

*This is a DRAFT administrative workplan template to inform grantee contract preparation for the 2025-2027 biennium. The final administrative workplan will be published with the CTR guidebook in Q1 of the new biennium.*

**1. Organization**

- a. [Organization's name]
- b. If your organization implements a CTR program to fulfill the requirements of one or multiple jurisdictions, please list those jurisdictions here.

**2. Agreement number**

- a. PTD[####]

**3. Local agency contact**

- a. [Project manager's name]
- b. [Project manager's phone number]
- c. [Project manager's email]

**4. Employer engagement**

Activities and deliverables contribute the following CTR plan elements: Engagement, Service and Strategies, and Performance Targets

**a. Identify worksites and employee transportation coordinators (required)**

Activities and deliverables reflect your CTR plan under Performance Targets, #9

i. Activities:

1. Identify prospective worksites.
2. Notify employers of legally required activities.
3. Verify and maintain list of worksites and employee transportation coordinators in survey and program report system.

ii. Deliverables:

1. Letters to new worksites and employers.
2. List of worksites in survey and program report system.

**b. Engage and train employee transportation coordinators (required)**

Activities and deliverables contribute to the following CTR plan elements: Services and Strategies, 12, 13

i. Activities:

1. Conduct training sessions.
2. Provide outreach and consultation.
3. Provide technical assistance for worksite commute programs and employee surveys.
4. Encourage employee transportation coordinators attend the Washington State Ridesharing Organization conference and other educational events.
5. Host recognition and networking events.
6. Send encouragement and reminder emails

ii. Deliverables:

1. Training slides and handouts.
2. Newsletter for employee transportation coordinators.
3. List of employee transportation coordinators who completed training or attended events.
4. Copies of email invitations.
5. Copies of award certificates.

**c. Support distribution of information about transportation options to commuter (elective)**

i. Activities:

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1. Develop promotions calendar (e.g., Telework Appreciation Week – March; Bike expo and Earth Day – April; Bike to Work Month – May; Transit Month/ Get on Board – June; TDM Week – September; Rideshare Week and Switch Your Trips Washington – October).
      2. Promote commute options with employee transportation coordinators at wellness fairs, sustainability fairs, and other employee engagement events.
      3. Create promotions, produce materials, and distribute them to employee transportation coordinators.
      4. Convene colleagues from nearby jurisdictions to create regional promotions and share materials.
    - ii. Deliverables:
      1. Copy of promotions calendar.
      2. Examples of promotional materials.
      3. Case study documenting promotions results and ideas for future improvement.
      4. List of events attended.
  - d. Enable incentives, subsidies, and disincentives
    - i. Activities:
      1. Promote the CTR business-and-occupation tax/public-utilities-tax credit.
      2. Establish contracts with employers to provide transit passes to their employees.
      3. Work with worksites to institute or increase parking fees or shift from monthly fees to daily fees.
      4. Provide education about new Public Rideshare program; subsidize the first three months.
      5. Foster competition among employers to offer commute incentives.
      6. Provide information to encourage employers to offer improved commute benefits; commute benefits offered by industry peer organizations, how commute benefits contribute to sustainability, effects of commute benefits on employee satisfaction, recruitment, or retention.
      7. Provide educational materials that indicate how much workers value commute benefits.
      8. Encourage state workers to take advantage of the new Public Rideshare Grant Program subsidy.
      9. Provide bike lights.
      10. Make a telework/compressed-work-week consultant available to employee transportation coordinators.
      11. Administer guaranteed ride home program.
    - ii. Deliverables:
      1. Case study documenting results of promotions.
      2. Summary of benefit trends.
- 5. Four-year local/county/regional commute trip reduction plan (required)**
- a. Activities
    - i. Review and revise plan as necessary to be consistent with Comprehensive plans.

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b. Deliverables

- i. Updated plan with references to plans reviewed.
- ii. Email communications

**6. Performance reporting**

Activities and deliverables contribute to the following CTR plan elements: Performance Targets, 8

**a. Worksite surveys (required)**

i. Activities:

1. Review revised policies and tutorials.
2. Attend WSDOT trainings and workshops.
3. Consider use of equivalent data of instead of WSDOT worksite survey.
4. Survey worksites.
5. Provide training and technical assistance to employers
6. Monitor online dashboards and help employers interpret and use dashboards to guide their programs.
7. Analyze survey results and identify trends.

ii. Deliverables:

1. Survey results.
2. Briefing paper on trends.

**b. Program reports (required)**

Activities and deliverables contribute to the following CTR plan elements: Services and Strategies, 18

i. Activities:

1. Review revised policies and tutorials.
2. Attend WSDOT trainings and workshops.
3. Provide training and technical assistance to employee transportation coordinators.
4. Analyze program reports and identify trends.

ii. Deliverables:

1. Survey results.
2. Briefing paper on trends.

**c. Worksite needs assessments**

Activities and deliverables contribute to the following CTR plan elements: Services and Strategies, 12.

i. Activities:

1. Obtain regular reports from employee transportation coordinators which include updates on progress toward CTR 4-year plan requirements, activities, trip tracking, and/or worksite commute trends.
2. Analyze reports from employee transportation coordinators, identify needs, and create action plan to meet needs.

ii. Deliverables:

1. Reports.
2. Briefing paper on trends.
3. Action plan.

**7. Administration**

**a. Financial management (required)**

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Activities and deliverables contribute to the following CTR plan elements: Services and Strategies, 17

i. Activities:

1. Complete quarterly billing to WSDOT.
2. Maintain financial records
3. Apply for additional grant funding (e.g., WSDOT Regional Mobility, Congestion Mitigation and Air Quality).

ii. Deliverables:

1. Invoices
2. Quarterly reports
3. Financial records
4. Grant application

**b. Program management (required)**

Activities and deliverables contribute to the following CTR plan elements: Services and Strategies, 18

i. Activities:

1. Provide quarterly reports to WSDOT.
2. Maintain employer information.
3. Maintain plan and ordinance.
4. Provide feedback to WSDOT to improve processes and program performance.
5. Develop a two-year program schedule.

ii. Deliverables:

1. Quarterly reports to WSDOT.
2. Employer information list.
3. Copy of local CTR plan.
4. Copy of local CTR ordinance.
5. Two-year program schedule.

c. Policymaker engagement

- i. Provide updates to executive management, city council, county council and/or transit board.

**8. Community of practice**

a. Activities:

- i. Provide WSDOT a case study about your efforts to provide CTR services to vulnerable populations.
- ii. Attend TDM Technical Committee, TDM Executive Board meetings, and CTR implementers meetings.
- iii. Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
- iv. Participate in regional TDM forums, committees, boards, working groups.
- v. Participate in the TDM Technical Committee's Legislative Subcommittee, an Association of Commuter Transportation committee, or a Washington State Ridesharing Organization committee.
- vi. Make a top-five presentation at a TDM Technical Committee meeting.

b. Deliverables:

- i. Presentation slides

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- ii. Briefing paper
- iii. Case study
- 9. **Guaranteed ride home for state workers (only required for Community Transit, City of Everett, King County Metro, Spokane County and Thurston Regional Planning Council).**
  - a. **Service provision**
    - i. Activities:
      - 1. Review and update contracts with guaranteed ride home service providers.
      - 2. Review and update processes to provide, track, invoice, and report rides.
      - 3. Review and update policies that govern guaranteed ride home for state workers.
    - ii. Deliverables:
      - 1. Updated contracts.
      - 2. Process flow charts or procedure descriptions.
      - 3. Updated policies.
  - b. **State worker engagement**
    - i. Activities:
      - 1. Provide information about guaranteed ride home to employee transportation coordinators and state workers at eligible worksites.
      - 2. Promote new state worker rideshare benefit with guaranteed ride home.
    - ii. Deliverable:
      - 1. Copies of informational and promotional materials.