

## CTR Open House Q&A Sessions for Implementers

### Week 2: August 22, 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 22, 2023.

### General Questions:

**Are the CTR open house question and answer (Q&A) sessions for implementers recorded?**

No. However, we are providing this summary.

**When are future CTR open house Q&A sessions for implementers 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.

**Where can I find Q&A summaries and slides from the CTR open house sessions?**

Materials are available online on the [TDM meeting materials webpage](#), under the “CTR Open House Q&A Sessions for Implementers” heading.

**Where can I submit questions about the 2023-2025 Biennium Commute Trip Reduction Guidebook, administrative workplans, reimbursement eligibility, or 2025-2029 planning requirements?**

Please email policy and program questions to [tdm@wsdot.wa.gov](mailto:tdm@wsdot.wa.gov). Please continue to submit questions about CTR surveys, program reports, performance targets, and the CTR survey tool to [ctrsurvey@wsdot.wa.gov](mailto:ctrsurvey@wsdot.wa.gov).

### CTR Guidebook:

**Where can I find out more about completing a commute trip reduction administrative workplan?**

The [2023-2025 Biennium Commute Trip Reduction Guidebook](#) is available online and provides guidance on completing your administrative workplan. Please see the change log within the documents for changes from the previous publication. We encourage you to read this document and bookmark the webpage.

**Is a competitive procurement process required for any expenditure, no matter the amount?**

Page 8 of the [2023-2025 Biennium Commute Trip Reduction Guidebook](#) reads,

“If you use state CTR funds for procurement, you must use a competitive procurement process (RCW 39.26.120). Your procurement process must also be in accordance with your purchasing policies and must follow all applicable state laws.”

Less than \$10,000, state and local funds only: use procurement process and purchasing policies provided by your public agency.

More than \$10,000, state and local funds only: review your public agency and state procurement process and purchasing policies and follow those that are more rigorous.

Federal funds in any amount: review your public agency, state and federal procurement processes and purchasing policies and follow those that are most rigorous.

## **CTR Administrative Workplan:**

**We are exploring a potential CTR activity, but we are not yet certain of its feasibility. Should we include the potential activity in the administrative workplan?**

You'll need to use your best strategic judgment.

If it's likely that the activity will occur, you could include it in your workplan. If you decide not to do that activity then you would need to amend your workplan and TDM agreement with the state. These steps must be completed at least three months before the end of the biennium, June 2025.

If it's not likely that the activity will occur, you could omit it from your workplan. If you decide to do the activity and want to use state funds for the activity you would need to amend your workplan and TDM agreement with the state before you do the activity.

**Can I use CTR grant funds to purchase bike racks and install them at or near CTR worksites?**

Yes. You may spend CTR funds on small capital projects such as bike racks. You must identify the activity within your administrative work plan, follow procurement processes and purchasing policies, and ensure that all permitting and environmental requirements are met.

**How should I submit my draft and final administrative workplan to WSDOT?**

Send your draft and final administrative workplans to [tdm@wsdot.wa.gov](mailto:tdm@wsdot.wa.gov).  
Reminder, the deadline for submittal to the state is September 15, 2023. This allows time for consultation before the contractual deadline of September 30.

## **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.

### **Can WSDOT explain the process flow graphic in the draft CTR planning guidance for cities and counties? What is needed for the CTR plan creation process and the timeline?**

Administrative workplan:

Draft CTR planning guidance for cities and counties is available online on the [TDM resources webpage](#), under the “CTR Planning Guidance” heading. We have provided a process flow graphic to assist you in developing your CTR 4-year plan. For the purposes of developing your administrative workplan, you might find the section titled, “Planning milestones to reflect in your CTR administrative workplan” helpful.

CTR 4-year plan:

We have issued draft guidance that provides additional detail about the CTR plan creation process. We are developing additional materials to support you and these should be available in September. They include finalized guidance, templates and sample plans. We also plan to hold open house sessions for CTR implementers that focus on the 4-year plans in the next few weeks.

### **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.

### **I am required to list my jurisdiction’s CTR performance target in my CTR city/county plan. How should I determine my jurisdiction’s CTR performance target?**

Appendix A, “Establishing performance targets,” of the draft CTR planning guidance for cities and counties, provides guidance and options for choosing performance targets. We recommend choosing the option that is most closely aligned with your jurisdiction’s policy objectives. Please remember that the performance target is a goal; there is no punishment if your jurisdiction does not meet its chosen performance target.

**Do the jurisdiction-level drive-alone rate (DAR) performance targets identified in Appendix A of the draft CTR planning guidance for cities and counties refer to the performance target for the entire jurisdiction, rather than individual worksites?**

Yes, the jurisdiction-level DAR performance targets refer to the entire jurisdiction, not individual worksites.

**How can I learn more about WSDOT’s methodology for determining performance target options?**

Please email questions to [tdm@wsdot.wa.gov](mailto:tdm@wsdot.wa.gov).

**Can I use CTR grant funds to hire a consultant to write my CTR plan? If so, is there a limitation on the amount of grant funds that I could use for consultant fees?**

Yes, you can use CTR grant funds to hire a consultant. There is no limit on the amount of funds that you can use for consultant fees. Please refer to the guidance on third-party operations contracts in the “Assignments and subcontracts” section of the [2023-2025 Biennium Commute Trip Reduction Guidebook](#).

When CTR contracts are complete, they will also include information about sub-contracting. Until you receive it, your previous CTR contract can serve as a resource as you consider contracting work out.

## **CTR Contracts:**

**When will WSDOT send contracts to TDM grantees?**

Our goal is to send 2023-25 CTR contracts to grantees by the mid-September 2023.

## **CTR Other Questions:**

**What is the due date for an administrative work plan for the Regional Mobility Grant?**

An administrative work plan is not a required deliverable for Regional Mobility Grants. The WSDOT-approved administrative work plan is only required for CTR funds. Requirements for Regional Mobility Grants are found in your grant agreement and the [Regional Mobility & Green Transportation Capital Grants Guidebook](#).

**Can the request for proposals (RFP) serve as the administrative work plan? I have a draft RFP awaiting final feedback from my supervisor and procurement. Since the grant is effective for only two years, we hope to use it to procure consultant services soon after we receive a contract from WSDOT.**

No. WSDOT requires that your CTR administrative work plan include specific content. Unless the request for proposals aligns exactly with that content one cannot be substituted for the other.