

CTR Open House Q&A Sessions for Implementers

Week 3: September 5, 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 September 5, 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. Please continue to submit questions about CTR surveys, program reports, performance targets, and the CTR survey tool to ctrsurvey@wsdot.wa.gov.

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.

What is the regional 4-year plan referred to in the Draft CTR Planning Guidance for Cities and Counties?

Each affected regional transportation planning organization must adopt a CTR plan for its region. The state's intent in requiring regional CTR plans is to ensure

that the region develops a consistent, integrated regional strategy for meeting CTR goals and targets.

I am conducting community engagement for a different transportation planning effort in my community. Can I use the results of that engagement to inform my CTR 4-year plan for cities and counties?

Yes.

CTR Other Questions:

Should a worksite survey all employees or only CTR-affected employees?

We suggest surveying all employees at a worksite; however, this is the choice of the worksite in consultation with its local CTR implementer and in consultation with its local jurisdiction's policy and CTR ordinance. Please check in with your jurisdiction's CTR implementer to confirm. Considerations to keep in mind:

- Which employees are CTR-affected may be unknown, making it difficult to survey only the CTR-affected employees.
- We use the CTR survey's questions to determine who is CTR-affected.
- Worksites can view their CTR statistics for their CTR-affected population only, their non-CTR-affected population only, and for all employees.
- If a city has a CTR-affected worksite, that city's city hall building is automatically CTR-affected. Therefore, all employees at city halls should be surveyed.

I will have access to the CTR survey tool on Sep. 18, 2023. Should I start surveying right away or should I participate in WSDOT's training first?

You should use your best judgment. We recommend attending the trainings and first becoming comfortable with the survey tool. We suggest testing the tool and your survey on a smaller group before surveying larger numbers of respondents. However, we do not require you to participate in training before creating or distributing your survey.

Find more information on the CTR survey and tool at <https://tdmboard.com/ctr-tool/> including frequently asked questions, survey explanations, survey questions, training materials, and the CTR survey tool training calendar.

If I volunteer to survey beginning September 18, will I be exempt from the next survey cycle?

If the survey system gathers valid data in September then your survey results will be valid for the 2023-2025 survey cycle. If we uncover issues that affect the validity of the data you may need to conduct the survey again before July 2025.

We recommend testing the tool and your survey for a smaller group before surveying larger numbers of respondents.