

CTR Open House Q&A Sessions for Implementers

Week 4: September 19, 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 19, 2023.

General Questions:

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

No. However, we are providing this summary.

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 Administrative Workplan:

On September 19, 2023 I received an email from WSDOT to which was attached an anonymized administrative workplan in Microsoft Word format. I’ve already submitted a draft administrative workplan to WSDOT for review. Do I need to resubmit my draft administrative workplan to follow the paragraph formatting (e.g., font, font style, font size) of the anonymized administrative workplan?

WSDOT attached the anonymized administrative workplan to its September 19, 2023 email to implementers as an example of an administrative workplan that meets the requirements for administrative workplans and follows best practices. You do not need to follow the paragraph formatting (e.g., font, font style, font size) in the example anonymized administrative workplan. However, WSDOT requires that your administrative workplan follow the correct letter/number outline format provided in the [CTR Grant Guidebook, Appendix A](#).

CTR Contracts:

I have received a contract that is ready to execute, but I have not yet received an approved administrative workplan. Should I wait to receive my approved administrative workplan before I execute my contract, or will WSDOT later amend the contract to include the approved administrative workplan?

The standard process is to first execute the agreement and later perform an administrative amendment to incorporate the approved administrative workplan.

Amending the CTR administrative workplan is considered an “administrative amendment.” An administrative amendment influences the workplan only. It does not influence the award value or contract clauses. Approval of, and changes to, the administrative workplan do not require signatory authority. Changes may be made based on agreement between the WSDOT contract manager and CTR implementer staff implementing the CTR program.