**DRAFT - Commute Trip Reduction Program – Recommendations for Worksite Exemptions**

This document provides recommendations for exempting CTR affected worksites with ‘special circumstances’ from participating in the CTR program.

**Background**

In their [2019-2021 Transportation Demand Management Action Plan](https://storage.ning.com/topology/rest/1.0/file/get/3811590282?profile=original), the Transportation Demand Management (TDM) Technical Committee and Executive Board established a set of priority action items including “providing jurisdiction technical assistance to enhance the program deliver and increase program performance (e.g., exempting worksites and/or cities with extenuating circumstances).” This committee and board initiative directly aligns with [WSDOT’s Public Transportation Division’s 2019-2023 TDM Strategic Plan](https://st2.ning.com/topology/rest/1.0/file/get/1485266090?profile=original) goal to “increase the use of high-efficiency transportation options for commutes by streamlining program administration.”

The intention of a worksite exemption is to allow grantees the option to exempt worksites that are unable to participate in the CTR program due to ‘special circumstances’ that preclude them from participation in the program. An exemption allows grantees to focus their resources on worksites that can continuously change travel behavior.

WSDOT staff worked with the Transportation Demand Management Technical Committee along with conducting small group interviews with CTR grantees (held in February 2020) for guidance on establishing a path forward.

**Proposed Recommendations**

Based on the outreach efforts, WSDOT staff recommends, per the state’s statue RCW 70.94.527 items (1) & (9), allowing jurisdictions to refer to their local ordinances and plans to determine the criteria to exempt worksites that have ‘special circumstances’ from participation in the CTR program for a maximum life of 4 years. For those jurisdictions that don’t have a formalized process, staff has developed a form grantees can submit to the TDM technical committee for review.

The process to exempt worksites are as follows:

1. **Use WSDOT’s form to document the request for a worksite exemption based on circumstances defined in the grantee’s local ordinance.** The form layouts the process and documentation needed to obtain an exemption. The jurisdiction (CTR grantee or the city/town where the worksite is located) must work directly with the worksite to obtain the proper documentation. Per [RCW 70.94.527](https://app.leg.wa.gov/RCW/default.aspx?cite=70.94.527) (1), *the ordinance shall establish the requirements for the major employers and provide an appeals process by which major employers, who as a result of special characteristics of their business or its location would be unable to meet the requirements of the ordinance, may obtain waiver or modification of those requirements.*
2. **The CTR grantee must present the exemption request to the Transportation Demand Management Technical Committee (formerly Commute Trip Reduction Board).** Per[RCW 70.94.527](https://app.leg.wa.gov/RCW/default.aspx?cite=70.94.527) (9), *any waivers or modifications of the requirements of a commute trip reduction plan granted by a jurisdiction shall be submitted for review to the commute trip reduction board established under* [*RCW 70.94.537*](https://app.leg.wa.gov/rcw/default.aspx?cite=70.94.537)*.*
3. **The Transportation Demand Management Technical Committee will review the request and may notify the grantee of any comments or objections.** Per[RCW 70.94.527](https://app.leg.wa.gov/RCW/default.aspx?cite=70.94.527) (9), *the commute trip reduction board may not deny the granting a waiver or modification of the requirements of a commute trip reduction plan by a jurisdiction but they may notify the jurisdiction of any comments or objections.*
4. **In the case where the sole worksite is exempt from the program, the city or county municipality that has less than 100 employees will also be exempt from participation in the CTR program for the period of the exemption.** Per[WAC 468.63.020](https://app.leg.wa.gov/WAC/default.aspx?cite=468-63-020&pdf=true) (d), *only those cities and counties containing a major employer in the affected urban growth area within the boundaries of their official jurisdiction shall be required to adopt a local CTR plan.*