

COMMUTE TRIP REDUCTION PROGRAM CTR Efficiency Act Implementation

FREQUENTLY ASKED QUESTIONS

In this document WSDOT answers frequently asked questions about implementation of the Commute Trip Reduction Efficiency Act (RCW 70.94.521-555). WSDOT will include additional answers to questions as they arise over time.

Question Topic: Changes to the CTR Program

Q: Why did you make changes to the Commute Trip Reduction (CTR) program?

A: The old CTR law sunset the CTR Task Force in 2006. This milestone represented an opportunity to make changes to the program so that it could be more effective and efficient. The Task Force initiated a public process in August 2004 to shape recommendations for the future of the program, and submitted its recommendations to the legislature in January 2006. The changes in the CTR law required WSDOT to develop new rules, guidelines and models for the program.

Q: The CTR Efficiency Act folio states that the program will begin January 1, 2008. Is this the official start date? The CTR law says it will be a date designated by the CTR Board. Can you give me a reference point for this date?

A: The January 1, 2008 date is the state's target date for when all of the local and regional CTR plans will be approved. Your new CTR program won't officially begin until your local ordinance is updated. The state has not established a deadline for updating local ordinances in order to allow adequate time for the transition.

Q: Has WSDOT created an updated template for the local CTR ordinance?

A: WSDOT has not yet developed an updated CTR ordinance template. WSDOT plans to do this in the summer of 2007. Local ordinances won't need to be updated until at least January 2008, as the plans won't be approved by the CTR board until then.

Q: If a jurisdiction wanted to expand the commute window from, say, 6 to 9 a.m. to 6 a.m. to 10 a.m., would that be permitted?

A: Nothing in the old or new CTR laws prohibits local governments from expanding the commute window or changing other parameters to bring more employers into the program. The state CTR law sets the minimum standard that jurisdictions must meet; it does not restrict local jurisdictions from adding to the law's requirements in their local ordinances.

Question Topic: Funding

Q: What does the current funding for the program do?

A: In 2005-2007, \$3.8 million was allocated to the ten CTR counties based on the number of worksites in the county (70%) and the number of trips reduced in the county (30%), with a minimum of \$160,000 allocated to each county per biennium. This funding helps local jurisdictions operate their CTR programs as defined in local ordinance: technical assistance to major employers, employer program review, and more. About \$1.4 million was allocated to the state for the CTR Task Force, data collection and technical support to local jurisdictions.

Q: How will the CTR Efficiency Act change funding for the CTR program?

A: Funding is subject to legislative appropriation. The CTR Efficiency Act shifted responsibility for allocating program funding from WSDOT to the CTR Board. The CTR Board will adopt its funding policy for the base program funding in May 2007. Jurisdictions will be given a chance to review the policy and give their feedback to the CTR board before the policy is finalized. It is very unlikely that the Board will drastically change the way that program funding is allocated to jurisdictions.

Q: How is funding going to be allocated and who will receive it?

A: State program funds will be allocated by the state CTR Board to local jurisdictions, transit agencies, RTPOs, or other entities contracted to run the local program for the affected urban growth area (UGA). A contractor could be a government or private agency. Local jurisdictions continue to have a choice in whether they want to run their own program or contract out to another entity.

Q: Was any money provided for the new planning requirements?

A: Yes. The state legislature provided \$750,000 in FY 2007 for WSDOT to provide to RTPOs and local jurisdictions to develop the local and regional CTR plans. WSDOT used \$30,000 of this funding to hire contractors to develop planning guidance and templates, and allocated the rest to the local jurisdictions and RTPOs required to do CTR plans, with some funding going to fourteen cities that contracted with WSDOT to develop Growth and Transportation Efficiency Center (GTEC) plans.

Q: Are any CTR planning funds available? How does my organization apply for planning funds?

A: WSDOT allotted all of the available planning funds in October 2006, so no more planning funds are available.

Q: Can the basic funding dollars per affected employer that a jurisdiction receives for the basic program be applied to the GTEC pot, i.e. to increase the overall GTEC fund pot? Does the basic funding amount per affected employer stay in the basic funding pot to apply to CTR-affected employers who are not served in the GTEC, and can the GTEC and Base funding pots be combined in any way?

A: WSDOT will allocate both funding streams based on the decisions by the CTR board, and local jurisdictions may choose to use the funding streams however they need to meet their planning goals. The basic level of services described in the CTR law and contracts with WSDOT must be provided to every CTR worksite in the jurisdiction, but beyond that jurisdictions may choose to use the funding however they need, in order to put the best program together.

Question Topic: Regional Coordination

Q: Do the new CTR planning requirements for RTPOs take away local autonomy?

A: No. Six RTPOs have a role in CTR for planning purposes only. The intent is for local jurisdictions and the RTPO to collaborate in a coordinated planning process. RTPOs will use local CTR plan information to develop a regional CTR plan, including a regional goal, strategies, and a financial plan. Local jurisdictions retain autonomy for their CTR programs and are the only entities authorized in the law to create Growth and Transportation Efficiency Centers (GTECs).

Q: Does adding RTPOs insert another layer of bureaucracy to the program?

A: No. A planning role for RTPOs is added, but this will not require changes in the day-to-day operation of the program. There are two main purposes for this change: for planning and for the programming of federal funds.

- First, the intent is for CTR to be elevated as a transportation strategy within the regional planning process and allow local information to be better utilized at the regional and state levels to establish priorities and integrate CTR programs with other planning processes.
- Second, the CTR Board wants CTR, transportation demand management (TDM), and GTECs to be a higher priority in the planning and programming of federal funds by the RTPO.

Question Topic: Base Program Planning and Implementation

Q: When will the final CTR planning rules be available, and where can I get a copy?

A: The rules have been adopted and took effect in March 2007. They can be found at www.wsdot.wa.gov/tdm/ctr or by visiting the Washington Legislature home page.

Q: When do local jurisdictions have to complete a draft plan?

A: The state deadline is October 1, 2007, but you should check with your RTPO to see if they have set a different date. PSRC, for example, has set July 2, 2007 as their deadline.

Q: What is the name and contact information of the RTPO that my jurisdiction will submit its CTR plan to?

A: You can find a contact list for the state's RTPOs at www.wsdot.wa.gov/transit/contacts/mpos_and_rtpos.pdf. Contact the RTPO to determine who to work with on your CTR plan.

Q: What is the process for the local-regional-state plan development and implementation?

A: The legislature's intent is for the local, RTPO, and state CTR plans to be coordinated in a collaborative fashion that involves all major stakeholders. The specific requirements for planning are outlined in WAC 468-63, the CTR planning rules. WSDOT has also issued planning guidance and models to assist plan development.

The planning timeline in FY 2007 looks like this:

- WSDOT issues planning rules and guidance. The planning rules established the timelines and requirements for local, regional, and GTEC plans, including the statewide minimum CTR targets. (The rules were adopted in February 2007 and the guidance was issued in November 2006.)
- In a collaborative effort at the regional level, RTPOs, local jurisdictions, and others initiate a regional CTR planning process and develop minimum criteria for GTECs.
- Forty-eight cities and 9 counties will develop their required CTR plans and submit the draft plans to their RTPO for review and comment. The RTPO has a role in determining if the plans are consistent with each other and the regional CTR plan. The RTPO will set the deadline for plan submittal. For example, the Puget Sound Regional Council has set a deadline of July 2, 2007.
- Local jurisdictions *may* apply for regional certification of their GTEC plans. Fourteen cities around the state are developing GTEC plans in FY 2007. If a jurisdiction seeks state CTR funding for the GTEC, it will have to apply to the RTPO for certification by the deadline established by the RTPO..

- RTPOs must submit local, regional and GTEC plans to the CTR Board by October 1, 2007. The CTR Board must approve local and regional CTR plans for those local governments and regions to receive CTR program funding. Approval will be based on whether the plans meet the minimum requirements of the law and rules and whether they are consistent with each other. The CTR Board will issue its approvals or denials by January 2008.
- After January 2008, local governments and/or their contractors will adopt their approved CTR plans by reference into their new CTR ordinance and begin to implement the plans.

RTPOs would not have the authority to deny or redirect state CTR funds within their region, nor to reject local base program plans. Only the state CTR Board will have the authority to allocate state program funds.

Q: Does my jurisdiction need to provide CTED and other GMA agencies with a 60-day review period prior to adoption of our CTR Plan?

A: No, CTED does not need to review the draft CTR plan (this is not required in the CTR law or in the CTR rules). The CTR plan is due to the RTPO by July 2. The RTPO will review the plan for consistency and use it to develop a regional CTR plan. The RTPO will submit the local and regional plans to the CTR board by October 1, 2007. The CTR Board, with WSDOT's assistance, will review and approve the local plans by January 2, 2008.

CTED has always envisioned the CTR Plan as a separate document. You do not need to send it out for review if it is a separate plan that is consistent with your comprehensive plan, although you could. If it is a part of your comprehensive plan then yes, you would need to submit it for the 60-day review.

Q: Can we adopt our new CTR Plan in advance of making needed amendments to our comprehensive plan if we indicate in the ordinance that we will be amending our comprehensive plan? Like many cities, we usually complete our annual amendments to the comprehensive plan in December. We probably will have our CTR plan ready for adoption before December.

A: WSDOT recommends that you identify the changes you plan to make to your comprehensive plan in the CTR plan. This way, you can separate the CTR plan and comprehensive plan processes, so that the CTR plan can be adopted in time for the state deadlines and you have time to follow your own local process for the comprehensive plan amendment process. **WSDOT also recommends that you wait to adopt your final CTR plan until it has been approved by the CTR board.** Many cities have told WSDOT that they plan to give briefings to their councils and/or planning commissions about the draft CTR plans before they submit their draft plans to the RTPO and the CTR board, and then adopt a final plan and ordinance in one action before the council after January 2008.

If you follow this process it would allow you time to follow the 60-day review (if you wanted to). You can amend the comprehensive plan to strengthen the CTR policies during any annual update. We recommend that in your CTR plan, you highlight the portions of the comprehensive plan that support what you are doing with your new CTR plan, and highlight what changes you plan to make to strengthen it even more. You want to have existing goals and policies to fall back on.

Q: What else should we know about the correct process and notification for adopting our CTR Plan?

A: The CTR rules for planning (WAC 468-63-040) required local jurisdictions to follow, "at a minimum, a comparable process to the local requirements and procedures established for purposes of public outreach for comprehensive plan development, adoption, or amendment, including public notices and public meetings and hearings."

This doesn't mean that a local jurisdiction has to follow the comprehensive plan notification process exactly, but that it should try to follow something comparable. Follow your existing process for outreach and participation, as well as trying to reach those most directly impacted by proposed changes.

If you are proposing to amend the development regulations, the development regulations do have to go through the 60-day review process. Also, any jurisdiction considering a GTEC would have to pull together sections of their comp plan that support it, which could include portions from their transportation, land use, public health (if they have it), physical activity, mixed use, etc. to support it in their CTR plan.

Q: The WAC doesn't appear to contain any deadline or guidance for the timing of plan adoption – other than after development. The law states that this must happen according to a date specified by the CTR Board, but the only current CTR Board deadlines I know of are for development of the plan. I know we've talked about adopting the CTR plan by the next adoption of the comp plan, but is there anything official from the Board?

A: Neither WSDOT or the CTR Board have set a date for adopting the new plan and ordinance. Basically, we know it can take time to update the ordinances. What we may do is ask for confirmation of an adopted plan/ordinance by June 30, 2008 if a jurisdiction wants to receive its second year allocation, but nothing is official yet.

Q: Which revenues and expenditures are supposed to be included in the financial plan? I'm confused about exactly what kinds of investments should be included.

A: What to include in your financial plan is tied to the current and new services that you plan to provide in order to meet your CTR goals. During the planning process, you identify the goals and targets, and then you describe the set of investments, services and policies that you will implement to meet the goals. How much will those investments,

services and policies cost? Where will the money for those strategies cost? That is the essence of the financial plan, so it should be focused on what you need to implement the strategies in your plan.

Q: How much consultation with employers does my local jurisdiction need to do in developing my CTR plan?

A: The CTR planning rules are intentionally somewhat “soft,” because WSDOT did not want to require as extensive a process as is followed for comprehensive plan development. You need to consider that the state’s intent is for the CTR planning process to provide a new perspective on the local comprehensive plan; WSDOT has an expectation that you will build on the local comprehensive plan by connecting this plan with the needs of major employers in your CTR program.

This speaks to the need to involve major employers in plan development, at a minimum. There are several ways to do this, which aren’t limited to the following:

- Hold an employer workshop to discuss what you’re trying to do with the plan and get the employers’ perspectives on what services, investments, and policies could best support their CTR programs.
- Establish an employer advisory group or plan steering committee to help you develop the plan. You could broaden representation to hit all of your stakeholders.

Q: In my county, we run a countywide CTR program using the state contribution and contributions from the transit agency, which isn’t specific to the cities within in the county. How should I create my financial plan? Can I just create one countywide financial plan, or do I create individual city financial plans?

A: If there are a set of investments that will be made countywide, then those should be aggregated and noted as such for each individual city’s financial plan. WSDOT still wants each city to create its own financial plan, because individual jurisdictions are expected to contribute their own resources to help meet their plan goals.

Q: Is it required that the local CTR plans be adopted by the local council before submission to the RTPO and the CTR board?

A: No, it’s not required. In fact, WSDOT strongly encourages you to wait for your council to adopt the final CTR plan until after it is approved by the CTR board. It’s a good idea to have your council approve the draft plan, or at least be briefed on it, before it is submitted to the RTPO and the CTR board. Then, after it comes back approved by the CTR board, you can take your new ordinance and the final CTR plan to the council for adoption in one action.

Q: What if the local council wants to change something in the CTR plan, or something in the comprehensive plan that affects the CTR plan, before the required four-year update? What is the process for updating a plan more frequently than every four years?

A: The CTR planning rules require the CTR plans to be updated at least once every four years, in order to develop new program targets. If a council never made any changes to a CTR plan approved by the CTR board, the local jurisdiction would just develop an updated plan by March 31, 2011.

If a local jurisdiction did need to update a plan, or created a new plan, the rules state that any updated plans must be submitted to the CTR board by March 31, 2009. This will have any updates in place as the biennial program funding allocations are developed.

WSDOT hasn't identified a process for more frequent substantial plan changes, but we may need to if a lot of mid-cycle plan changes occur.

Q: What, if anything, is my local jurisdiction required to do with the CTR plans as far as SEPA is concerned?

A: A jurisdiction should handle this in the same manner as they address other code amendments/adoptions, following their usual SEPA process and protocol. It might be advisable to prepare an environmental checklist and use the optional DNS process, then publish the notice. This assumes, of course, that there is no amendment to the comprehensive plan. If one is required, it might be advisable to roll the comprehensive plan amendment and revised ordinance into one SEPA review. The key is that you must follow your local process, as it is technically not a part of the planning process, but rather part of the ordinance process for implementing the plan.

Q: What are the CTR board's expectations for the base CTR plans? Does the CTR board anticipate rejecting plans?

A: The CTR board expects CTR planning to be an iterative process that evolves over several planning cycles. The CTR board sees its role as to ensure that the program is effective and that the plans follow through on the changes made by the legislature.

For the 2007-2009 planning cycle, the CTR board expects each affected jurisdiction to develop a plan that shows a good faith effort to meet the state's minimum drive alone and VMT targets. The plan needs to evaluate program barriers and lay out a vision and strategy for reducing those barriers.

The CTR board is willing to reject plans that don't demonstrate a good faith effort to reduce program barriers and meet the minimum state targets.

Q: If a local CTR plan doesn't have significant new local investment or changes to land use policies, particularly parking, will the CTR board still approve the plan?

A: The CTR law (RCW 70.94.521-555) and CTR rules (468.63.040 WAC) do not contain specific requirements for land use policy changes or local investments in local

CTR plans. The planning guidelines provide suggestions of policies and investments that may lead to greater program success, but these are only suggestions.

The CTR board will approve plans that show progress for the program. Specific elements such as local investment or land use policy changes aren't required in the local CTR plan, but these elements may be key parts of some plans.

Q: Does the CTR board anticipate penalizing jurisdictions and regions that submit CTR plans past the state deadline?

A: The state deadline for local and regional CTR plans and GTEC certification reports is October 1, 2007. WSDOT and the CTR board will check in with those jurisdictions and regions that don't submit a plan on time to see where they are in the process. There will not be any financial penalties for late plans in 2007.

The CTR board will need to approve all required plans by April 1, 2008 for the next allocation of CTR funding in July 2008. Jurisdictions and regions without approved plans at that time may not receive their expected funding allocation.

Q: Does the CTR board expect local jurisdictions to provide the same level of service for every worksite? Or may local jurisdictions choose to focus their resources (and develop associated plan targets) on worksites where the program can be most effective?

A: Local jurisdictions are required to provide a minimum level of service for each CTR worksite. These minimum services (also known as "required activities" in the CTR implementation contracts) include reviewing employer annual reports and administering surveys. WSDOT staff and the CTR board will clarify what these minimum services are.

Jurisdictions are responsible for implementing a successful program, and they have flexibility beyond the minimum requirements. The state encourages jurisdictions to focus their resources and plans on those worksites where the program can be most effective. Jurisdictions may choose to set higher targets for these worksites and provide a greater level of service to them.

Q: Does the CTR board expect CTR plans to contain a strong construction mitigation element?

A: Construction mitigation is not a required element of the local and regional CTR plans. However, it is a significant opportunity for CTR. CTR planners should discuss upcoming construction-related traffic impacts with other staff at their jurisdictions, including engineers and other planners, as well as WSDOT, transit agencies, and others. The CTR program and transportation demand management strategies will be a key component of successful construction mitigation, particularly because of the communication networks

with hundreds of affected employers. CTR planners should consider the inclusion of construction mitigation strategies as an opportunity to ensure that their CTR plans more accurately reflect the commute challenges faced by their affected populations, thus strengthening their plan's overall effectiveness.

Question Topic: Targets, Goals and Measurement

Q: What is the definition of “person hours of delay” and how is it calculated?

A: The person hour of delay figure is an *indicator* of congestion. It replaces county population as the determinant of where the program is focused. The state has used this congestion data to determine which areas of the state are required to participate in the program; these affected areas are listed in WAC 468-63-020.

Q: What are the state, regional, and local goals and measurements?

A: In WAC 468-63-030, WSDOT established statewide minimum program goals and targets for local CTR plans. Every city and county must seek to achieve these minimum targets for the affected urban growth area within the boundaries of its official jurisdiction, and they may choose to establish higher targets if they wish to do so. The goals and targets are:

- In order to help urban areas add employment and population without adding drive-alone commute traffic, the minimum state target is to reduce the proportion of drive-alone travel by CTR commuters in each affected urban growth area by 10 percent by 2011.
- In order to reduce emissions of greenhouse gases and other air pollutants in affected urban growth areas, the minimum state target is to reduce commute trip vehicle miles traveled per CTR commuter in each affected urban growth area by 13 percent by 2011.

Jurisdiction progress will be determined every two years based on the jurisdiction's progress in meeting its established drive-alone and VMT targets.

After the jurisdiction sets its target, it must then establish drive alone and VMT targets for each major employer. Jurisdictions may set variable targets for employers based on a variety of considerations, or choose to set the same target for every major employer, as long as the jurisdiction target can be met.

Jurisdictions have flexibility in establishing GTEC targets, as long as they are certified by the RTPO to be more aggressive, on a relative or absolute basis, than the minimum drive alone and VMT targets or the CTR program established by the state.

The regional CTR goals will be based on an aggregation of the local targets. The state target will be developed by the CTR Board using the targets in the regional CTR plans.

Measurement methods will be established by WSDOT in the program's measurement guidelines, which will be completed in April 2007.

Question Topic: Changes for Employers

Q: Does the new law change the requirements for major employers?

A: Not a great deal. Major employers are subject to the same basic requirements as before, with the following slight changes:

- Employers are now required to do a baseline measurement before submitting a program to a jurisdiction for approval. Employers have 90 days after becoming affected to do a survey, and 90 days after receiving the results to submit a program.
- Language has been added to the good-faith effort clause so that
 - If an employer intends to substantially modify its program it shall either receive approval from the reviewing jurisdiction or acknowledge that its program may not be approved.
 - An employer will provide adequate information and documentation of implementation when requested by the jurisdiction.
- The proposal gives jurisdictions flexibility to review employer programs at least once every two years, rather than annually.

It is possible that a local government could develop a GTEC program in an area that contains major employers. The GTEC program could have different requirements for participating employers, but WAC 468-63 clearly states that major employers in GTEC areas shall only be subject to one set of requirements. GTECs will generally be more flexible and have less administrative requirements than the base program.

Question Topic: Growth and Transportation Efficiency Centers (GTECs)

Q: How will the GTEC program be funded?

A: The CTR Board is pursuing \$2.9 million in state funding for the GTEC program. Additional funding incentives will be created over time at the state and regional level in the form of competitive grant criteria, formula allocations, and prioritized services and facilities.

The CTR board is also developing a GTEC funding policy that will allow it to allocate any GTEC funding in a transparent manner. The funding policy will discuss how the funding will be prioritized and distributed.

Q: Why does the new law contain language that directs transit agencies, local governments, and RTPOs to identify GTECs as priority areas for service and facility investments?

A: The legislature's intent is to increase collaboration among transit agencies, local governments, and RTPOs to integrate land use and transportation decision-making at the local level and support the transportation investments of CTR. The proposal asks these entities to support the formation of the GTECs as a local and regional priority. Many jurisdictions already designate centers in their comprehensive plans, and this proposal provides a financial incentive and formalizes the state's interest in supporting the success of those centers.

Q: Why would any jurisdiction ever want to designate a GTEC? Creating one seems to lay significant administrative burdens on the jurisdiction while directing very limited resources their way.

A: The legislature's intent is to provide a framework, tools and financial incentives for local jurisdictions to provide transportation demand management (TDM) strategies and transportation-efficient land use policies in their key residential and employment centers as a transportation and economic development strategy. The GTEC program is a "start-up" strategy. If TDM and efficient land use is a local priority, and a jurisdiction seeks state support, the GTEC program supports those intentions.

The CTR Board is asking the legislature for \$2.9 million in 2007-2009 to provide to local governments who designate GTECs and seek state support.

Not all jurisdictions will create GTECs. In fact, there may be only a handful to start. It depends on local priorities. Over the longer term, however, the program may create significant benefits for local economic development and the state transportation system.

Q: Are jurisdictions required to set up a TMA or some other structure to implement their GTEC programs?

A: There is no single best way to implement and manage a GTEC. There are a variety of options for implementing the GTEC program, and when formulating their CTR plan, a jurisdiction must consider the benefits and tradeoffs, and choose the best entity/organization to implement their particular program.

Q: What is the planning horizon for the GTEC plans? The rules require a four-year program target, but also suggest using 10 and 20 year projections of population, employment, traffic, etc. Are the four-year targets interim targets?

A: The only requirement in the rules for the CTR and GTEC plans is to show the 2011 targets. The targets will need to be updated in 2011 (and then in 2015, 2019, etc.). In terms of a longer planning horizon, WSDOT encourages you to make longer term projections about local needs and goals based on whatever information you may have available, and base the four-year targets on the longer-term planning horizon. The four-

year increments can be adjusted later based on measured results and changing plans and priorities.

The rules and guidelines discuss the 10 and 20 year projections because that information is required in the local comprehensive plan by the Growth Management Act. The state is encouraging you to base the plans on existing information (including the comprehensive plan), and the idea is that you use the longer-term information to help determine the gaps you need the CTR and/or GTEC program to fill in the short, medium and/or long-terms. That might lead you to a 10- or 20-year target, and you're encouraged to show that in the plans; at a minimum, you need to show the four-year target.

Q: If a residential component is included in a GTEC, do those residences actually have to be within the geographic boundaries of the GTEC? Or could a residential component focus on residences outside of the geographic boundaries but traveling into the GTEC?

A: If a jurisdiction could demonstrate that focusing on residential travel coming into the GTEC from outside its boundaries will help the GTEC meet its targets, than that would be an acceptable approach. WSDOT's measurement guidelines will address this question in more detail

Q: What is the CTR board's vision for GTEC plans?

A: The CTR board has a higher standard for the GTEC plan than the base CTR plans. There is an expectation of greater collaboration during plan development and a more rigorous evaluation of barriers that will affect the success of the plan.

The CTR board also recognizes that this is a new program and that it will develop over time. The GTEC plan should establish a clear direction and strategies for the program, but it may also have some iterative elements that will be developed over time.

Q: Do I have to follow the GTEC plan template? What exactly is required in a GTEC plan?

A: WSDOT provided the GTEC plan template to help provide consistency in the development of the plans. However, it is only a guideline. While following the template will help RTPPO reviewers, WSDOT staff, and the CTR board evaluate your jurisdiction's GTEC proposal, it is not required.

These are the required elements of a GTEC plan, as described in 468-63-060 WAC:

- An executive summary;
- An evaluation of existing and future conditions and characteristics that will affect the success of the plan;

- Goals for reductions in the proportion of single-occupant vehicle trips that are more aggressive than the goal established by WSDOT in the rules for the base CTR program worksites;
- Proposed means to measure performance toward the goal and implementation progress that is consistent with WSDOT measurement guidelines;
- A description of the program strategies that the jurisdiction will implement to meet the plan goals;
- A sustainable financial plan demonstrating how the jurisdiction will fund the plan; and
- An organizational structure for implementing the plan and administering the program.

The GTEC plan must be submitted in accordance with the deadlines and rules established by WSDOT, and consistent with the land use and transportation elements of the local comprehensive plan. The local jurisdiction is also required to provide documentation of collaboration with local transit agencies and others interested in the development of the plan.

Q: Will the CTR board fund a GTEC that sets long-term targets but likely won't meet a four-year target?

A: GTEC plans are required to have a drive-alone reduction target for 2011. Jurisdictions that plan to implement longer-term strategies (such as land use policy changes) are encouraged to include longer-term targets (for 2015, 2020, etc.) to show the CTR board their long-term vision. For 2007-2009, the CTR board will use state GTEC funding to start-up GTEC programs. In future biennia, the CTR board may fund continuing GTECs based on their performance – so presumably as long as these GTECs are moving toward the long-term targets, the CTR board will support the continuing programs.

Q: Is the GTEC plan required to set targets for drive-alone or VMT or both?

A: For now, the GTEC plan is only required to set a target for reductions in the proportion of drive-alone trips. Jurisdictions also may choose to establish VMT targets if they wish.

According to 468-63-060 WAC, GTEC targets are required to be more aggressive than the base CTR targets on an absolute or relative basis. What does this mean? How do I know if my plan meets this standard?

The GTEC drive-alone target will be considered more aggressive than the base CTR drive-alone target if it meets one or both of the following tests:

1. **An Increase in Affected Population:** The target is set for a population beyond the population at affected CTR worksites. For example, if the target is set for all employees in a downtown area, rather than just the CTR worksite employees, that would be a more aggressive target. The base program target for the jurisdiction must still be set at a level where the jurisdiction can meet the minimum without the GTEC target. For example, a jurisdiction could set a 10 percent target for all of its base program CTR worksites, including those in the GTEC, and a 5 percent target for employees working within the GTEC but outside the base program CTR sites.

2. **Higher Target Levels for Affected CTR Worksites:** The target for affected CTR worksites is set at a higher level than the jurisdiction's base program target. The base program target for all worksites in the jurisdiction must still be set at a level where the jurisdiction can meet the minimum without the GTEC target. For example, a jurisdiction could set a 10 percent target for all of its CTR worksites and a 15 percent target for all of the base program worksites in the GTEC.