

CTR Open House Q&A Sessions for Implementers Week 1: August 8, 2023

Washington State Department of Transportation (WSDOT) compiled the following questions and answers received before, during, and after its Commute Trip Reduction (CTR) open house question and answer session for implementers on August 8, 2023.

General Questions:

Are the CTR open house sessions for implementers recorded?

No. However, we are providing this summary.

When are future CTR open house sessions scheduled?

Please see the schedule on the [transportation demand management \(TDM\) calendar](#). You are welcome to join as many of the sessions as you like.

CTR Guidebook:

How do I find the 2023-2025 Biennium Commute Trip Reduction Guidebook?

The [2023-2025 Biennium Commute Trip Reduction Guidebook](#) is available online. CTR grantees are encouraged to read the document and bookmark the webpage.

Are there any changes in the 2023-2025 Biennium Commute Trip Reduction Guidebook?

Yes. See the change log in the [2023-2025 Biennium Commute Trip Reduction Guidebook](#). For example, the 2023-2025 guidebook removed the requirement for final progress reports.

CTR Administrative Workplan:

How do I find the commute trip reduction administrative workplan template?

Appendix A of the [2023-2025 Biennium Commute Trip Reduction Guidebook](#).

Is the commute trip reduction administrative workplan template a fillable form? How should I use the commute trip reduction administrative workplan template?

No, the commute trip reduction administrative workplan template is not a fillable form. The template is in Portable Document Format (PDF) and it lists the categories and subcategories required in the commute trip reduction administrative workplan.

Upon request, we are happy to provide a Microsoft Word version of the administrative workplan template. If you would like a Microsoft Word version of the administrative workplan template, please email your request to tdm@wsdot.wa.gov. If you prefer to use the administrative workplan template PDF provided in the 2023-2025 Biennium Commute Trip Reduction Guidebook, we recommend copying-and-pasting the categories and subcategories identified in the PDF template into another document type.

What document format should I use for my administrative workplan?

We have no specific requirements for the format of your administrative workplan. You may submit your final administrative workplan in any document format that you wish, though we prefer PDF or Microsoft Word formats.

When is the administrative workplan due and how should I submit it to WSDOT?

The reviewed-and-approved version of your administrative workplan is due September 30, 2023. We recommend that you submit your administrative workplan to us for review by September 15, 2023. This allows time for us to review and send comments to you before the deadline. Send your draft workplans to tdm@wsdot.wa.gov.

What information should my administrative workplan cover?

The commute trip reduction administrative workplan template, provided as Appendix A of the [2023-2025 Biennium Commute Trip Reduction Guidebook](#), lists the categories and subcategories required in the commute trip reduction administrative workplan. The template also provides example, optional subcategories that you may choose to address in your administrative workplan. (Examples are not requirements; they are samples of what your organization might choose to include in its administrative workplan.)

Where can I find examples of previously approved administrative workplans?

For your reference and as a guide, we recommend you refer to your organization's previously approved administrative workplans. You can find them by logging in to your [grants management system \(GMS\)](#) account and selecting the Contracts, Amendments & Administrative Work Plans tab.

What is the difference between “activities” and “deliverables?”

Activities represent actions that meet the requirements of the administrative workplan's categories and subcategories. An example activity might be, “Notify employers of legally required activities.” Deliverables are work products, and they represent the artifact or proof that an activity occurred. An example deliverable for the above activity might be, “Letters to new worksites and employers.”

How much detail should I provide in my administrative workplan?

The administrative workplan should describe your planned activities in just enough detail to enable us, in our role as grant administrators, to assess whether your administrative workplan will meet program requirements and do so in ways that align with state laws, rules and policies. At the end of the biennium, a site visit could be conducted to confirm that you completed the activities described in your plan.

What expenses are eligible for reimbursement?

Your expenses must be directly related to a local CTR program and its services and be reasonable in amount to be eligible for reimbursement. Refer to the “Program Administration” section of the [2023-2025 Biennium Commute Trip Reduction Guidebook](#) to determine whether an expense is eligible for reimbursement.

Is food eligible for reimbursement?

Yes, if the food is purchased to fulfill an activity related to an element of the city or county’s CTR administrative work plan.

What happens if there is a difference between the deliverables identified in my administrative workplan and the deliverables that my organization produces in practice?

Reimbursement is based upon activities listed in your CTR administrative work plan. Only activities included in your approved workplan are eligible for reimbursement. Work with your assigned WSDOT Public Transportation Division contract manager to approve any major deviations from activities in your approved workplan to ensure reimbursement. If a deviation is significant, it may require an amendment to your administrative workplan and to your TDM contract.

Many activities generate deliverables. We ask you to list deliverables in the work plan solely to help us assess whether your plan will meet program requirements and do so in ways that align with state laws, rules and policies. As a result, you do not need to amend your CTR administrative workplan or TDM contract every time you change a deliverable.

Is it true that implementers don't have to give the deliverables to WSDOT unless WSDOT specifically asks for it, or if the implementer is audited?

Correct. Deliverables must be available on request during a site visit or audit but are otherwise not routinely reviewed by WSDOT.

Is a calendar required in the administrative workplan?

No. However, we recommend that you develop a calendar or Gantt chart for your use.

I have a new staff member, thus increasing CTR budget needs. How should I reflect this in the administrative workplan?

Please do not list hiring and training program staff as an activity in your administrative workplan. While this is important work, we consider it routine administration, like record keeping, filling out timesheets and other activities that are not directly related to reducing commute trips. We do not want you to amend your workplan and TDM contract every time you experience staff turnover.

Where should I reflect budget in the administrative workplan?

Financial information is required in your CTR 4-year Plan, not your administrative workplan. Additional budget information is not required unless requested in a site visit or audit.

CTR Planning Guidance for Cities/Counties:

Where can I find the Draft CTR Planning Guidance for Cities and Counties?

Draft CTR planning guidance for cities and counties is available online on the [TDM resources webpage](#), under the “CTR Planning Guidance” heading. We encourage you to read the document and bookmark the webpage.

Why is the guidance a draft, rather than final?

We will finalize the guidance after we receive feedback from implementers and complete more detailed guidance.

When will WSDOT offer open house sessions for CTR 4-year plans?

Please stay tuned for further information from us.

On page 3, under “What are some of the key process requirements?,” what are WSDOT’s expectations regarding the following requirements?

Engagement with “public, including vulnerable populations.” Does WSDOT mean, for example, employees at CTR worksites, or anyone in the jurisdiction?

Engagement must include people in your jurisdiction who are not employed at CTR worksites. CTR exists to address pollution, energy use and traffic congestion, which affect all members of the community not just those at CTR worksites.

“Title VI and ADA considerations: multiple languages.” Plan documents are often quite large, and translations represent a large expense, especially for smaller CTR implementing agencies.

Work with your jurisdiction’s planners to determine if options other than translating plan documents will suffice. Examples of other options include translation of plan documents by request only or providing a translation of the plan and offering appendices upon request. Plan to translate public outreach documents.

**“Must review transit, comprehensive and regional plans: Ideas for CTR-related improvements to these plans should be submitted to the agency that owns the plan for consideration during the next plan update cycle.”
Does WSDOT have recommendations on this workflow?**

Compile a list of the ideas you hear during your outreach that are a better fit for a comprehensive, regional or transit plan. Send these to the appropriate agency at milestones in your planning project and ask them to consider them during their next plan update. We recommend inquiring about the schedules for these updates to ensure you don’t miss deadlines for public input.

CTR Planning Guidance for Regions:

Does the Draft CTR Planning Guidance for Cities and Counties address regional plans?

No. Please stay tuned for guidance on regional plans from WSDOT.

CTR Contracts:

We are entering into an agreement with a surrounding agency. What are some of the requirements for local jurisdictions to form a contract?

WSDOT is still finalizing the 2023-25 CTR contract boilerplate and may contain an additional clause related to subcontracting. Please stay tuned for finalized contract language.

CTR Other Questions:

Is WSDOT planning a transition among its community liaisons?

WSDOT will transition responsibilities between community liaisons and other staff members, but the timing and scope of that transition has yet to be determined. WSDOT will communicate plans once they have been confirmed.

Where can I find more information on WSDOT's public transportation grants?

WSDOT has provided many resources on its [Apply for and Manage Your Grant](#) website.

Can CTR funds be used as match for a transit feasibility consolidated planning grant?

No, though it may depend on the funding source and scope of the organization's Transit Feasibility project, and whether it is included in the Yakima Valley Council of Governments 23-25 CTR Administrative Work Plan.

How can jurisdictions request additional support from WSDOT for specific activities and/or events?

Speak with the Transportation Demand Management Team or your contract manager.

Does the 'Purchasing policy' apply to the purchase and/or installation of a single bike rack (for example)? Is this something that would have to go through a competitive bid process or would the local implementer be able to source that work internally to a city department?

Cities and counties need to follow their established procurement processes. In this example, if the expenses of the bike rack purchase and/or installation stay within city cost thresholds and satisfy any other procurement standards, WSDOT has no objection to the use of city crews to complete the work.

I don't believe I have any worksites in the unincorporated part of my county; all my worksites are in cities. I understand that I need to do a city 4-year plan. Do I need to do a county 4-year plan also?

All counties that have a CTR-affected worksite must complete a county plan. During budget development in spring 2023 all counties except Whatcom claimed worksites in their unincorporated area. As a result, all counties except Whatcom must complete a county 4-year plan.

Does the CTR budget provide funding for metropolitan planning organizations to help meet the regional CTR planning requirements?

Funding is not provided for metropolitan planning organizations or regional transportation planning organizations to help meet the regional CTR planning requirements.