

The Washington State Department of Transportation (WSDOT) uses information from reports to demonstrate that grantees are accountable, delivering public benefits, and meeting contractual obligations. This information is available to the public, the Washington State Legislature, the Secretary of Transportation, the Governor, and others. WSDOT uses the reports to highlight grantee successes, assess progress, and identify areas where organizations may need technical assistance.

All grantees are required to submit reports to the WSDOT Public Transportation Division using reporting forms supplied by WSDOT. Reporting requirements are detailed in this appendix, including instructions on how to fill out the forms. In the event that the Office of Financial Management or legislative action requires additional performance reporting during the grant cycle, WSDOT will notify grantees of any new requirements.

Quarterly Progress Report

All quarterly reports are due within 30 days after the end of the calendar quarter and must be filled out and submitted for **each project** funded through your agreement(s) with WSDOT. Annual performance reports are due by October 1st each year. Report required by type of project:

	Operating	Capital Vehicle	Capital Construction
Report Form	Quarterly Progress Report	Quarterly Progress Report	Quarterly Progress Report
	Statistics By Service Type		
	Benefit Analysis		
	Performance Measurement Plan and Annual Report	Performance Measurement Plan and Annual Report	Performance Measurement Plan and Annual Report

Performance Measurement Plan

Grantees must submit a proposed Performance Measurement Plan (PMP) for WSDOT to review and approve before submitting a reimbursement request. This plan should align with performance targets included in the grant application. The approved PMP documents the methodology that will be used for determining vehicle trip reduction (VT) and vehicle miles traveled reduction (VMT) for annual performance reporting, after the project is operationally complete (defined as open to and providing benefit to the public).

Quarterly Progress Report

The Quarterly Progress Report is a Word document in which you will describe your progress in a narrative format and list planned and actual project milestones.

1. **Grant Program** – This section has been entered for you.
2. **Project Information** – This section is the same for all project types.
 - Project Title/Agreement Number – A brief identification of the project or the program supported by grant funds and the four-digit number assigned to the grant by WSDOT.
 - Lead Agency – Organization name.
 - Project Scope – Description of project from your agreement Exhibit I.
3. **Progress Narrative** – This section is different depending on the project type. Answer all narrative questions in the space provided under each question on the form. Text boxes in the form will expand to accommodate your text. If you have any questions about how to answer the questions, contact your WSDOT project manager.
4. **Schedule** – This section is different depending on the type of project and should match your grant agreement milestones.
5. **Financial Reporting** – Fill out the “Planned” column according to your grant agreement, then fill in actual expenses as they occur. Planned expenses should not change throughout the grant period unless a contract amendment is executed.
6. **Signature Section** – Complete every field in this section.

Quarterly Operating Statistical Forms

WSDOT provides an Excel workbook containing two report forms (spreadsheets) to submit statistical information along with the quarterly progress report for Regional Mobility projects. Only Operating projects require these two forms.

Quarterly Statistical Summary by Service Type

This form reports statistical information regarding ridership, revenue vehicles miles, and revenue vehicle hours.

- **Passenger Trips** – Total number of passengers boarding revenue vehicles during the quarter.

Enter the number of trips for the quarter under the applicable service type and in the row for funding used for the services. If there were multiple types of funding, the trips should be split based on the percentages for each funding source used for the project as found in the grant agreement. The report should also include passenger trips in personal vehicles used for service purposes as well as trips made by volunteer drivers.
- **Revenue Vehicle Miles** – Total number of miles that a vehicle travels while in scheduled revenue service for the period.

Enter the mileage under the applicable service type and in the row for funding used for the services. If there were multiple types of funding, the miles should be split based on the percentages shown for each funding source used for the project as found in the grant agreement. The report should also include vehicle miles for personal vehicles used for service purposes as well as trips made by volunteer drivers.
- **Revenue Vehicle Hours** – Total amount of time (in hours) a vehicle travels while in scheduled passenger service for the period.

Enter the hours under the applicable service type and in the row for funding used for the services. If there were multiple types of funding, the miles should be split based on the

percentages for each funding source used for the project as found in the grant agreement. The report should also include revenue vehicle hours for personal vehicles used for service purposes as well as and trips made by volunteer drivers.

Annual Performance Report

Grantees must submit an annual report for each of the four years after the project is operationally complete, with performance being measured and reported in a manner consistent with the approved PMP. The annual report collects the following information:

- Agency, project name, and agreement number.
- Submission date, reporting period, and date the project was operationally complete.
- Comments on overall project performance – may include attachments.
- Vehicle trip reduction (VT).
- Vehicle Miles Traveled reduction (VMT).
- Other performance data – any other relevant measures.

Submission of Reports

Submit all reports to the email address below.

- Regional Mobility Grant (RMG) Program reports to the Regional Mobility staff via email to rmg@wsdot.wa.gov.

Failure to Submit Reports

If WSDOT does not receive the quarterly progress and statistical reports or applicable specialty reports, the reimbursement request(s) will be held without payment until acceptable reports are received. See Chapter 1, Failure to Submit Complete, Accurate Reports, for more information.