



Zero-emissions Access Program (ZAP) Grant

2025-2027 application instructions

Application due date: 3 p.m. May 29, 2025

Contact

Application questions: PTDgrants@wsdot.wa.gov

Grant Management System questions: PTDGMSsupport@wsdot.wa.gov or 360-705-7711

Additional information: [Zero-emissions Access Program Grant](#) webpage

Contents

Important dates	4
Chapter 1: Overview	5
About the Zero-emissions Access Program	5
Application deadline	5
Administrative screening	5
In Good Standing policy	5
Eligible applicants.....	5
Eligible project costs.....	6
Vehicles and equipment	6
Infrastructure and capital construction	7
Operations.....	7
Insurance requirements	8
Grant-funded property	9
Ineligible projects.....	9
Matching funds	9
Grant reporting requirements.....	10
Chapter 2: Applying for funding.....	11
Grants Management System	11
Application process	11
Number of applications.....	11
Chapter 3: Application questions.....	12
Starting the application	12
Saving and completing application sections	12
1. General information	12
Application creation wizard.....	12
2. Organization contact information	13
3. Summary of project information	13
Project type	13
Project summary	13
Service area.....	13
4. Relationship to other projects	13
5. Project implementation	14
6. Community benefit.....	15

7. Project coordination	16
Key partners.....	16
Project team experience.....	17
Community coordination.....	17
8. Milestones	17
Project timeline.....	17
Carshare start date.....	17
Readiness to proceed	17
Timelines risks	17
9. Indirect costs	17
10. Budget.....	18
Vehicles and equipment	18
Additional expenses	18
Source of match.....	19
Procurement plan	19
Scalability	19
Budget summary	19
11. Long-term planning.....	19
12. Attachments.....	20
Required attachments	20
Conditionally required attachments.....	20
13. Supplemental information	21
14. Vulnerable populations in overburdened communities and tribes.....	21
Vulnerable populations in overburdened communities.....	21
Inclusive planning.....	22
Tribal support	22
15. Certification.....	22
Chapter 3: Evaluation and selection process	23
Step 1. Evaluation panel review.....	23
Step 2. WSDOT reviews evaluation panel recommendations	24
Step 3. WSDOT sends award letters and finalizes grant agreements.....	24
Glossary.....	25

Important dates

April 8, 2025	WSDOT posts notice of funding opportunity.
April 22, 2025	Grant application available in the Grants Management System (GMS).
April 30, 2025	Informational webinar for prospective applicants.
3 p.m. May 29, 2025	Grant applications due in GMS.
June 2025	Evaluation panel reviews and scores applications.
Late June – July 2025	WSDOT sends award letters to grantees.
July 1, 2025	2025-2027 biennium begins. WSDOT sends agreements to grant recipients in July.
June 30, 2027	2025-2027 biennium ends. Grant funds must be spent by this date.

Chapter 1: Overview

About the Zero-emissions Access Program

The Zero-emissions Access Program grant provides funding for zero-emission carshare pilot programs. ZAP grants fund 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.

Application deadline

3 p.m. May 29, 2025

Administrative screening

WSDOT follows a formal fatal flaw policy for its grant applications. WSDOT considers the following fatal flaws that will cause an application to be rejected:

- The application is incomplete.
- The applicant or proposed project aren't eligible for a ZAP grant.
- The applicant doesn't meet the 10 percent match requirement.
- The applicant doesn't have prior experience implementing and managing clean alternative fuel and shared mobility pilot projects.
- The applicant is not in compliance with WSDOT's In Good Standing policy.

In Good Standing policy

WSDOT is responsible for administering grant funds in accordance with state laws. To ensure compliance with state laws and commonly recognized best practices for grant management, WSDOT has implemented an In Good Standing policy.

All grant recipients must maintain In Good Standing status to receive payments and be eligible for future funding consideration from WSDOT.

Eligible applicants

This is a competitive grant application process open to Washington state nonprofit organizations or local governments. Local governments include cities, counties, housing authorities, ports, and public transit agencies in Washington state.

2023-2025 ZAP grant recipients may apply for funding to support the ongoing implementation of existing ZAP carshare programs.

2025-2027 Zero-emissions Access Program Grant application instructions

Applicants must have a demonstrated history of implementing or managing clean-fuel transportation and shared mobility pilot programs. Examples of experience may include implementing:

- Transportation services for shared users (e.g., carshare or rideshare programs).
- Micromobility programs for shared users (e.g., bike sharing).
- Free and reduced-fare programs.
- Subcontracts with agencies that have provided clean-fuel transportation and shared mobility pilot programs for the community.
- Installation of electric-vehicle infrastructure for community use.

This is not a comprehensive list. If you have questions about experience that will qualify, contact WSDOT's [Public Transportation Division](#).

Eligible project costs

Eligible project costs include:

- Third-party contract, lease, or purchase of zero-emission vehicles and charging equipment.
- Construction or installation of zero-emission charging-station infrastructure for carshare.
- Operational costs to develop, implement, and manage a zero-emission carshare program.

ZAP grantees must have written procurement procedures that include provisions for competitive procurements and that may allow for non-competitive procurement under specific circumstances.

New project proposals may include planning activities if the ZAP carshare program will be operating by July 1, 2026.

WSDOT strongly encourages applicants to design projects that maximize the accessibility of carshare vehicles and program materials. Applicants can prioritize access by:

- Choosing vehicles that meet the needs of the community.
- Stationing vehicles in locations that promote safety and ease of use for all levels of ability.
- Translating program materials and signage into languages that remove barriers to access.
- Developing outreach and training activities for the specific needs of the community.
- Creating paths to participation for community members without bank accounts, who have limited access to technology, or who otherwise face barriers to using the carshare.

Vehicles and equipment

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

- Lease or purchase of new zero-emission vehicles. New vehicles include those that are recently purchased, lightly used with low mileage, and with a remaining useful life no less than the defined minimum useful life.

2025-2027 Zero-emissions Access Program Grant application instructions

- 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 and 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.
- 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.

Vehicles and equipment should be delivered and accepted by the grant recipient by July 1, 2026.

Pre-paid software subscriptions that manage carshare programs and vehicles may be purchased with grant funding for a period of up to two years following acceptance of the vehicle or equipment.

Vehicles must meet all safety requirements and be fully insured before they can be operated. Carshare vehicles must be equipped, licensed, and insured for use on public roads, including highways, without requiring a special driver's license classification or endorsement.

Grant recipients are expected to maintain project vehicles, charging infrastructure, and equipment. WSDOT reserves the right to inspect project vehicles, charging infrastructure, and equipment at any time.

Infrastructure and capital construction

Eligible infrastructure and construction projects include, but are not limited to:

- Electrical upgrades or updates.
- Electric-vehicle supply equipment and mounting hardware installation.
- Electrical meter installation for charging stations.
- Capital construction of electric-vehicle pedestal charging stations.

Capital construction projects may include costs for preliminary engineering, project-level environmental assessment and documentation, project-level permits for infrastructure and electrical upgrades, final design, property acquisition, and construction.

Capital construction projects must be well defined with planning in progress to be operationally complete by July 1, 2026.

Operations

Eligible operating costs include, but are not limited to:

- Planning activities if project delivers an accompanying public benefit by July 1, 2026.

2025-2027 Zero-emissions Access Program Grant application instructions

- 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 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 electric vehicle carshare materials to a broad and diverse population.
- Operational expenses, including utility costs of charging the vehicle.
- Car insurance for 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 infrastructure updates, capital construction, or equipment/vehicle procurement projects.

Operating projects may not include costs for depreciation of vehicles purchased with grant funds or pre-paid insurance costs incurred outside of the grant funding period.

Administrative overhead costs can be up to 15 percent of total contract expenses. Overhead costs greater than 15 percent must be pre-approved by WSDOT. Administrative overhead is indirect costs that are not readily identified with a particular project/grant but are necessary for the general operation of the organization. Examples of indirect costs are administrative expenses, rent, legal fees, utilities, or maintenance. Indirect costs are usually expressed as a percentage of total direct costs.

Insurance requirements

Grant recipients must provide a copy of their Certificate of Insurance to WSDOT before carshare vehicles are placed in operation. Minimum insurance requirements are \$1 million in liability insurance per occurrence and full comprehensive and collision coverage. Additionally, grant recipients must provide a proof of insurance renewal to WSDOT annually until the vehicle depreciates fully (four years after purchase).

WSDOT recommends personal injury protection insurance for the driver.

Property insurance is required for project equipment.

The grant recipient will be responsible for any insurance claim deductibles.

To the fullest extent permitted by law, the grant recipient will indemnify, defend, and hold harmless the state of Washington, WSDOT, agencies of the state, 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 the ZAP-funded carshare project.

Please note that if your organization wishes to own or lease a vehicle to run the carshare in house, you'll need to shop for car insurance. Insurance providers may be reluctant to provide coverage for a carshare vehicle if your organization doesn't have a fleet of vehicles, requiring you to explore other solutions. You should plan to shop for car insurance early in developing your carshare program.

Grant-funded property

Property and assets bought with ZAP grant funds must only be used for the carshare program. Pre-approval is required from WSDOT to dispose of any grant-funded asset prior to the end of its minimum useful life, in which case WSDOT will receive the proportional grant-funded share of the fair market value of the disposed asset at that time.

Ineligible projects

- Installation of chargers or refueling stations for use outside of the carshare.
- Hybrid vehicles.
- Used vehicles.
- E-bicycles or e-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. Carshare programs must be in direct service to the community the applicant serves.
- Any cost not related to the project.

Matching funds

Applicants must provide matching funds as direct contributions or gifts in kind equal to at least 10 percent of the total project cost. Match must directly benefit and be specifically identifiable to the project. All match contributions are expected to be incurred within or before the biennium in which grant funds are awarded.

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

In-kind contributions are non-cash donations provided by third parties to an organization. In-kind contributions may be in the form of real property, equipment, supplies, and services. In-kind contributions must directly benefit and be specifically identifiable to the project. Examples of in-kind donations may include free or reduced-cost parking or facilities, volunteer administrative work, or donated technology.

Applicants with in-kind contributions must provide documentation of an in-kind valuation proposal with their application. The value of donated goods or services will be based on the fair market price at the time of the donation. Use the supplemental [in-kind valuation form](#) to develop and document your in-kind match.

Grant reporting requirements

Grant recipients will provide quarterly status reports no later than 30 days after the end of each quarter with the information requested and in the format provided in the WSDOT Public Transportation Division online Grants Management System and submit a final report on their experience at the end of the grant period. Additional reporting may be required by WSDOT as deemed necessary by WSDOT.

Chapter 2: Applying for funding

Grants Management System

You must be registered in the GMS before accessing the application. The [GMS registration instructions](#) provide a step-by-step guide for new users to create an account. WSDOT strongly encourages you to complete GMS registration prior to the application opening.

For additional assistance with GMS registration and training, email PTDGMSsupport@wsdot.wa.gov or call 360-705-7711.

Application process

You must submit applications for the ZAP grant in GMS by **3 p.m. May 29, 2025**. WSDOT won't accept late applications.

GMS will confirm submission of each application by issuing a confirmation email. The confirmation will not include an assessment of the application's completeness.

Note: You may print the application form from the "application details" screen in GMS. However, WSDOT won't accept scanned or printed applications.

Number of applications

You must submit one application per project. You may submit more than one application. There is no limit to the total number of applications an applicant may submit.

Chapter 3: Application questions

Starting the application

1. Access GMS.
2. Select “funding opportunities” in the left-hand column.
3. Select the 25-27 Zero-emissions Access Program (ZAP) Grant program opportunity.
4. The first time you access a funding opportunity, select “start new application.” When you return to GMS, you’ll find your draft applications listed under “current applications” in the “applications module.”

Saving and completing application sections

As you input information into sections, click the green “save form” button often. Some fields won’t be visible until you save the prior section.

When your responses in a section are final, click the orange “mark as complete” button. The “application details” screen will update the status of each section as you complete them.

When you return to the application after saving work in progress, select any of the incomplete components to continue with the application.

Note: If you only see a full application preview and not a list of sections, select “edit application.”

Space is limited in the application’s text boxes. If you need additional room, use the “supplemental information” section near the end of the application.

1. General information

Application creation wizard

After selecting “start new application,” GMS will open the application creation wizard.

Your agency’s information should already be in the system upon registration.

Input the following:

1. **Application title:** Titles shouldn’t be long and may be as brief as two words. You’ll have a chance to provide a more detailed description of the project later in the application.
2. **Primary contact:** This information should self-populate based on your login.
Click the green “save form” button and move to the next section.
3. **Organization:** If your agency’s name hasn’t self-populated, use the drop-down menu to choose your agency.
Click the green “save form” button and move to the next section.

- 4. Additional applicants:** From the drop-down menu, add other members of the agency staff who'll need access to the application, including the staff person that's authorized to submit the application on behalf of your agency. This responsibility may be delegated to the grants manager, budget manager, or other related position. The drop-down menu includes names at your agency that were added during registration.

Click the green "save form" button and move to the next page.

2. Organization contact information

Complete all required fields to enter the appropriate contact information. You may list the same person multiple times.

3. Summary of project information

Project type

Use the drop-down menu to select whether your application is for a new ZAP carshare project, to sustain an existing carshare project, or to sustain and expand an existing ZAP carshare project.

Project summary

Provide a brief, high-level description of your project. This description may be used to describe your project to the Legislature.

Service area

Select all legislative districts and counties where the project will operate. Hold down the control key (ctrl) while clicking to make multiple selections.

You can use the [legislative district map](#) link in GMS to determine the legislative districts where the project will operate.

4. Relationship to other projects

The Public Transportation Division has many different funding opportunities where a single project may be eligible. Due to our awarding timelines, we recognize that an applicant may not know the results of an application until the beginning of a new biennium.

Your responses to the questions in this section will inform grants administrators of the relationships between your projects, thereby reducing the potential for duplicate awards for the same project or failure to award projects that are dependent on each other.

- If your project is dependent on any other projects submitted by your organization in other applications, describe the relationship between the projects in both applications. Identify the priority for funding (if applicable).
- If you applied for this project in another grant program this biennium, identify the program. Select "Other" to indicate any local, state, or federal assistance requests not through the WSDOT Public Transportation Division.

2025-2027 Zero-emissions Access Program Grant application instructions

- If you applied for the same project in a prior biennium and did not receive funding, let us know.
- If you are applying for other projects within this funding opportunity, provide the titles of other applications in order of priority.

5. Project implementation

Describe each component of your zero-emission vehicle carshare program with details on how it will be implemented and managed.

Applicants for a grant to support the ongoing implementation of an existing ZAP carshare should identify the carshare program components in place and describe the additional components requested for this grant cycle.

Your descriptions of project implementation must include:

- **Location**
 - Provide the carshare location address(es).
 - If you don't own the project location site(s), describe the status and timeline to complete the site host agreement(s) for the carshare. If you own the location, respond with "N/A".
 - Describe the geographic area that will be served by the ZAP carshare.
- **Vehicles** – type and cost must be reasonable for the proposed project.
 - Identify the number and type of zero-emission vehicle(s) for the project.
 - Describe how you'll procure the vehicles.
 - Describe why you've selected the vehicles for your carshare project and how they will meet the needs of the community your project will serve.
- **Charging stations**
 - Describe the type and number of chargers for the carshare project.
 - Describe the charging infrastructure already in place at the host property.
 - If the necessary infrastructure is not in place, describe the steps you took to schedule or complete a site assessment(s) to determine the carshare location.
- **Insurance**
 - Describe how the carshare vehicle(s) and equipment will be insured.
- **Carshare membership**
 - Describe the criteria you will use to determine eligibility to join the carshare program.

2025-2027 Zero-emissions Access Program Grant application instructions

- Describe how prospective members can apply and how you will screen them.
- Describe how carshare members will reserve a vehicle.
- Describe the software or other technology you'll use for carshare member enrollment, finding and reserving cars, payments, etc.
- If access to a smartphone or a computer is needed to apply for or reserve and use a carshare vehicle, describe the options your project will have available for community members with limited access to technology.
- **Cost of use**
 - If your project will charge carshare membership fees or vehicle-use fees, describe the fee rates and how you determined those rates.
 - Identify any payment options for community members without bank accounts.
 - Describe any additional plans to offset program costs to benefit your community.
- **Operations**
 - Describe how you will run and manage the carshare project.
 - Identify support staff needed for the carshare project.
 - Describe the security strategies you will implement to maximize safety of the carshare users and property.

Note: Applicants are required to attach a property map showing the location of designated carshare parking and charging stations (photos encouraged) in the *Attachments* section. Optional attachments to support narrative responses may include but are not limited to site assessments; insurance quotes; and quotes for proposed vehicles, equipment, or site work.

6. Community benefit

Describe the community your zero-emission carshare pilot project will serve and how the community will benefit from this project in your responses.

Grant applicants looking to support the ongoing implementation of an existing ZAP carshare should describe the community the carshare project serves, detailing the current and expected project benefits.

Support your descriptions of the community and expected project benefits with data.

- Describe the community your zero-emission carshare pilot project will serve. Use demographic data to identify historically marginalized populations (e.g., low-income households, people with disabilities, immigrants, unhoused people) this project will serve. If the community benefiting from this project is in an area where emissions exceed state or federal standards, include the community's air quality data.

2025-2027 Zero-emissions Access Program Grant application instructions

- Describe how barriers to personal and public transportation (e.g. bus, commuter trains, rideshare options, etc.) prevent your community from accessing essential resources (e.g. food, healthcare, education, employment). Provide data supporting these descriptions.
- Describe how your zero-emission carshare project will provide opportunities to link the community to essential resources.
- Describe any additional community benefits that may result from your zero-emission carshare project.
- Describe how you evaluated your community’s interest and support of a zero-emission carshare program. If you or anyone else have conducted a transportation needs assessment or outreach with the community, describe this work and the results relevant to your project.

Common data tools include:

[Washington Tracking Network](#): Environmental Public Health Data

[Washington State Overburdened Communities Map](#): WA Office of Financial Management tool to identify overburdened communities and vulnerable populations.

[EPA Smart Location Database](#): summarizes census block group characteristics such as distance to transit, transit service frequency, and no-car households.

You may use other data sources to supplement your narrative responses.

7. Project coordination

Eligible applicants **must** have a demonstrated history of implementing and managing clean-fuel transportation and shared mobility projects for underserved or low- to moderate-income communities. See [eligible applicants](#) for examples of experience that qualifies.

Key partners

Identify all organizations you will coordinate with on the implementation of your carshare project. To start adding rows, you must first click the green “Save Form” button.

Provide the legal name and organization type (e.g., public sector, private sector, tribe). Briefly describe the role of each partner and any coordination already in progress.

Note: Applicants are required to attach letters of support from key partners, including subcontractors and community partners confirming their role, in the *Attachments* section.

Project team experience

Describe your project team's experience implementing and managing clean-fuel transportation and shared mobility projects for underserved or low- to moderate-income communities. Include details on procurement and contract management.

Community coordination

Describe how you will partner and coordinate with equity-focused organizations within the community and community members to establish, promote, and maintain the carshare project.

- Describe how your partnerships with equity-focused organizations within the community will support outreach, education, and marketing of the carshare. Additionally, describe partnerships you have yet to make.
- Describe connections you and your partners have for reaching members of the community who will benefit from your carshare project.
- Describe the role community members will have in establishing and maintaining the carshare.
- Describe the engagement and communication strategies you will use to recruit new carshare members throughout the project (e.g., promotional materials, free drives, ride-and-drive events).
- Describe the strategies you will use to train new carshare members on reserving, using, and charging the zero-emission vehicles (e.g., training sessions, online videos).

8. Milestones

Project timeline

Complete the quarterly project timeline table (eight quarters) with estimated quarterly costs and a summary of anticipated project activities. Include the anticipated date for your signed site host agreement(s) in the appropriate quarter.

Carshare start date

If your carshare program is currently operating, enter the date the program started.

Readiness to proceed

Describe your organization's readiness to proceed with the proposed project work.

Timelines risks

Identify and describe schedule risks that may affect the timely completion of your project. Describe possible mitigation strategies for each risk.

9. Indirect costs

Indirect costs are expenses that aren't readily identified with a particular project but are necessary for the general operation of your organization. Examples of indirect costs are administrative expenses, rent, legal fees, utilities, or maintenance. Indirect costs are usually expressed as a percentage of total direct costs.

2025-2027 Zero-emissions Access Program Grant application instructions

ZAP grantees may charge indirect costs up to 15 percent of total contract expenses. Indirect costs higher than 15 percent must be pre-approved by WSDOT. If awarded, grantees requesting indirect costs higher than 15 percent of total project expenses will be asked to submit a cost allocation plan for review (or documentation of their federally approved indirect cost rate, if applicable). WSDOT Public Transportation Division approval of a cost allocation plan prior to grant contract is required.

Select “yes” or “no” to indicate whether you are charging indirect costs to this grant/project.

If you select “yes,” you must include indirect costs in your application budget.

10. Budget

Provide budget details for the project’s activities in the appropriate table(s) by adding rows. Include all funding needed to implement the proposed project for the 2025-2027 biennium.

To start adding rows, you must first click the green “Save Multi-List” button.

Vehicles and equipment

Create an individual budget line item for each vehicle. The line item should include all costs associated with the vehicle. Vehicle costs may include accessories such as bike racks, wheelchair lifts, annunciators, cameras, wraps, logos, driver barriers, factory site visits, etc.

Equipment is defined as an article of nonexpendable, tangible property that has a useful life of at least one year.

Develop your equipment budget line item(s) using the following guidelines:

- Create an individual budget line item for each electric vehicle charger.
- Equipment with a replacement value greater than \$50,000 must have an individual budget line item for each piece of equipment.
- Equipment with an individual replacement value less than \$50,000 will be one line item with a combined total cost. For example, if the grant is purchasing 10 pieces of equipment at \$2,000 each, the line item will be \$20,000 total. For two pieces of equipment at \$30,000 each, the line item will be \$60,000 total.
- Add equipment installation costs under additional expenses.

Additional expenses

Complete the budget table with all additional costs of the project. See [eligible project costs](#) for more information on allowable expenses.

Add a row and use the drop-down options to itemize project expenditures. Click “Other” to name and describe any additional expense not included in the drop-down menu.

Administrative overhead (indirect costs) may be up to 15 percent of total project costs.

If your project includes construction, please contact WSDOT’s [Public Transportation Division](#) to discuss how to proceed with your budget.

Source of match

Applicants must provide matching funds or gifts in kind equal to at least 10 percent of the total project cost. Match must directly benefit and be specifically identifiable to the project. Applicants may use any funding source as matching funds except other competitive state public transportation grants.

Add a row for each match source (e.g., state grant, federal grant, gifts in kind, etc.) and the associated amount. Your match total must meet or exceed the minimum 10 percent of total project costs.

Note: Applicants are required to attach match commitment letters or evidence of match for all match sources in the *Attachments* section. If applicable, applicants with in-kind match are required to complete and attach the supplemental [in-kind valuation form](#).

Procurement plan

Describe the procurement process you plan to use for this project (e.g., vehicle purchase using the Department of Enterprise Services or another state cooperative procurement contract, issuing your own request for proposal (RFP), simplified acquisition, micro-purchase, etc.).

Scalability

The Public Transportation Division may use its discretion to provide a partial award when funding is limited or to make the best use of grant funds.

- Can this project proceed with less grant funding than requested? – Select “Yes” or “No”. Selecting “Yes” indicates a willingness to accept less than the total requested ZAP funding.
- Specify the minimum funds needed for the project.
- Description – What would you need to change about your project with less grant funding?

Budget summary

The system auto-calculates the budget summary. Please check that your entries and totals are correct before submitting your application:

- Total project cost (vehicle(s) + additional project expenses).
- Match total (total match from all sources).
- Requested amount (total project cost - total match).
- Percentage of match (total match/total project cost).

11. Long-term planning

Describe your plan for evaluating the success and long-term sustainability of your zero-emission vehicle carshare project.

- Describe the quantitative (e.g., vehicles miles traveled, number of rides per month, additional data collected from software applications) and qualitative data (e.g., interviews

2025-2027 Zero-emissions Access Program Grant application instructions

with carshare users, surveys with open-ended questions to capture user experiences) you will use to measure the successes and challenges of your project.

- Describe your financial plan to continue your carshare program beyond the life of the ZAP grant.
- If the program isn't self-sustaining when grant funds end, describe other financial partnerships you may make to subsidize the program.

12. Attachments

Upload the required attachments and any conditionally required or optional attachments that support your project. Provide a brief description of the file you've attached.

Required attachments must be included with your application. WSDOT will reject applications that do not have the required attachments.

Do not upload encrypted or password-protected files. PDF format is preferred.

Required attachments:

- Property map showing location of designated carshare parking and charging stations (photos encouraged).
- Evidence of match or letter(s) committing matching funds or in-kind contributions. Identify the following in the match letter:
 - The specific source(s) of the matching funds or gifts in kind.
 - The status of the match for the proposed project (i.e., secured or pending).
 - If you have not yet secured the matching funds or in-kind match, include documentation describing the measures you are taking to mitigate the risk of having insufficient resources to implement the proposed project.
- Letters of support from key partners, including subcontractors and community partners confirming their role in your project.

Conditionally required attachments:

- Nonprofit applicants must provide a copy of certification from the Washington State Secretary of State verifying that they are registered to do business in Washington as a nonprofit organization.
- In-kind valuation plan (required for applicants with in-kind match). If applying with in-kind contributions, complete and attach the supplemental [in-kind valuation form](#) for the amount proposed.

Optional attachments:

- If applicable, include a copy of the site assessment performed by an electric-vehicle supply equipment provider or a letter of coordination with an electrician who will perform project work for any needed electrical updates and installation of electric-vehicle supply equipment for this project.

- Additional letters of support.
- Marketing and outreach plan.
- Any additional documentation you wish to include to support your application.

13. Supplemental information

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

14. Vulnerable populations in overburdened communities and tribes

Vulnerable populations in overburdened communities

Select “Save form.”

Identify the type of direct and meaningful benefits to vulnerable populations your project provides, if any, using the examples in the first bulleted list below.

Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against CCA requirements in the future.

Examples of direct and meaningful benefits ([RCW 70A.65.230\(1\)\(a\)](#)):

- Reducing vulnerable population characteristics, environmental burdens, or associated risks that contribute significantly to the cumulative impact designation of highly impacted communities.
- Meaningfully protecting an overburdened community from, or supporting community response to, the impacts of air pollution or climate change.
- Meeting a community need identified by vulnerable members of the community.

Vulnerable populations are population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms due to adverse socioeconomic factors and sensitivity factors. Vulnerable populations include but aren't limited to ([RCW 70A.02.010\(14\)\(a\)](#) and (b)):

- Racial or ethnic minorities.
- Low-income populations.
- Populations disproportionately impacted by environmental harms.
- Populations of workers experiencing environmental harms.

Overburdened communities are geographic communities that face disproportionate cumulative negative impacts from environmental health factors. Overburdened communities include but aren't limited to ([RCW 70A.65.010\(54\)](#)):

- Communities highly impacted by fossil fuel pollution and climate change.
- Communities located in census tracts that are fully or partially on “Indian country.”

2025-2027 Zero-emissions Access Program Grant application instructions

- Populations that may be exposed to environmental contaminants and pollutants outside of the geographic area in which they reside based on the populations' use of traditional or cultural foods and practices.

Inclusive planning

If vulnerable populations were engaged by your organization in developing or maintaining the project, describe the outreach efforts and results.

Tribal support

Select “yes” or “no” as to whether your project is directly operated by a tribe.

If “yes,” select the “save form” button.

If “no,” answer the additional questions related to tribal support. You must confirm your outreach to the tribe in pursuit of a resolution formally supporting your project by checking the box.

Tribal correspondence should confirm the tribe’s intent to develop a resolution formally supporting your project. An email is sufficient. If you have a formal contract with the tribe, you may attach the contract to your application.

If this project is supported by a tribal nation, attach correspondence from the tribe’s transportation lead or similar position.

To add an attachment:

1. Select “Edit Form,” then click the “Select file” button.
2. An upload window will open.
3. Select and upload the file.

Upload the attachment in PDF format. Don’t attach encrypted files.

If we award your project, you should deliver the final resolution formally supporting your project prior to the end of your contract period.

No attachment is required if this project is directly operated by a tribal nation.

Click “Save Form.” Then select the orange “Mark as Complete” button.

15. Certification

Complete this section by selecting “Yes” in the certification field and typing the name of the application authority, their title, and the date. This is the equivalent of an electronic signature. WSDOT does not need to obtain a memo or letter delegating authority.

This completes your application. Make sure that all information in your application is correct before selecting “Submit”.

Chapter 3: Evaluation and selection process

Step 1. Evaluation panel review

Depending on the availability of up to \$3.4 million in grant funding for the 2025-2027 biennium, WSDOT will select applications for the ZAP grant through a competitive review process. The evaluation panel will include both internal and external reviewers with subject matter experts in clean-fuel transportation, shared mobility programs, and environmental justice.

Upon completion of all evaluations and a review of their results, the panel will develop and submit a list of recommended projects to WSDOT.

WSDOT intends to fund multiple projects, ensuring distribution to urban and rural areas across the state to increase opportunities for zero-emission carshare programs in underserved communities.

Scoring methodology

Criteria	Point value
Community benefit	15
Project implementation	15
Project team experience	10
Community coordination	10
Long-term planning	10

Applications may score up to 60 points. Points are assigned at the discretion of the reviewer based on the quality of the responses to the application questions.

Community benefit – 15 points

Points awarded for opportunities a zero-emission carshare program will create to improve access to transportation options, essential resources, and cleaner air for underserved and low-to-moderate income communities.

Project implementation – 15 points

Points awarded for readiness to proceed with project activities as demonstrated by the reasonableness of the scope, budget, and timeline to successfully implement the proposed carshare program. Projects will need to be underway as soon as possible to show a public benefit by July 1, 2026.

Project team experience – 10 points

Points awarded for demonstrated prior experience of the project team in successfully implementing and managing clean-fuel transportation and shared mobility projects for underserved or low- to moderate-income communities.

Community coordination – 10 points

Points awarded for strong coordination with community partners to successfully implement and maintain the carshare project, as well as the robustness of outreach, training, and marketing plans. The ZAP grant requires a substantial level of involvement from community-based, equity-focused organizations.

Long-term planning – 10 points

Points awarded for a plan that shows the applicant’s commitment to evaluate the success of the carshare project and identify additional funding sources to support the program beyond the life of the ZAP grant. WSDOT recognizes that plans for project viability beyond the grant may evolve with implementation of the program.

Step 2. WSDOT reviews evaluation panel recommendations

WSDOT will review the independent evaluation panel’s recommended list and select projects to fund.

WSDOT may use the following priority to further prioritize projects for funding:

- Geographic diversity across rural and urban communities in different counties.

WSDOT reserves the right to fund a portion of a proposed project.

Step 3. WSDOT sends award letters and finalizes grant agreements

WSDOT will:

- Send letters notifying applicants of funding decisions. Evaluation comments are available by request.
- Finalize grant agreements for projects funded in WSDOT’s budget.

Glossary

Carshare – A membership-based service that provides access to shared vehicles for shorter term use ([FTA shared mobility definitions](#), [Carsharing Association](#)).

Low- to moderate-income communities – Not exceeding 80 percent of the median family income for the area; subject to adjustments for areas with unusually high or low incomes or housing costs (Section 3(b)(2) of the United States Housing Act of 1937).

Underserved communities – Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the definition of equity in [Presidential Executive Order No. 13985, Sec. 2, 2021](#).

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

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

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.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

2025-2027 Zero-emissions Access Program Grant application instructions

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи, или национального происхождения, как это предусмотрено разделом VI Закона о Гражданских Правах 1964 года, а также случаи недопущения участия, лишения льгот, или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по Вопросам Равенства и Гражданских Прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по Вопросам Равенства и Гражданских Прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ 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 Phối 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 hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

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

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

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

中文 – Chinese

《权利法案》Title VI公告

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

《美国残疾人法案》(ADA)信息

2025-2027 Zero-emissions Access Program Grant application instructions

可向公平和民權辦公室發送電子郵件[wsdotada@wsdot.wa.gov](mailto:wslotada@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:wslotada@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.

2025-2027 Zero-emissions Access Program Grant application instructions

Translation services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

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

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

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

한국어-Korean

번역 서비스

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

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

العربية - Arabic

الترجمة خدمات خ

عن اللغوية المساعدة خدمات طلبنا أما فيما يتعلق، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 بالرقم الاتصال بق طر: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir PubTrans@wsdot.wa.gov

中文 – Chinese

翻译服务

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