



**Washington State
Department of Transportation**

Zero-emissions Access Program Grant Guidebook

2025-2027 Biennium
Public Transportation Division

English

Title VI Notice to Public

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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

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한국어-Korean

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미국 장애인법(ADA) 정보

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русский-Russian

Раздел VI Общественное заявление

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tiếng Việt-Vietnamese

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

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن طريق الاتصال بالرقم 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 855-362-4ADA (4232) 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 diraaaya 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.

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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

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tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

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

русский-Russian

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

العربية - Arabic

الترجمة دمات خ

عن اللغوية المساعدة خدمات طلب نا مجا فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 360-705-7921 بالرقم الاتصال بق: 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。

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Change log

Date	Chapter	Section	Description
July 2025	-	-	New guidebook.

Acronyms

CCA	Climate Commitment Act
CFR	Code of Federal Regulations
GMS	Grants Management System
RCW	Revised Code of Washington
WSDOT	Washington State Department of Transportation
ZAP	Zero-emissions Access Program

Introduction

About this guidebook

WSDOT developed this guidebook to provide you with a resource for managing state funds awarded through the agency's Zero-emissions Access Program (ZAP) Grant.

WSDOT is committed to the success of your grant-funded project and the effective management of state funds. As such, it's important that you and WSDOT work from a common set of principles and resources, outlined in this guidebook.

You may use this guidebook as a reference tool throughout the life of your grant-funded project. This guidebook offers guidance and direction for maintaining compliance with the laws and regulations associated with state public transportation funding.

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

Contact the assigned WSDOT project manager listed on the front of your grant agreement for more information on managing ZAP Grant-funded projects.

About the Zero-emissions Access Program Grant

The ZAP Grant provides funding for zero-emission carshare pilot programs. ZAP grants fund zero-emission carshare pilot programs in underserved and low- to moderate-income communities that have limited access to public transportation or are in areas where emissions exceed state or federal standards.

The ZAP Grant's goal is to expand access to clean-fuel transportation options and provide opportunities for zero-emission carshare programs in underserved communities where access to public transportation is less available ([RCW 47.04.355](#)).

This grant is supported by state funding from Washington's Climate Commitment Act (CCA). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

Chapter 1 General requirements

Understanding your grant agreement

WSDOT expects you to carry out your grant-funded project as described in your application for funding and the scope of work and budget in the grant agreement.

To ensure project compliance, it's important that you read the entire grant agreement, understand the clauses, and confirm the accuracy of the scope of work and budget.

Grant agreement funds

Your grant agreement includes the federal, state, and/or local match funds that you'll use toward the total project costs.

WSDOT will only reimburse your organization for the total grant funds shown in the project funding table of your grant agreement.

Match requirements

The "contractor's funds" in your grant agreement represent your share of the total project costs and are also known as "match." Your match requirement is on the cover page of your grant agreement. WSDOT will hold you accountable to the match ratio you have committed to in your executed grant agreement.

Applicants may use any funding source as matching funds except other competitive state public transportation grants.

In-kind match

In-kind match is the fair market value of goods and services donated to your organization (that you would otherwise have to pay for) by a third party to support your project. Examples include labor, rental space, equipment, and other goods and services that are either fully donated or discounted to support your project. You must carry out the in-kind match plan you submitted with your application. You must have any changes to this plan approved in advance by WSDOT.

Project change requests

Occasionally, changes to projects are necessary.

You can't change your project without written approval from WSDOT. All aspects of the grant agreement will remain in effect until WSDOT provides

written approval of any change. In many cases, changes will require a formal amendment to the grant agreement.

Project change request process

You must submit all project change requests via email to your assigned WSDOT project manager.

Change requests must include:

- Specific information about the proposed change (i.e., scope, schedule, budget).
- Comparisons to existing grant commitments.
- Reasons for the change.
- Expected benefits and costs of the change.
- Effects of the change for stakeholders.
- An explanation of how the revised project scope will better meet the needs of your organization and the community you serve.

You may also include information about other potential changes you considered but rejected.

Before submitting a project change request, WSDOT recommends that you contact, collaborate with, and obtain input from organizations and entities potentially affected by your proposed change. Your assigned WSDOT contact listed on your grant agreement is available to assist you with this process.

Examples of project changes include, but aren't limited to:

Scope of work

- Change in the number, type or size of vehicles or chargers you intend to purchase.
- Change in site host and/or location.

Budget

- Change to the overall project budget.
- Shifting funding between budget categories.
- Shifting grant funds between projects.

Assignment

- Transferring grant responsibilities from one organization to another.

Schedule

- Delays in the start of operations beyond what you stated in the application.

Many of the changes above require an amendment to your grant agreement. All amendments to grant agreements require approval by WSDOT Public Transportation Division management. Some amendments require approval or consultation at a higher level, such as the Public Transportation Division director or designee.

Records retention

You must retain grant records in accordance with your grant agreement and the [Washington Secretary of State Local Government Common Records Retention Schedule, Part 3.5: Grants Management](#).

The current retention schedule is six years after the completion of grant project or end of the term of grant agreement, whichever is later.

The records you must retain include:

- Contracts and agreements, including negotiations and compliance monitoring.
- Financial statements and reports (e.g., cash receipts transmittals, daily cash report/summary, expenditure transactions, treasurer/finance officer reports).
- Project cost/expenditure tracking record (e.g., staff time).
- For more information about your retention schedule, contact WSDOT.

Program compliance and project reporting

As a steward of public funds, WSDOT is responsible for ensuring that you use grant funds properly and that you comply with state grant fund requirements associated with receiving state grant funds. WSDOT is dedicated to working together with you to provide technical assistance and guidance in meeting these requirements.

This section discusses the tools WSDOT uses to assess and measure your program's compliance with state law, as well as program requirements. The tools include, but aren't limited to:

- In-good-standing policy
- Reimbursement requests (claims)
- Reporting requirements

This section also provides an overview of the reporting requirements associated with state funds.

In-good-standing policy

WSDOT is responsible for administering grant funds in accordance with state and federal laws and regulations. In addition, you as a grant recipient and WSDOT are responsible for oversight and accountability that foster transparency and assist in maintaining public confidence.

You must maintain in-good-standing status to receive grant funds.

In-good-standing status

Throughout your project, WSDOT staff will evaluate the following indicators to measure your performance:

- Compliance with all contractual obligations and satisfactory progress toward project completion, including:
 - Staying on schedule without unexplained delays.
 - Performing the exact work described in the scope of work section of your grant agreement.
 - Maintaining the local match level detailed in the project budget.
- Maintenance of financial records to support all grant expenses
- Submittal of accurate and timely reports and claims.
- Full participation during check-ins, which will occur at least once a biennium.
- Timely and complete responses to any WSDOT communication and requests for information.

Consequences for noncompliance

If you don't meet performance requirements, you won't maintain in-good-standing status and should expect one or more consequences from WSDOT, including, but not limited to:

- Suspended payment of grant funds.
- Written warning to your grant project manager, organization executives, and board of directors that identifies deficiencies, the necessary corrections, and a timeline for those corrections.
- Ineligibility for any additional grant funds within either the current biennium or in future biennia.
- Suspension or termination of the grant agreement(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded capital vehicle, equipment purchase, or capital construction project.
- Appropriate legal action.

Reimbursement requests (claims)

You may submit claims for each project no more than once per month. Upon approval, WSDOT will pay properly prepared claims within 30 days of receipt. WSDOT will withhold payment if your claim is incomplete or inaccurate. See [Chapter 2: Making purchases](#) for more details.

WSDOT will make payment on a reimbursable basis for actual costs and expenditures incurred while performing eligible direct and related indirect project work during the life of the project.

Failure to submit quarterly status reports may delay payment.

Reporting requirements

Quarterly status reports

You must submit quarterly status reports with the information requested and in the format provided in the Grants Management System (GMS). Quarterly status reports are due no later than 30 days after the end of each calendar quarter. You must submit quarterly status reports throughout the extent of your grant term, even if you've exhausted all your awarded funds.

WSDOT will provide you with the quarterly status report templates available in GMS upon execution of your grant agreement.

WSDOT uses data from your quarterly status reports to inform the public, as well as federal, state, and local officials, about your project's progress. Your assigned WSDOT contact listed on your grant agreement also uses the data to evaluate program compliance, project delivery, project performance, and your needs for technical assistance.

Year-one progress report

WSDOT requires a progress report after the first year of your grant. This form will be available in GMS and should include a narrative of the progress you've made with the zero-emission carshare program in your area and highlights of events and community engagement. WSDOT may use these reports to spotlight your zero-emission carshare and the ZAP Grant in agency communications.

End of grant summary

WSDOT requires a summary of your grant at the end of the biennium. This can be informally written and should include a narrative of your zero-emission carshare program and highlights of events and community engagement. WSDOT may use these reports to spotlight your zero-emission carshare and the ZAP Grant in agency communications.

Failure to submit complete and accurate reports and deliverables

If WSDOT doesn't receive your reports by the due dates, WSDOT may delay your claims for payment until you deliver completed reports. This may affect payments for the respective quarter or new quarter.

If you fail to submit required reports and reimbursement claims in full and in the timeframe identified by WSDOT, you may also lose your in-good-standing status. This may jeopardize funding for your current grant-funded projects and your ability to secure WSDOT grant funds in the future.

Check-ins

WSDOT conducts in-person check-ins of all organizations that receive grant funding to ensure compliance with state-funded grant programs.

The purpose of a check-in is to:

- Verify your compliance with the regulations associated with the receipt of state funds.

- Review your preventative maintenance records and inspect your vehicles, equipment, and facilities purchased with state funds.
- Confirm the status of your projects.
- Provide you with the opportunity to consult with WSDOT staff.
- Provide you with technical assistance.

Your WSDOT project manager will coordinate with you to schedule check-ins. Check-ins will occur once per biennium.

Audits

As a condition of receiving state funds through WSDOT, you may be required to participate in an audit conducted by the State Auditor's Office. The office usually conducts these audits when it's reviewing WSDOT. However, if you lose your in-good-standing status, WSDOT may conduct an audit of all your grant-funded projects, including past awards. These audits may be based on, but aren't limited to:

- Your project's scope of work.
- Your organization's financial records.
- State laws and regulations in your agreement with WSDOT.

If you hire a subcontractor for services using grant funds, the subcontractor may also be subject to an audit or inspection.

Nonprofit status

If you're a nonprofit organization, you must hold nonprofit status and register with the Washington Office of the Secretary of State. If you're a new private, nonprofit applicant, you should've provided a copy of your certification from the Washington Secretary of State with your application for this biennium's funds. If you lose nonprofit status, you must immediately report this change to WSDOT.

Reappropriation requests

Your agreement shows the total amount of grant funding available for the current (two-year) state biennium under "current funds."

If the work or delivery of a capital asset (e.g., vehicle or charger) on your project results in the work or delivery date crossing the biennial line (from the current biennium into the new biennium), you may request that the

remaining capital funds be reappropriated and made available for use in the next biennium to pay for the carryforward construction work or delivery of new assets. Funds for operating expenses can't be reappropriated.

Reappropriation requests must meet criteria established by the Washington State Office of Financial Management and must provide justification for why spending on the project didn't proceed as planned. Additionally, the Legislature must approve all reappropriations. As such, WSDOT can't guarantee that a reappropriation request will be approved.

WSDOT encourages you to align expenditures with the milestones and activities in the project's delivery plan. This alignment enables you to better forecast expenditures and minimize the need to request reappropriation. Contact your WSDOT project manager as soon as you suspect that you may not be able to complete your project milestones as scheduled.

Site host agreements

If you don't own the space where the zero-emission carshare will be located, you'll need to develop an agreement with the site host. The agreement must provide you with legal access to any grant-funded asset through its minimum useful life. You must submit a copy of the site host agreement to WSDOT once it's available.

Chapter 2 Making purchases

Procurement requirements

You're responsible for purchasing goods and services consistent with the terms in your grant agreement. You must:

- Follow your organization's written procurement procedures for all purchases using ZAP Grant funds.
- Have written procurement procedures that include provisions for competitive procurements and that may allow for non-competitive procurement under specific circumstances.
- Include a price analysis in your procurement to document that the purchase price was fair and reasonable.
- Award, execute, and administer the vendor contracts for goods and services.

For assistance with procurement, your assigned WSDOT project manager listed on your grant agreement.

Eligible direct expenses

The scope of work in your grant agreement with WSDOT outlines the eligible expenses under each project. It's imperative that you read the scope of work to ensure that it covers the work you'll conduct.

Only expenses identified in the grant agreement are eligible for reimbursement (e.g., if your scope of work lists that you'll "purchase" a vehicle, you can't choose to "lease" the vehicle instead without WSDOT approval). Eligible direct expenses are those that directly relate to your project. The expenses must also be necessary to carry out the project and the amounts must be reasonable.

Vehicle and equipment expenses

Eligible vehicle and equipment expenses include, but aren't limited to:

- Lease or purchase new zero-emission vehicles. New vehicles include those that are recently purchased, lightly used with low mileage. All vehicles must have a minimum useful life of 4 years.
- Subcontracts with third-party carshare providers for zero-emission vehicles and/or equipment.

- Purchase or lease of electric-vehicle-supply equipment, such as chargers, cords, and mounting hardware.
- Communications equipment, computer hardware, software, and data systems to support the project. For example, software applications, kiosks, or devices to support carshare scheduling and payment by users.
- Pre-paid software subscriptions that manage carshare programs and vehicles for a period of up to two years following acceptance of the vehicle or equipment
- Standard and extended warranties that are part of the contracts for vehicle and equipment purchases and provide for correction of defective or unacceptable materials or handiwork.
- Security equipment to reduce risk such as security cameras, lighting, and signs for the carshare.

Infrastructure and capital construction expenses

Eligible infrastructure and construction expenses include, aren't limited to:

- Electrical upgrades or updates.
- Electric-vehicle-supply equipment and mounting hardware installation.
- Electrical meter installation for charging stations.
- Expenses for preliminary engineering; project-level environmental assessment and documentation; project-level permits for infrastructure and electrical upgrades; final design; property acquisition; site host agreements; and construction.

You must construct/install all necessary project equipment in compliance with local, state, and federal requirements; and according to any access/right of way requirements related to the location of the equipment. You're responsible for securing applicable local, state, and federal permits and other approvals that may be necessary to implement the project, including any real estate agreements, building permits, electrical permits, environmental reviews, etc. If a contractor obtains permits, you must retain copies for your records.

Operating expenses

Eligible operating costs include, but aren't limited to:

- Planning activities if the project delivers an accompanying public benefit by June 2027.
- Community engagement compensation for grant-related public outreach and marketing activities.
- Vehicle licensing and registration fees.
- Required visual and road test inspection fees related to accepting vehicles.
- Education and outreach activities (e.g., events to promote the zero-emission carshare program or to provide training to new users; promotional or instructional materials for carshare; free test-drives for new users).
- Translation services to provide zero-emission carshare materials to a broad and diverse population.
- Operational expenses, including utility costs of charging the vehicle.
- Car insurance for zero-emission carshare vehicles.
- Property insurance to cover project equipment.
- Routine maintenance and repair of vehicles or chargers through their minimum useful life.
- Onsite carsharing administration and coordination.
- Subcontracts with third-party providers for carshare services, such as scheduling and payment systems, driver applications and screenings, routine maintenance, insurance, and customer service.
- Staff time to plan, implement, and manage the zero-emission carshare project.

Eligible indirect expenses

Indirect costs are expenses that benefit your organization as a whole and that you can't directly attribute to specific projects. Indirect expenses typically include:

- Administrative salaries and benefits (i.e., management, human resources, and accounting personnel)
- Office supplies
- Utilities
- Phone services
- Rent
- Legal services

Note: Administrative overhead costs can be up to 15 percent of total project expenses. Overhead costs greater than 15 percent must be pre-approved by WSDOT.

These costs are only eligible if you share them between all your programs or projects. You must consistently apply the method you use to allocate the costs. You must base the method on a documented cost allocation plan or indirect cost rate.

Cost allocation plans must be consistent with [2 CFR 200](#) and submitted to WSDOT for approval.

Ineligible expenses

Some expenses are ineligible for reimbursement under your grant agreement, even if you incurred them during the normal course of business. Unallowable costs include, but aren't limited to:

- Installation of chargers or refueling stations for use outside of the zero-emission carshare.
- Hybrid vehicles.
- Electric bicycles or scooters.
- Electric mopeds or motorcycles.
- Vehicles that require a special driver's license endorsement or classification.
- Commuter vanpool or rideshare services operated by transit agencies.
- Peer-to-peer carsharing.

- Carshare used only for staff business. Zero-emission carshare programs must be in direct service to the community the applicant services.
- Costs for depreciation of vehicles purchased with grant funds or costs incurred outside of the grant period (i.e., prepaid insurance coverage).
- Any cost not related to the project.

Chapter 3 Submitting claims

WSDOT will make payment of state grant funds on a reimbursable basis for actual net project costs you incur within the timeframe in Section 1 of your grant agreement. You can submit claims for reimbursement or quarterly through GMS. You must include all documentation required for the type of expense you're claiming. Claims can have more than one type of expense in the same claim, including match documentation.

You have the option to submit your match and "in-kind" matches as a separate claim.

You will be provided with a checklist of required claim submittal documentation to assist in preparation of claims. In addition, your assigned WSDOT project manager is available for technical assistance.

Chapter 4 Closing out a grant

At the end of the biennium, in which grant funds are awarded, WSDOT will conduct a financial close out process, which ensures that all required paperwork, claims, and processes have been completed for auditing purposes.

Close out process

WSDOT will initiate the close out process at the end of the biennium if you've met all the requirements your grant. These include, but aren't limited to:

- Submission of site host agreements, if applicable.
- Submission of all claims; and expending of all funds and/or confirmation that you won't claim remaining funds for expenses.
- Submission of all quarterly status reports through the end of the biennium.
- Submission of year-end report.

Review of any conditional agreements and cost allocations, if applicable, by WSDOT for compliance.

Once WSDOT verifies all conditions for financial close out, you'll receive an email from PTDAgreements@wsdot.wa.gov with confirmation that WSDOT has closed your grant has in GMS. See [Chapter 5: Managing vehicles and equipment](#) for requirements for the remainder of the minimum useful life of your equipment and vehicles.

Chapter 5 Managing vehicles and equipment

Throughout their minimum useful life (four years), you must properly maintain and use vehicles and equipment for the services described in the “scope of work” section in your grant agreement and consistent with grant funding requirements. This section outlines the proper management of grant-funded equipment and vehicles.

Minimum use

WSDOT expects you to use your grant-funded vehicles for the services outlined in your grant agreement.

During in-person check-ins, WSDOT staff will look for indicators that you’re using your grant-funded vehicles for the services outlined in your grant agreement. This includes taking odometer readings, inspecting for signs of passenger use, and checking for other indicators of intended use. If WSDOT staff determine that you’re not using your grant-funded vehicles for the services outlined in your grant agreement, WSDOT staff may follow up with corrective actions.

Maintaining vehicles and equipment

You must maintain and repair all grant-funded vehicles and equipment according to the manufacturer’s recommendations. WSDOT won’t be liable for repairs and won’t reimburse you for repairs required due to insufficient maintenance or neglect. Refer to the “maintenance of the project” section of your grant agreement for additional details.

Insurance requirements

You must provide WSDOT with a copy of your zero-emission carshare vehicles’ certificate of insurance before placing the vehicles in operation. Minimum insurance requirements are \$1 million in liability insurance per occurrence and full comprehensive and collision coverage. Additionally, you must submit proof of insurance renewal annually to WSDOT via GMS until the vehicle depreciates fully (four years after purchase).

WSDOT recommends personal injury protection insurance for the driver.

You must carry property insurance project equipment.

You’re responsible for any insurance claim deductibles. To the fullest extent permitted by law, you must indemnify, defend, and hold harmless the State of Washington; agencies of the state, including WSDOT; and all

officials, agents, and employees of the state for, from, and against all claims for injuries or death arising out of or resulting from your ZAP-funded zero-emission carshare project.

Incident reporting

You must notify your assigned WSDOT project manager within five working days of an incident where a grant-funded vehicle or equipment sustains disabling damage that requires it to be:

- Removed from service beyond 10 working days for repairs.
- -- OR --
- Permanently removed from service due to being declared a total loss.

As part of your notification to WSDOT, you must provide:

- Nature of the incident.
- Level of damage to the vehicle or equipment.
- Your intentions regarding replacement in the event of a total loss.
- Incident report on file with local law officials.
- Investigation summary conducted by your organization.
- Copy of witness statements or comments.

Failure to notify WSDOT within the timeframe identified above will result in WSDOT deeming your organization in breach of contract. This may result in your organization being ineligible to receive future WSDOT public transportation funds.

Vehicle or equipment total loss

If your insurance carrier deems a vehicle or equipment a total loss, the carrier must pay insurance proceeds directly to you.

If you don't intend to replace a vehicle deemed a total loss, you must return the proportional state share of the insurance proceeds to WSDOT. WSDOT bases the proportionate share on the percentage grant share of the original purchase.

If you intend to replace a vehicle deemed a total loss, you must replace it with a new or similar vehicle (value at the time of the incident, capacity,

wheelchair accessibility, etc.). You must pay any replacement costs in excess of the insurance proceeds. Once you receive the replacement vehicle, you must submit the same documentation required for purchasing a new vehicle to WSDOT.

Change of use

WSDOT selects projects for funding based on the need for service within the community or communities identified in your grant application. WSDOT therefore emphasizes keeping grant-funded vehicles and equipment in the service areas identified in your grant application and subsequent agreement.

You must provide written notification to and receive approval from your assigned WSDOT project manager listed in your grant agreement to use grant-funded vehicles and equipment for services other than those described in your grant agreement.

Disposition of grant funded vehicles and equipment

You may only use property and assets bought with ZAP Grant funds for your zero-emission carshare program. You must receive pre-approval from WSDOT to dispose of any grant-funded asset. Any property acquired with state grant funding under this section by nongovernmental participants must be used solely for program purposes, and if sold, the proceeds of the sale must be used solely for program purposes.