry completed, click →



Upon completion, click →



Budget form



To start, click → . Then click **ADD ROW** to enter budget information for each of the project activity types. Populate the table with the requested information.

4-Budget - Current Version

Transit Vehicles - Multi-List ✓ Mark as Complete + Add Row

Scope Code: 111-00
Identify your capital vehicle request.
If you are purchasing a vehicle, you must complete all five vehicle milestones.

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	WC stations	Fuel Type	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
Buy Expansion - Capital Bus 11.13	.02 Bus STD 35 FT	10.00	20	1	Hybrid gas	4.00	\$250,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00
								\$1,000,000.00	\$1,000,000.00	\$0.00

Last Edited By: Testing Tester - Jul 6, 2020 1:31 PM + Add Row

Equipment/facilities to support transit operations - Multi-List ✓ Mark as Complete + Add Row

Scope Code: 114-00

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
Acquisition 11.42	.20 Miscellaneous Equipment	10.00	4.00	\$10,000.00	\$40,000.00	\$40,000.00	\$0.00
					\$40,000.00	\$40,000.00	\$0.00

Last Edited By: Testing Tester - Jul 6, 2020 1:31 PM + Add Row

Equipment/facilities to support electrification and power distribution for transit operations - Multi-List ✓ Mark as Complete + Add Row

Scope Code: 115-00

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table							

Last Edited By: Testing Tester - Jul 6, 2020 1:31 PM + Add Row

Equipment/facilities to support transit passengers - Multi-List ✓ Mark as Complete + Add Row

Scope Code: 119-00

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table							

The Budget form will auto-calculate the totals for the transit vehicles and equipment request.

Budget form (cont.)



Continue with completing Budget form. Click → **+ Add Row** to enter **Match/Revenue Source**. To edit, click on the Source name. Include information about **scalability** of the project.

The screenshot displays the WSDOT Budget form interface. At the top, there's a header bar with a menu icon, the title 'Match/Revenue Sources - Multi-List', and two buttons: '✓ Mark as Complete' and '+ Add Row'. Below this is a table with three columns: 'Source', 'If Other, Please List', and 'Amount'. The first row shows 'Local: Transit sales tax' with an amount of '\$200,000.00'. A second row is empty, showing a total amount of '\$200,000.00'. To the right of the table, there's a note 'Last Edited By: Testing Tester - Jul 6, 2020 1:53 PM' and another '+ Add Row' button. Below the table is a section titled 'Match/Difference Total' with a '✓ Mark as Complete' button. A blue banner states 'Your Match/Revenue Source Total MUST MATCH your Match Difference Total'. Below this, it shows 'Difference Total: \$0.00'. Another note 'Last Edited By: Testing Tester - Jul 6, 2020 1:53 PM' is present. The bottom section is titled 'Scalable' with a '✓ Mark as Complete' button and an 'Edit Form' button. It contains three text input fields: 'Is your project scalable?*' with the value 'Yes', 'Specify the minimum funds needed and explain the scalability.:' with the value '\$50,000.00', and 'Describe the scalability of your project.:'. The last field contains the text 'As per attached SOW.'

Source	If Other, Please List	Amount
Local: Transit sales tax		\$200,000.00
		\$200,000.00

Match/Difference Total

Your Match/Revenue Source Total MUST MATCH your Match Difference Total

Difference Total: \$0.00

Scalable


Is your project scalable?*: Yes

Specify the minimum funds needed and explain the scalability.: \$50,000.00

Describe the scalability of your project.: As per attached SOW.

Budget form (cont.)



Describe **ADA Accessibility**, **Procurement Plan**, and **Other Sources**. Mark N/A if there are no other sources. To edit, click → , then → 



The screenshot displays a web form with three main sections: ADA Accessibility, Procurement Plan, and Other Sources. Each section has a title bar with a 'Mark as Complete' button (orange) and an 'Edit Form' button (green). The ADA Accessibility section includes a text area for describing how to address ADA issues, with a red asterisk indicating it is required. The Procurement Plan section includes a text area for describing the procurement plan, also with a red asterisk. The Other Sources section includes a text area for describing efforts to leverage resources, with a red asterisk. A red arrow points to the 'Edit Form' button in the ADA Accessibility section. The 'Last Edited By' information is visible at the bottom of each section.

ADA Accessibility  

How will you address ADA accessibility issues with the proposed capital procurement?
Describe how your agency will ensure and provide ADA accessibility. Indicate whether the vehicle(s) proposed for purchase meet(s) the requirements of 49 CFR Part 38, Accessibility Specifications for Transportation Vehicles. Detailed information can be found [HERE](#).

ADA Accessibility*:

According to SOW:

Last Edited By: Testing Tester - Jul 6, 2020 2:03 PM 

Procurement Plan  

What is your procurement plan for the vehicles and/or equipment that you propose to purchase?

Procurement Plan*:

According to SOW

Last Edited By: Testing Tester - Jul 6, 2020 2:03 PM 

Other Sources  

Describe your organization's efforts to leverage resources from sources other than WSDOT to support the implementation of the project.
Detail any efforts to leverage funds from other sources, secure financial support from non-governmental organizations, or plans to request additional funding from other governmental sources.

Other Sources*:

N/A

Upon completion of Budget form, click → 

Service Level Form



Complete the following sections:

- **Project Service Level Information** – Start entering information on the levels of transportation services for this project by clicking → [Edit Grid](#)

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change
Revenue Vehicle Hours	50000.00	52000.00	102000.00	105000.00	2.94%
Revenue Vehicle Miles	1000000.00	1100000.00	2100000.00	1200000.00	-42.86%
<i>Passenger trips should be entered as whole numbers only.</i>					
Passenger Trips	40000.00	42000.00	82000.00	90000.00	9.76%
Volunteer Hours	300.00	400.00	700.00	800.00	14.29%
Last Edited By: Testing Tester - Jul 7, 2020 11:48 AM					Edit Grid

- **Project Service Level Description** – Explain how were service-level estimates developed. Click **EDIT FORM**:

Project Service Level Description

[Edit Form](#)

Describe the methodology used to develop these estimates, including any assumptions used in their development.


How were service-level estimates developed?*

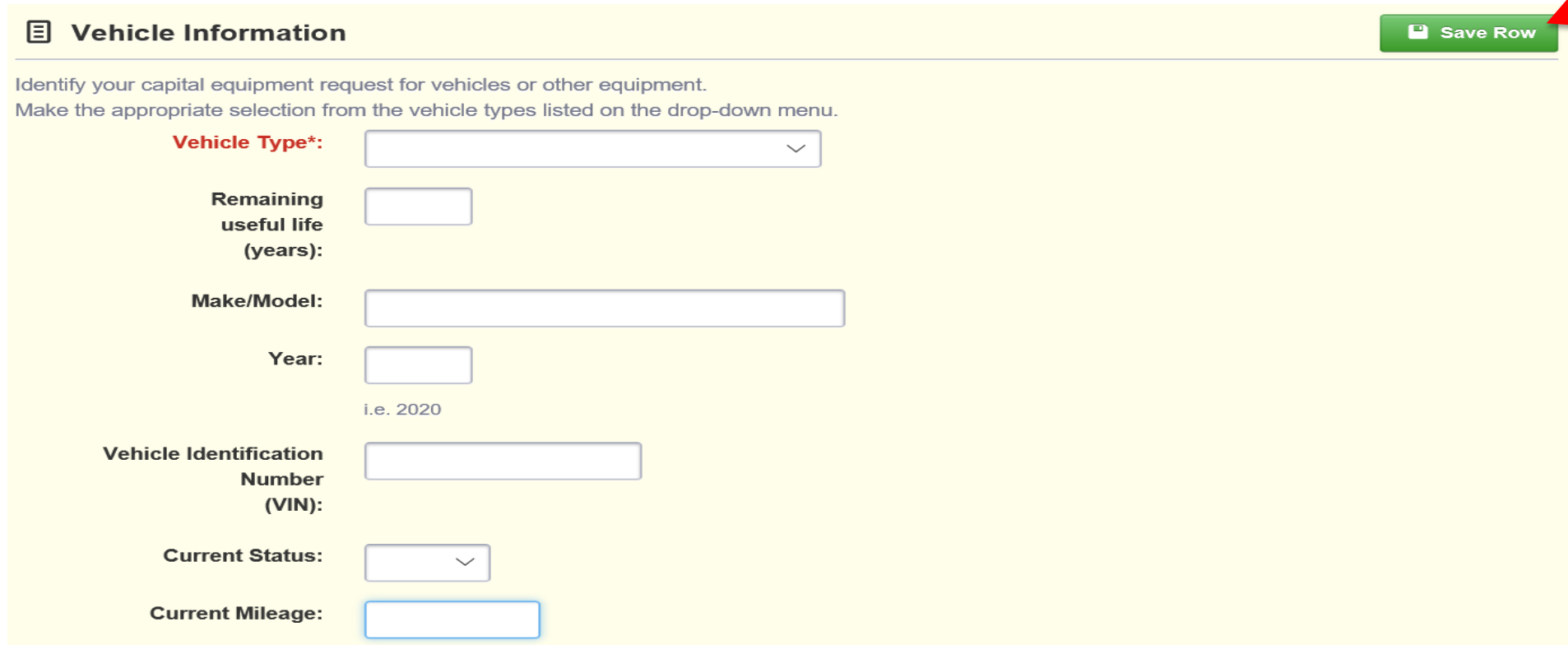
Upon completion and saving, click →


[✓ Mark as Complete](#)

Vehicle Replacement Form



Do you have a replacement vehicle? Click either **YES** or **NO**. If **YES**, click → . Make the appropriate selection from the vehicle types listed on the drop-down menu. Then click **SAVE ROW**. Add as many rows as needed.

A screenshot of the 'Vehicle Information' form. The form has a yellow background and a title bar with a list icon and the text 'Vehicle Information'. In the top right corner of the form is a green button labeled 'Save Row' with a floppy disk icon, which is pointed to by a red arrow. Below the title bar, there is instructional text: 'Identify your capital equipment request for vehicles or other equipment. Make the appropriate selection from the vehicle types listed on the drop-down menu.' The form contains several input fields: 'Vehicle Type*' is a dropdown menu; 'Remaining useful life (years):' is a text input field; 'Make/Model:' is a wide text input field; 'Year:' is a text input field with the example 'i.e. 2020' below it; 'Vehicle Identification Number (VIN):' is a text input field; 'Current Status:' is a dropdown menu; and 'Current Mileage:' is a text input field.

Vehicle Information 

Identify your capital equipment request for vehicles or other equipment.
Make the appropriate selection from the vehicle types listed on the drop-down menu.

Vehicle Type*:

Remaining useful life (years):

Make/Model:

Year:
i.e. 2020

Vehicle Identification Number (VIN):

Current Status:

Current Mileage:


Upon completion, click → 






Milestones form




Select applicable milestones and the milestones dates for your project. Then click → 

 **7-Milestones** - Current Version

 **Milestones** - Grid


 



CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
EQUIPMENT		
Equipment - Request for Proposal/Information for Bid	Yes	07/19
Equipment - Contract Award	Yes	09/19
Equipment - Contract Complete	Yes	12/22
VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.		
Vehicle - Request for Proposal/Information for Bid	N/A	
Vehicle - Contract Award	N/A	
Vehicle - First Vehicle Received	N/A	
Vehicle - All Vehicles Received	N/A	
Vehicle - Contract Complete	N/A	

Upon completion, click → 

Electricity and Biofuels Use



This form is about efforts that you have taken or will take for your project to comply with the decision-making criteria in Chapter 194-29 WAC. If not applicable, enter N/A. Complete all sections, then **SAVE FORM**, and click → 

 **Electricity and Biofuels Use** 

RCW 43.19.648 required local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. Chapter 194-29 WAC describes the decision-making criteria local governments should use in order to comply with the law.


This question is about efforts that you have taken or will take for your project to comply with the decision-making criteria in Chapter 194-29 WAC.

If you have determined that it is feasible for your project to comply with the decision-making criteria, check the "yes" box and describe how your purchasing plans meet the criteria.


If you have determined that it is not feasible for your project to comply with the decision-making criteria, select "no" and describe how you came to this determination, and describe your rationale for this determination.

RCW 43.325.080 establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law.

For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective June 1, 2018? (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT)

WAC 194-29*: 


If yes, please describe how your purchasing plans meet the requirements of the rules.

Meets Requirements: 


Attachments



Required attachments: Applications without the necessary attachments will be considered incomplete. Start uploading by clicking on the Named Attachment.

 **Attachments** - Named Attachments ✓ Mark as Complete

Applications submitted without the required attachments will be considered incomplete.
Note: If awarded federal funds, you may be required to submit additional documents. See Consolidated Grants Program Guidebook for more information on state and federal grant management requirements.

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Copy of organization's most recent audit report (required)	✓	FY14-16 Single Audit Report	OkanoganTransit_2014-2016_Audit_2018MAR29.pdf	pdf	383 KB	06/17/2020 04:42 PM	Delete
501(c) IRS Letter of Determination (For new non-profit applicants only)							
WUTC Certification (for new non-profit applicants who are direct service providers)							
Service area map (required)	✓						
Population density map (required)	✓						
Letters committing matching funds							
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)							
Letters of support (combine into one file attachment - optional)							
Letter of concurrence (for projects that operate in multiple planning regions)							


Upon completion, click →

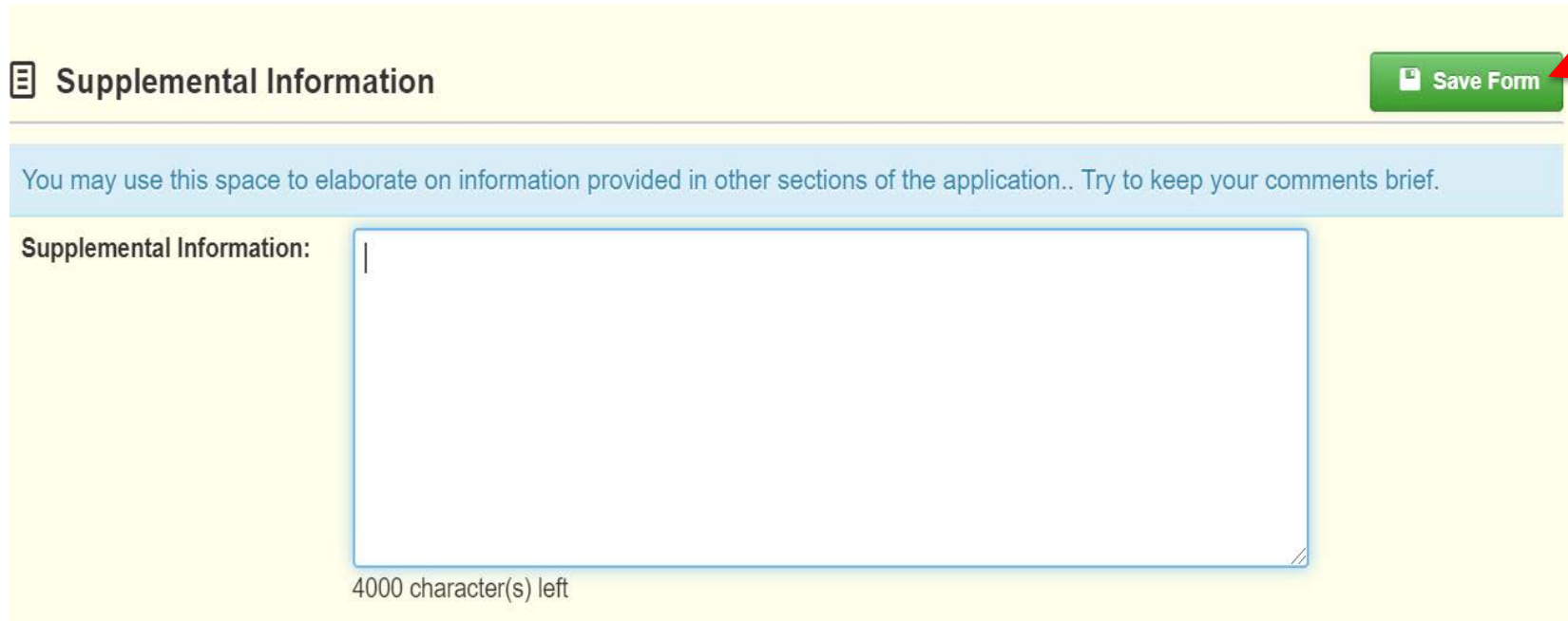
✓ Mark as Complete





Supplemental information



If needed, use **Supplemental Information** section to elaborate on information not provided in other sections of the application. Please do not use this space to repeat information provided elsewhere. To complete this form, click → 



 Supplemental Information 

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

Supplemental Information:

4000 character(s) left


Upon completion, **SAVE FORM**, then click →




Certification form



To certify, click → . You are required to click **YES**.

 **Certification**



Complete this section by checking the certification box and typing in the name of the certifying authority, their title and the date. This is the equivalent of an electronic signature.

CERTIFICATION

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

Certification*:

Authorized Person*:

First Name Last Name

Title*:

Date*:

Upon completion, click **Save Form** and then click →

 **Mark as Complete**



Submitting the completed application



Once you are finished with the application and have marked all forms complete, your application is ready to be submitted. You will notice that your application header has turned **green**.

📄 Application Details

🔍 Preview Application

✓ Submit Application

? Ask a Question

✕ Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jul 8, 2020 3:40 PM - Testing Tester
1-Organization Contact Information	✓	Jul 8, 2020 3:43 PM - Testing Tester
2-Summary of Project Information	✓	Jul 8, 2020 3:44 PM - Testing Tester
3-Scope of Work	✓	Jul 8, 2020 3:45 PM - Testing Tester
4-Budget	✓	Jul 8, 2020 3:52 PM - Testing Tester
5-Service Level	✓	Jul 8, 2020 3:52 PM - Testing Tester
6-Vehicle Replacement	✓	Jul 8, 2020 3:40 PM - Testing Tester
7-Milestones	✓	Jul 8, 2020 3:54 PM - Testing Tester
8-Electricity and Biofuels Use	✓	Jul 8, 2020 3:55 PM - Testing Tester
9-Attachments	✓	Jul 8, 2020 4:03 PM - Testing Tester
10-Supplemental Information	✓	Jul 8, 2020 4:11 PM - Testing Tester
11-Certification	✓	Jul 8, 2020 4:12 PM - Testing Tester

Click the **Submit Application** button →

✓ Submit Application

Submittal confirmation



A pop-up notification will appear informing you that once you click **Submit**, the system will no longer allow you to edit the application.

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

If you are ready, click → Submit

Application submitted



Once you click **Submit**, the system will take you back to your **Current Applications** listing. Your submitted application will now be displayed here.

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
577	Submitted	Final Application	Consolidated Capital, TR - 7/08/20	BaseLine Organization	CGP- Consolidated Grant Program	304-Consolidated Grant Program - Capital - FY21 (Test)	Dec 31, 2020 5:00 PM
576	Editing	Final Application	Lori	BaseLine Organization	CGP- Consolidated Grant Program	304-Consolidated Grant Program - Capital - FY21 (Test)	Dec 31, 2020 5:00 PM

Printing your application



If you would like to print a copy of your application, click on your application in **Submitted** status, then click **Print** from the top menu and select **Send to Printer**.

A screenshot of the WSDOT web application interface. The left sidebar shows a navigation menu with options: Dashboard, Funding Opportunities, Applications (highlighted in green), Grants, and My Profile. The main content area is titled 'Submitted Applications' with a subtitle 'List of all current submitted applications'. Below this is a horizontal menu with 'Back', 'Print' (circled in red with a red arrow pointing to it), 'Online Help', and 'Log Out' (circled in red). The 'Print' button has a dropdown arrow. Below the menu, there are tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. The 'Application Preview' tab is active, showing 'Application Details' for a specific application. The application title is '577 - Consolidated Capital, TR - 7/08/20'. Below the title, there are two columns of details. The left column includes 'Funding Opportunity: 304-Consolidated Grant Program - Capital - FY21', 'Funding Opportunity Due Date: Dec 31, 2020 5:00 PM', 'Program Area: Consolidated Grant Program', 'Status: Submitted', and 'Stage: Final Application'. The right column includes 'Initial Submit Date: Jul 8, 2020 4:14 PM', 'Initially Submitted By: Testing Tester', 'Last Submit Date:', and 'Last Submitted By:'. A blue button labeled '? Ask a Question' is located in the top right corner of the application details section.

When finished, click **Log Out**. Your submitted application is now ready for review by WSDOT's evaluation committee!

Contact information

GMS-related questions

PTDGMSSupport@wsdot.wa.gov

Grant application questions

Evan Olsen | evan.olsen@wsdot.wa.gov | 360-705-6929