



**Washington State
Department of Transportation**

Transit Development Plan Guidebook

M 3137

Updated: March 2023

Public Transportation Division

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 o 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. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский - RUSSIAN

Раздел VI Общественное заявление

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.(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 Phó 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

العنوان 6 إشعار للجمهور

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

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

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

可向公平和民權辦公室發送電子郵件wsdotada@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 xaqiijiy 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 waajibbaadkeena 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 diraaaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@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.

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7800 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 360-705-7800, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

한국어 – KOREAN

번역 서비스

영어로 소통하는 것이 불편하시다면 360-705-7800, 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 360-705-7800, или написав нам на электронную почту: 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 360-705-7800, hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

العَرَبِيَّةُ – ARABIC

خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجاناً طلب خدمات المساعدة اللغوية عن طريق الاتصال بالرقم 360-570-6718 أو مراسلتنا عبر البريد الإلكتروني: PubTrans@wsdot.wa.gov

中文 – CHINESE

翻译服务

如果您难以理解英文，则请致电：360-705-7800，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。

Af-soomaaliga – SOMALI

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7800 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

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Change log

Date	Section	Description
June 2020	Transit development plans: Optional elements	Updated guidance for including optional information on governance and organizational structure.
April 2021	Introduction	Updated information on WSDOT's review and update of this guidebook.
	Transit development plans: Overview, Submission	Updated guidance to reflect plan submission in WSDOT Public Transportation Division online grants management system.
June 2022	Introduction	Updated review cycle for guidebook from annual to as needed.
	State laws and regulations related to transit development plans, Transportation planning organizations	Added information on metropolitan planning organizations.
	Transit development plans: Required elements, Required element 4: Local performance measures and targets	Eliminated footnote about forthcoming federal requirements for public transportation agency safety plans. The plans have been a requirement for recipients or subrecipients of financial assistance under 49 U.S.C. Section 5307 that operate a public transportation system and operators of rail systems subject to FTA's State Safety Oversight Program since July 2020.
	Transit development plans: Optional elements	Added the following as non-required, optional elements of transit development plans: <ul style="list-style-type: none"> • Measures for service to vulnerable populations in overburdened communities. • Tribal support of projects. • Efforts to develop and implement a zero-emission fleet transition plan.
	Throughout	Eliminated references to plan adoption. Your governing body may adopt the transit development plan but it is not a requirement. WSDOT recommends adoption as a best practice.
Feb. 1, 2023	Submission	Added requirement to submit board-approved plan by Sept. 1 of each year.
	Appendix	Added deliverables checklist.

Introduction

WSDOT developed this guidebook to provide you with a resource for developing your transit development plan.

WSDOT is committed to your efforts to strategically plan for service and capital investments that meet provider and community goals. As such, it is important that you and WSDOT work from a common set of principles and resources, outlined in this guidebook.

You may use this guidebook as a reference tool throughout your transit development planning process. This guidebook offers technical assistance and direction for maintaining compliance with the laws and regulations associated with transit development plans.

WSDOT may make updates to this guidebook. When updates occur, WSDOT will notify affected transit providers and post an updated version of the guidebook to the Public Transportation Division website www.wsdot.wa.gov/transit.

This guidebook does not supersede any state or federal law, rule or regulation. If any section of this guidebook is inconsistent with any state or federal law, rule or regulation, the law, rule or regulation supersedes this guide and must be followed.

For general questions regarding transit development plans, contact your local Community Liaison.

State laws and regulations related to transit development plans

Transit agencies must prepare a transit development plan annually ([RCW 35.58.2795](#)).

A transit development plan is a six-year plan, with the following key components:

1. Information describing how a transit agency intends to meet state and local long-range priorities for public transportation
2. A description of capital improvements and significant operating changes planned for the transit agency's system
3. A financial plan

Transit development plans also contribute to local comprehensive plans ([RCW 36.70A.070\(6\)](#)), regional transportation plans ([RCW 47.80.030](#)), commute trip reduction plans ([RCW 70.94.527](#)), and WSDOT's [Summary of Public Transportation](#) ([RCW 35.58.2796](#)).

Specifically, the following state laws refer to transit development plans:

The Growth Management Act

The Growth Management Act is a series of state statutes, first adopted in 1990, that require fast-growing cities and counties to develop a comprehensive plan to manage their population growth.¹ The act is primarily codified under [Chapter 36.70A RCW](#), although the Legislature has amended and added to the act in several other parts of state law.

The act establishes a mandatory transportation element to be included in a comprehensive plan. These provisions establish the requirement for consistency between transit development plans, local comprehensive plans, and capital improvement programs.

The act also requires the establishment of level of service standards for transit routes, and identification of transportation system needs. These needs include repair, replacement, enhancement, or expansion of transit facilities as well as enhanced or expanded transit services. Finally, the transportation element should contain a multiyear financing plan based on the needs identified in the Transit Development Plan, among other required plans. Local jurisdictions are encouraged to refer to the Transit Development Plan to ensure their transportation element is consistent.

Source: [RCW 36.70A.070\(6\)](#), [WAC 365-196-430](#)

Transportation planning organizations

The Legislature established regional transportation planning organizations to address issues that crossed jurisdictional boundaries, as well as to promote transportation and land use integration. Regional transportation planning organizations provide a formal mechanism for local governments and the state to coordinate transportation planning for regional transportation facilities.

Like regional transportation planning organizations, metropolitan transportation planning organizations are federally designated policy boards that carry out metropolitan transportation planning processes.

Among other duties, transportation planning organizations must develop, in cooperation with operators of public transportation services, a six-year regional transportation improvement program. The program must include a priority list of projects and programs, project segments and programs, transportation demand management measures, and a specific financial plan that demonstrates how the transportation improvement program can be funded. Transportation planning organizations consult transit development plans as part of this process.

Source: [RCW 47.80.023\(5\)](#), [WAC 468-86-160](#), [WAC 173-420-030](#), [23 CFR Part 450](#), [FTA Circular 8100.1D](#)

¹ Some transit agencies are located in communities that are not required or have not opted-in to develop a comprehensive plan. More information is available at [mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Comprehensive-Planning-Growth-Management.aspx](https://www.mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Comprehensive-Planning-Growth-Management.aspx).

The Commute Trip Reduction Law

The Commute Trip Reduction Law ([RCW 70.94.521](#)) requires certain cities and counties within defined urban growth boundaries to develop a commute trip reduction plan and ordinance for major employers to develop a commute trip reduction program. Under the law, transit agencies are responsible for coordinating with counties, cities, and towns as a part of the transit development planning process to take into account the location of major employer worksites when planning and prioritizing transit service changes or expanding public transportation services, including rideshare services. Transit agencies located in communities that are not required to have a Commute Trip Reduction program are not required to participate in CTR. More information is available at <https://wsdot.wa.gov/business-wsdot/commute-trip-reduction-program>.

Source: [RCW 70.94.527\(5\)](#)

Other state laws

[RCW 47.01.340](#) promotes consistency amongst local and regional transportation goals, including goals contained in transit development plans, to provide for the efficient integration of multimodal and multijurisdictional transportation planning.

[RCW 81.100.050](#) establishes the requirement that transit development plans report high-occupancy vehicle local option taxes, if enacted.

Federal laws and regulations related to transit development plans

The following federal laws and regulations also apply to transit development plans:

Award management requirements

To implement Federal Transit Administration (FTA) awards, recipients of all applicable FTA federal assistance programs must have multi-year financial plans (3–5 years) for operating and capital revenues and expenses.

FTA may require recipients to provide a financial plan delineating the source of non-federal share, the amounts applicable to the different sources, and the time frame for acquisition of the non-federal share. The financial plans should indicate adequate revenues to maintain and operate the existing system, and to complete the annual program of projects.

As a recipient of FTA federal assistance programs, WSDOT requires transit agency subrecipients to develop transit development plans to assist in meeting this requirement.

Source: [FTA Circular C5010.1E](#)

Performance-driven, outcome-based programs

Federal transportation law (i.e., [MAP-21](#), [FAST Act](#), Infrastructure Investment and Jobs Act) requires grant recipients to transition to performance-driven, outcome-based programs.

As part of this performance-based approach, grant recipients must establish performance measures and standards in a number of areas to implement national goals related to safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and project delivery.

FTA has tasked transit agencies with establishing performance targets based on safety performance criteria and state of good repair standards. Regional transportation plans should incorporate these performance targets.

Additionally, recipients of federal highway and transit funds must link investment priorities to these performance targets when programming federal funds in the relevant transportation improvement program.

Source: 49 U.S.C. Sections [5303](#), [5304](#), [5326\(c\)](#), and [5329\(d\)](#); 23 CFR Part 450

Transit development plans: Overview

Required elements

The following sections outline required elements of a transit development plan:

1. Public hearing and distribution
2. Description of service area, operations and facilities*
3. State and agency goals, objectives, and action strategies
4. Local performance standards and measures
5. Plan consistency*
6. Planned capital expenses
7. Planned operating changes
8. Multiyear financial plan
9. Projects of regional significance

While your plan must include the above elements, you may include optional elements in your plan. See [Transit development plans: optional elements](#) for more information.

Requirements are marked with an asterisk (*) do not apply to transit agencies operating in cities or counties that are not required or have not opted-in to completing a local comprehensive plan. At the time of publication, this requirement does not apply to:

- TranGo
- Pullman Transit
- Asotin County Transit
- RiverCities Transit
- Grays Harbor Transportation Authority

Source: [RCW 35.58.2795](#)

Submission

You must update and electronically submit your board-approved transit development plan annually by Sept. 1 to:

- WSDOT Public Transportation Division online [Grants Management System \(GMS\)](#) compliance module
- Transportation Improvement Board:
 - Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov
 - Chris Workman, Engineering Manager at chrisw@tib.wa.gov
- All cities, counties, and transportation planning organizations within which the transit agency is located

Source: [RCW 35.58.2795](#), WSDOT Public Transportation Division POL-502

Transit development plans: Required elements

Required element 1: Public hearing and distribution

Conduct at least one public hearing about the transit development plan's contents.

Identify within the plan the date(s) of the hearing(s) and whether your governing body took any action to approve the plan.

You may satisfy the public hearing requirement by placing the plan on a public meeting agenda as an item of business for discussion and public input.

The purpose of the public hearing is to obtain public testimony or comment before you make significant decisions within the plan. The public hearing may be part of a regular or special public meeting agenda. Placing the plan on the agenda provides an opportunity for members of the public to speak about the plan.

You may place time limits on individual comments about the plan if many people intend to testify. People should confine their comments to those about the plan. The chairperson or presiding official should state ground rules for the conduct of the hearing at the beginning of the hearing.

To ensure that you conduct deliberations and take other actions openly, the Open Public Meetings Act requires you to provide sufficient public notice of meetings of your governing body (Chapter 42.30 RCW). For more information, the Municipal Research and Services Center provides a series of checklists about the [Open Public Meetings Act](#) at mrsc.org/Home/Explore-Topics/Legal/Open-Government/OPMA-and-PRA-Practice-Tips-and-Checklists.aspx.

Source: [RCW 35.58.2795](#), [Chapter 42.30 RCW](#)

Required element 2: Description of service area, operations and facilities*

Include a broad overview of your public transportation system, including services, equipment and facilities, and intermodal connections.

Describe or provide a map of your service area.

You may satisfy these requirements by referencing your profile in the most recent Summary of Public Transportation.

Alternatively, you may satisfy these requirements by referencing the relevant materials on your website.

Source: [RCW 36.70A.070\(6\)\(a\)\(iii\)\(A\)](#), [WAC 365-196-430\(1\)\(c\)\(i\)](#)

Required element 3: State and agency goals, objectives and action strategies

Identify your priority goals, objectives, and strategies for the current year and next five years.

Identify which of your objectives and strategies support attainment of the transportation policy goals in [RCW 47.04.280](#) and the [Washington State Transportation Plan](#).

For reference, the policy goals are:

- **Economic vitality** – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy
- **Preservation** – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services
- **Safety** – To provide for and improve the safety and security of transportation customers and the transportation system
- **Mobility** – To improve the predictable movement of goods and people throughout Washington State
- **Environment** – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment
- **Stewardship** – To continuously improve the quality, effectiveness, and efficiency of the transportation system

Note: There is some degree of overlap between the transportation policy goals. As a result, multiple strategies may be appropriate to achieve more than one policy goal.

Source: [RCW 35.58.2795](#), [WAC 365-196-430\(2\)\(b\)\(ii\)](#)

Required element 4: Local performance measures and targets

Identify performance measures and targets that you use to evaluate performance of your system.

A performance measure is an indicator of how you provide a particular aspect of transit service. A performance target is a numeric threshold that defines whether you are providing that aspect of transit service at the desired level. You may establish targets based on goals, current performance, industry standards, and peer data.

At a minimum, you should include your transit asset management and most current safety performance measures and targets.²

Note: Agencies may reference performance measures and targets by hyperlink if they are available on the agency's website.

Source: [RCW 36.70A.070\(6\)\(a\)\(iii\)\(B\)](#), [WAC 365-196-430\(1\)\(c\)\(ii\)](#) and [\(2\)\(e\)\(v\)](#), 49 U.S.C. Sections 5303, 5304, 5326(c) and 5329(d), and 23 CFR Part 450

Required element 5: Plan consistency*

Identify steps that you have taken to ensure that your transit development plan is consistent with the local comprehensive plans adopted by cities, counties, and towns within your service area.

You may satisfy these requirements by including a brief overview of:

1. How the planned projects in your plan are consistent with the transportation needs, goals, and objectives included in local comprehensive plans
2. Your planning coordination efforts with local and regional planning organizations to address transit needs within your service area
3. Any other similar efforts

Source: [RCW 35.58.2795](#), [WAC 365-196-430\(2\)\(g\)\(v\)](#) and [\(vi\)](#)

² The Public Transportation Agency Safety Plan final rule (49 C.F.R. Part 673) applies to recipients or subrecipients of financial assistance under 49 U.S.C. Section 5307 that operate a public transportation system, and operators of rail systems subject to FTA's State Safety Oversight Program. Transit agencies subject to the rule must establish a Public Transportation Agency Plan, including safety performance targets, by July 20, 2020.

Required element 6: Planned capital expenses

Present your planned capital expenses³ for the current year and next five years, including rolling stock, facilities, equipment, and infrastructure.

You may satisfy these requirements by including:

1. Project names and descriptions, separated between replacement/preservation and improvement/expansion
2. Proposed schedules, indicating the year that you anticipate to receive and expense the capital asset

Your transit asset management plan and its implementation strategy should inform the replacement needs you identify in this section of your transit development plan. Based on the performance targets you establish, you should identify the capital projects that fall within the transit development plan horizon that you reasonably expect to undertake to meet your asset management performance targets.

Additionally, you must include all planned expansions or improvements.

Finally, you must include all planned capital expenses meeting the following threshold:

Non-expendable tangible personal property having a useful life of more than one year and an acquisition cost, which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes
- OR--
- \$5,000

Source: [RCW 35.58.2795](#)

³ Capital expenses are non-annually recurring and do not include operating expenses that are eligible to use capital funds, such as preventative maintenance.

Required element 7: Planned operating changes

Provide a yearly plan of changes to existing services that you have scheduled to occur within the plan horizon.

You may satisfy this requirement by identifying service expansion and/or reduction by the year of planned deployment and/or elimination using any of the following options:

- Narrative description
- Table showing percent change in revenue service hours and revenue service miles
- Combination of narrative and tabular format

In your identification of service expansion and/or reduction, focus on:

Fixed route

- Major route adjustments
- New routes or expanded hours of service
- Eliminated routes or reduced hours of service

Demand response

- Expanded hours of service or addition of new vehicles
- Reduced hours of service or reduction in vehicles

Rideshare/vanpool

- Increase in new rideshare/vanpool groups
- Decrease in rideshare/vanpool groups in the program

You must also discuss any additional, current, or anticipated policy, planning, funding, or operating issues that may affect the operations of your existing or planned transit system.

Where you propose expansion of service or new service, provide a brief description summarizing each proposed service expansion or new project and how it addresses identified needs. You should also describe any new programs to coordinate with other providers, such as transportation network companies.

Finally, where achieving a balanced operating budget requires you to make reductions in service levels, provide a brief description summarizing the reductions.

Note: You need not include minor route adjustments to fixed-route services that result in less than 10 percent change in revenue service miles or hours, or changes in demand response linked to such adjustments.

Note: If your agency applies for state Vanpool Investment Program grants, your application must be consistent with your transit development plan.

Source: [RCW 35.58.2795](#)

Required element 8: Multiyear financial plan

Provide a multiyear financial plan that includes a capital improvement program, operating financial plan, and cash flow analysis.

To satisfy this requirement, your multiyear financial plan should contain a capital improvement program, operating financial plan, and cash flow analysis. You may combine or format these components in one statement or otherwise format in accordance with applicable accounting regulations (e.g., GAAP, GASB).

Capital improvement program

This element presents the planned capital funding and expenses for each funding source and capital project for the current budgeted year, as well as forecasts for the next five years.

Using planned capital expenses, estimate each project's capital cost. Report the following information in tabular format:

1. Project name
2. All capital expenses and revenues stated in year of expenditure dollars, by source (e.g., federal, state, local, other)

Your capital improvement program must be sustainable and generally balanced each year over the period of your transit development plan. You should only include projects with committed, available, or reasonably available revenue sources.

You must document assumptions that relate to expenditure estimates. This includes:

- Local match rate and source
- Inflationary rates

Operating financial plan

This element documents how you intend to fund and operate your public transportation system. This includes operating revenues and operating expenses for the current budgeted year, as well as forecasts for the next five years.

Your operating financial plan must be sustainable and generally balanced each year over the period of your transit development plan, using committed, available or reasonably available revenues.

You must document assumptions you used to generate the forecasted revenues and expenses. Estimates of revenue and expenses may change due to adjustments in items such as:

Revenues

- Changes in retail sales tax rate
- Percent increase or decrease in retail sales tax revenue
- Changes in fare rates
- Percent increase or decrease in fare revenue
- Changes in interest rates
- Advertising revenue
- Contracted services revenues or pass-through funding
- Changes in local revenues
- Volunteer and in-kind support
- Federal and state revenue sources that are committed, available, or reasonably available

Expenses

- Overall inflation
- Fuel costs
- Parts and supplies
- Wages or benefits
- Insurance costs
- Purchased transportation costs
- Staffing changes
- Increase in marketing or other changes in cost not directly related to service change
- Operating changes, as noted above

Note: You do not need to amend your budgeted year to reflect current conditions at the time of drafting your transit development plan.

Cash flow analysis

This element combines the results of the capital plan and the operating financial plan to summarize the year-by-year financial plan for your agency for the current budgeted year, as well as forecasts for the next five years.

You should structure your cash flow analysis in a way that reflects your agency's restrictions on operating and capital funds. For instance, if your agency has restrictions on the use of cash balances, such as debt retirement, contractual obligations, lease deposits, uninsured losses or reserve accounts for specific projects of purposes, you should identify these in the analysis.

Source: [RCW 35.58.2795](#)

Required element 9: Projects of regional significance

Identify regionally significant projects for inclusion in your regional transportation improvement program maintained by your regional transportation planning organization.

To satisfy this requirement, you may briefly describe such projects in a separate section or include them in the capital improvement program of your multiyear financial plan.

Source: [RCW 35.58.2795](#), [RCW 47.80.023\(5\)](#), [WAC 468-86-160](#)

Transit development plans: Optional elements

Some agencies use their transit development plan as a communication tool. You may include information in your plan you feel will serve this purpose, including an overview of your governance and organizational structure,⁴ accomplishments over the last year, and operating or performance data.

Transit development plans can also be a good place to articulate your agency's plan to comply with emerging state and federal requirements, including:

- Measures for service to vulnerable populations in overburdened communities and tribal support of projects under the Climate Commitment Act
- Efforts to develop and implement a zero-emission fleet transition plan, required for federal Buses and Bus Facilities competitive grants (Section 5339(b)) and Low or No Emissions grants (Section 5339(c))

Source: [49 U.S.C. Section 5339\(b\)](#), 49 U.S.C. Section 5339(c)

Resources

Transit development plans

Summary of Public Transportation – WSDOT's annual [Summary of Public Transportation](#) contains a link to the transit development plans for each agency in the state.

Public hearing and distribution

Open Public Meetings Act – The Municipal Research Services Center has compiled information on the Washington Open Public Meetings Act at mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act.aspx.

State and agency goals, objectives, and action strategies

Washington Transportation Policy Plan and Washington Transportation Plan

The Washington Transportation Commission and WSDOT share responsibility for statewide transportation planning.

- The commission produces a statewide transportation policy plan: [Washington Transportation Policy Plan – 2040 and Beyond](#)
- WSDOT produces a statewide multimodal transportation plan to achieve the commission's vision: [2017-2040 Washington Transportation Plan - Phase 2, Implementation](#). Phase 2 implements the commission's earlier policy plan, [Washington Transportation Plan 2035](#)

⁴ If including information on governance and organizational structure information, please include the most up to date information (i.e., current organizational chart, board membership).

Local performance standards and measures

MAP-21, FAST Act, and Infrastructure Investment and Jobs Act performance management

- WSDOT has created a directory of relevant documents for specific performance management programs, including safety and asset management, at www.wsdot.wa.gov/accountability/map-21
- FTA has resources available addressing the approach to performance-based planning and programming at www.transit.dot.gov/performance-based-planning

Plan consistency

Comprehensive plans – The Municipal Research Services Center has compiled profiles on each Washington city at mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx and county at mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx. Profiles include a link to comprehensive plans, if required.

Multiyear financial plan

Data resources for local budget forecasters – The Washington State Department of Revenue has collected a number of resources for local budget forecasts at dor.wa.gov/sites/default/files/legacy/Docs/Pubs/Misc/LocalFinOfficerPresentation.pdf.

Budgeting, Accounting and Reporting System/Generally Accepted Accounting Principles Manual – The Washington State Auditor’s Office produces the [Budgeting, Accounting and Reporting System/Generally Accepted Accounting Principles Manual](#). The manual prescribes accounting and reporting for local governments in accordance with [RCW 43.09.200](#). The manual’s purpose is to provide:

- Uniform accounting and financial reporting to allow for meaningful use and comparison of financial data
- Accounting and reporting instructions as a resource for local government managers
- A consistent framework for financial reporting to intended users, including managers, governing bodies, granting and regulatory agencies, the state Legislature, and the general public

Projects of regional significance

Directory of metropolitan planning organizations and regional transportation planning organizations – WSDOT provides contact information and website links for metropolitan planning organizations and regional transportation planning organizations in Washington at <https://wsdot.wa.gov/engineering-standards/planning-guidance/tribal-regional-planning>.

Glossary

This guidebook and transit development plans contain many terms that are not common outside of the public transportation sector. Below are helpful definitions and descriptions.

A

Asset management

A strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Available funds

Funds derived from an existing source dedicated to or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered available. A similar approach may be used for state and local funds that are dedicated to or historically used for transportation purposes.

C

Capital expense

Expense related to the purchase of equipment to support transit services. Equipment is tangible property with a useful life of more than one year and an acquisition cost, which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or \$5,000.

Committed funds

Funds that have been dedicated or obligated for transportation purposes. For state funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered committed. Approval of a transportation improvement program by the Governor is considered a commitment of those funds over which the Governor has control. For local or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment.

E

Equipment

Tangible property with a useful life of more than one year and an acquisition cost, which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or \$5,000.

Expansion

The acquisition of revenue vehicles for expansion of transit service.

F

Financially constrained/fiscal constraint

There is sufficient financial information demonstrating that projects in the transit development plan can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the transit system is being adequately operated and maintained.

Financial plan

Documentation that demonstrates how the transit development plan can be implemented and identifies resources from public and private sources that are reasonably expected to be made available to carry out the plan.

I

Intermodal connection

Service that provides connections to two or more different transportation modes, such as between transit and ferries, transit and airports, transit and rail, or transit and pedestrian and bicycle facilities.

O

Obligated

An order placed for property and services, a third-party contract entered into, subagreement made, and similar transaction during a given period that requires payment during the same or a future period.

Obligated projects

Strategies and projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the State or designated recipient authorized and committed the supporting Federal funds in preceding or current program years, and authorized by the Federal Highway Administration or awarded as a grant by the FTA.

Obligation

A definite commitment that creates a legal liability of the federal government by awarding federal assistance through a grant or cooperative agreement.

Operating expenses

The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased. Consumable items with a useful life of less than one year or an acquisition cost which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or \$5,000.

P

Planned funds

This category is for funds that are identified and have a reasonable chance of being committed, but are neither committed nor budgeted. Examples include proposed sources that require a scheduled referendum, reasonable requests for state/local capital grants, and proposed debt financing that has not yet been adopted in the agency's capital investment plan.

Program of projects

A list of projects to be funded in certain applications submitted to FTA by a designated recipient, state or local government. The program of projects lists the recipients and subrecipients and indicates whether they are private non-profit agencies, governmental authorities, or private providers of transportation service. The program of projects also designates the areas served (including rural areas, as applicable) and identifies any tribal entities. In addition, the program of projects includes a brief description of the projects, the total project cost, the federal share for each project, and the amount of funds used for program administration from the allowed percentage.

R

Regionally significant project

A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulations (40 CFR part 93, subpart A)) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Replacement

The replacement of revenue vehicles having reached the end of a minimum normal service life.

T

TDP Transit Development Plan

A six-year planned developed pursuant [RCW 35.58.2795](#) that contains information as to how the municipality intends to meet state and local long-range priorities for public transportation, capital improvements, significant operating changes planned for the system, and how the municipality intends to fund program needs.

Appendix: Deliverables checklist

Note: Elements marked with an asterisk (*) do not apply to transit agencies operating in cities or counties that are not required or have not opted-in to completing a local comprehensive plan.

Element 1: Public hearing and distribution			
Information requested	Included?	Page(s)	Comments
1. Documentation that at least one public hearing about the transit development plan's contents was conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2. The plan contains the following: a. Date(s) of the hearing(s) b. Information about whether your governing body took any action to approve the plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 2: Description of service area, operations, and facilities*			
Information requested	Included?	Page(s)	Comments
3. A broad overview of your public transportation system, including: a. Services b. Equipment and facilities c. Intermodal connections	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. A description or a map of your service area	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 3: State and agency goals, objectives and action strategies			
Information requested	Included?	Page(s)	Comments
5. Your priority goals, objectives, and strategies for the current year and next five years	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Which of your objectives and strategies support attainment of the following: a. Transportation policy goals in RCW 47.04.280 b. Washington State Transportation Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 4: Local performance measures and targets			
Information requested	Included?	Page(s)	Comments
7. Performance measures and targets that you use to evaluate performance of your system	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 5: Plan consistency*			
Information requested	Included?	Page(s)	Comments

8. Efforts taken to ensure your transit development plan is consistent with the local comprehensive plans adopted by cities, counties, and towns within your service area	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 6: Planned capital expenses			
Information requested	Included?	Page(s)	Comments
9. Your planned capital expenses for the current year and next five years, including: a. Rolling stock b. Facilities c. Equipment d. Infrastructure	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 7: Planned operating changes			
Information requested	Included?	Page(s)	Comments
10. A yearly plan of changes to existing services that you have scheduled to occur within the plan horizon	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 8: Multiyear financial plan			
Information requested	Included?	Page(s)	Comments
11. A multiyear financial plan that includes the following: a. capital improvement program b. operating financial plan c. cash flow analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Element 9: Projects of regional significance			
Information requested	Included?	Page(s)	Comments
12. Regionally significant projects for inclusion in your regional transportation improvement program maintained by your regional transportation planning organization	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Optional elements			
Information requested	Included?	Page(s)	Comments
13. Overview of governance and organizational structure	<input type="checkbox"/> Yes <input type="checkbox"/> No		
14. Accomplishments over the last year	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Operating or performance data	<input type="checkbox"/> Yes <input type="checkbox"/> No		