

Purpose and Agenda

Purpose

- Understand the purpose of the administrative workplan and steps to complete them.

Agenda

- Why, how, and what?
- What it is not
- Template example
- Template required / non-required sections
- Administrative workplan life-cycle
- Save questions for end

Policy / program questions: TDM@wsdot.wa.gov

- *I want to submit my administrative workplan.*
- I can't find my existing administrative workplan.
- How can I learn more about TDM best practices?
- What are CTR plan training sessions?

Data questions: CTRSurvey@wsdot.wa.gov

- I want to set up a new worksite.
- I have a question about a site's survey responses

Administrative Workplan: Why

Why an Administrative Workplan?

- Contract resource
 - What may be billed to WSDOT?
- Clarifies what is required vs. optional
 - RCW minimum requirements vs. optional best practices
- Compliance review
 - Ensures jurisdictions meet minimum requirements

Administrative Workplan: How

How to complete an Administrative Workplan?

- Grant Guidebook
 - Required and eligible activities/deliverables
- Grant Guidebook: Appendix A, workplan template
 - Example activities/deliverables
- 2021-2023 Administrative Workplans
 - Changes to 2021-2023 activities?

Administrative Workplan: What

What is the Administrative Workplan?

- Located in Grant Management System (GMS)
- Implementer resource for billable activities/deliverables
- WSDOT reference for reviewing invoices
 - First invoice is due Oct 1
 - Deadline for submitting workplan is September 15
- Describes required vs. optional activities/deliverables
- Able to be amended

Administrative Workplan: What it is not

Administrative Workplan is not...

- The city/county CTR plan
 - No city/county policy implications
 - No electeds required by RCW
- A list of all daily tasks
- The actual deliverables of the CTR contract

Administrative Workplan: Template example

1. Employer engagement:

a. Identify worksites and employee transportation coordinators (required)

- Example activities:
 - Identify prospective worksites.
 - Notify employers of legally required activities.
 - Verify and maintain list of worksites and employee transportation coordinators in survey and program report system.
- Example deliverables:
 - Letters to new worksites and employers.
 - List of worksites in survey and program report system.

Administrative Workplan: Sections

Required sections

- Employer engagement
- Engage and train employee transportation coordinators
- Commute Trip Reduction Plan
- Administration (of the program)
- Guaranteed Ride Home (specified jurisdictions)

Optional sections

- Support distribution of information about transportation options to commuters
- Enable incentives, subsidies, and disincentives
- Worksite needs assessment

Administrative Workplan: Sections

Required sections

- Employer engagement
- Engage and train employee transportation coordinators
- **Commuter Trip Reduction Plan**
- Administration (of the program)
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Optional sections

- Support distribution of information about transportation options to commuters
- Enable incentives, subsidies, and disincentives
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Administrative Workplan: WSDOT Evaluation

- **Required sections**

- Did implementer list Activities?
- Did implementer list Deliverables they intend to create?
- Do listed Activities / Deliverables satisfy base CTR requirements?

- **Optional sections**

- Do Activities / Deliverables have potential to reduce commute trips?

Administrative Workplan Life-cycle

Task	Status / Timeline
WSDOT provides Guidebook with template	Complete
WSDOT provides Q&A sessions	In process
Jurisdiction completes Administrative Workplan	September 15, 2023
WSDOT reviews contents. Send comments for correction	1-2 work week
WSDOT approves Administrative Workplan	September 31, 2023 (deadline)
Jurisdiction submits Q1 invoice	October 1, 2023
Quarterly invoicing	On-going
Workplan Amendments (if needed)	On-going
Guidebook adjustments	Q7 2025
Rinse/repeat	Q1 2025

Key takeaways

- Read the CTR Grant Guidebook
- Review the template Administrative Workplan
- Review 2021-2023 Administrative Workplan
- Send prior to September 15, 2023
 - New email address to be provided

Questions?