**DRAFT Commute Trip Reduction Employer Exemption Form**

The Commute Trip Reduction (CTR) Program helps employers around the state address traffic congestion, air pollution, and fuel consumption in their communities through implementation of transportation demand management (TDM) strategies for employees that commute between the hours of 6-9 a.m.

WSDOT CTR grantees or employers can use this form to exempt worksites that have special circumstances that prohibit them from participating in the CTR Program. The grantee’s CTR work plan must provide documentation of these special circumstances (RCW 70.94.527(1) and (9)).

Grantees must present their completed Commute Trip Reduction Employer Exemption Form to the TDM Technical Committee, formerly the CTR Board. The committee will document the exemption, and may provide comments and request additional information to justify the exemption (RCW 70.94.527(9)).

Worksite exemptions are not permanent. Grantees must evaluate and report on the status of exempted worksites in their four-year CTR work plan. The work plan and subsequent quarterly reports must document how the grantee repurposed CTR funds from the worksite to support TDM (WAC 468-63-070(3)(b)).

**Provide the following information for employer worksites seeking exemption:**

1. Name and address of the worksite requesting an exemption.
2. Letter of support from the worksite and jurisdiction to the agreed terms of the worksite exemption.
3. Plan for repurposing CTR funds from this worksite to support TDM during the exemption period, not to exceed four years.
4. Documentation of special circumstances as described in the grantee’s local ordinance that make the worksite not a good fit for the CTR Program.
5. Copy of the grantee’s CTR ordinance with the criteria and process for issuing a worksite exemption. Please include other pertinent ordinances applicable to this request.