

COMMUTE TRIP REDUCTION 2025-2027 ADMINISTRATIVE WORKPLAN TRAINING

GUIDANCE FOR DEVELOPING ADMINISTRATIVE WORKPLANS TO SUPPORT COMPLIANCE AND GRANT INVOICES

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PURPOSE AND AGENDA

Purpose

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

Agenda

- Why, how, what?
- Required and optional sections
- WSDOT evaluation
- Changes between 2023-2025 and 2025-2027
- Lifecycle

ADMINISTRATIVE WORKPLAN: WHY?

Contract resource

- What may be billed to WSDOT?

Clarifies what's required vs. elective expenses

- RCW minimum requirements vs. optional best practices.

Compliance review

- Ensures jurisdictions meet minimum requirements.

ADMINISTRATIVE WORKPLAN: HOW?

Commute Trip Reduction Grant Guidebook

- Required and eligible activities/deliverables.

Grant Guidebook: Appendix A, workplan template

- Example activities/deliverables.

Amendments

- Request amendments if expenses don't match approved activities in the administrative workplan.

AN ADMINISTRATIVE WORKPLAN ISN'T...

The city/county commute trip reduction plan

- No city/county policy implications.
- No electives required by RCW.

A list of all daily tasks

A list of all deliverables of the commute trip reduction contract

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: WSDOT EVALUATION

Required sections

- Did implementer list activities?
- Did implementer list deliverables?
- Do listed activities / deliverables satisfy base commute trip reduction requirements?

Elective sections

- Do activities/deliverables have potential to reduce commute trips?

ADMINISTRATIVE WORKPLAN: CHANGES

Commute trip reduction planning

- Annual review (RCW 70A 15.4020).
- Relates administrative workplan activities to commute trip reduction plan sections.

Administrative workplan amendments won't result in contract updates

- Previously, administrative workplan amendments triggered reissuance of an agreement.
- Now, you only need to communicate amendments to your WSDOT project manager, who'll approve the amendments and upload them to the Grants Management System.

ADMINISTRATIVE WORKPLAN LIFECYCLE

Task	Status/timeline
WSDOT provides Grant Guidebook with template.	Complete
WSDOT posts Grant Guidebook with template.	May 2025
Jurisdiction completes administrative workplan.	June-Sept 2025
Jurisdiction submits workplan to WSDOT as a MSWord document.	Sept. 15, 2025
WSDOT reviews contents and send comments for correction.	1-2 work weeks
WSDOT approves administrative workplan.	Sept. 31, 2025 (deadline)
Jurisdiction submits Q1 invoice.	Oct. 1, 2025
Quarterly invoicing.	Ongoing
Workplan amendments (if needed).	Ongoing
Grant Guidebook adjustments.	Q7 2027

KEY TAKEAWAYS

- Read the Commute Trip Reduction Grant Guidebook.
- Review the template administrative workplan.
- Review your 2023-2025 administrative workplan.
- Send your workplan prior to Sept. 15, 2025 to TDM@wsdot.wa.gov as a MSWord document so WSDOT can review with track changes.

Questions?

Contact

TDM@wsdot.wa.gov