

New CTR Guidelines

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**Washington State
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Purpose of today's discussion

- Discuss the status of the new program guidelines
- Share some of the proposed changes

New CTR Guidelines

- Old CTR law (RCW 70.94.537) directed the CTR Task Force to establish guidelines for the development and implementation of the CTR plans by affected local jurisdictions, in order to ensure consistency in the treatment of employers
- Topics included administrative guidelines, measurement and evaluation guidelines, training guidelines, and parking guidelines
- Jurisdictions and WSDOT staff used these guidelines to administer and measure the CTR program

New CTR Guidelines

- New CTR law (RCW 70.94.537) directs WSDOT to establish rules for CTR plans and implementation procedures, with advice from the CTR board
- WSDOT has established rules for CTR plans, but not yet for measurement and administration
- Currently measurement and administration topics are being addressed by updating existing guidelines; these can be put into rule at a later date

New CTR Guidelines

- Some changes are necessary from the old guidelines due to changes in the law and updated implementation practices

- WSDOT would like CTR Board to “adopt” the new guidelines, which are currently in draft form, before moving them into the rules process

- Main topics in the new guidelines are:
 - Measurement and evaluation of base program and GTECs
 - Administration, including consistency in treatment of employers, appeals, and exemptions

New CTR Guidelines

- Today, we'll highlight some of the proposed changes in the guidelines and discuss your thoughts
- Next month, WSDOT will provide the full draft of the guidelines to the CTR Board and TAG for review
- Goal was to adopt in September 2007, but this is less of a priority than approving local and regional CTR plans and allocating GTEC funding
- Guidelines should be in place before jurisdictions begin to update their CTR ordinances in January 2008

Measurement Guidelines: Status

- WSDOT staff have focused on portion related to measurement of the base CTR program
- GTEC measurement topic will be developed by a contractor with input from WSDOT, jurisdictions, and the CTR Board
- Not yet reviewed by TAG or local jurisdictions, although some of these ideas have been discussed at various times

Measurement Guidelines: Changes

- New CTR law adds goals for jurisdictions, regions, and the state, asks jurisdictions to set goals for employers, and doesn't include credits or zones
- This removes some measurement pieces but also adds complexity and new considerations, particularly in the relationship of employer goals to jurisdiction goals and vice versa

Measurement Guidelines: Changes

- What's out?
 - Statutory goals for every employer
 - Zones
 - Credit for programs implemented prior to the base year
 - Extra credit for certain modes

- What's in?
 - Minimum state goals, local and regional goals (consisting of employer goals set by the jurisdiction), with option for sub-area variation
 - Direction to survey all employees, not just affected ones
 - Option to include voluntary worksites in local goal calculation
 - Adjustments to goals based on when worksites enter or leave the program

Measurement Guidelines: Changes

- The employer-local goal relationship is complex
 - How to count the progress of individual employers to the overall jurisdiction?
 - How do you hold a jurisdiction accountable to its goal if worksites leave the program before 2011? Or if several are added in 2009, such as through annexation of an unincorporated UGA?

- WSDOT's approach
 - Weight the individual contribution of employers to the overall jurisdiction goal by the number of employees at the worksite
 - Weight the individual contribution of employers to the overall jurisdiction goal according to the time that they enter the jurisdiction

Measurement Guidelines: Changes

- Adjusted goals based on when worksites enter or leave the program
 - Worksites currently in the program count 100%
 - Worksites entering in subsequent years up to July 31, 2011 will be weighted at reduced amounts, in decrements of 25% each year
 - Worksites entering between August 1, 2010 and July 31, 2011 will not be included in determination of progress toward goal in 2011
 - If a worksite is annexed, it counts as much as it would have in its “old” jurisdiction
 - If a worksite leaves the program, it doesn’t count in determination of progress toward goal in 2011
 - Performance will be reported by individual cohorts and overall

Administrative Guidelines: Status

- Developed by the TAG
- WSDOT is currently reviewing the draft for internal consistency with measurement guidelines

Administrative Guidelines: Changes

- Revised section on model ordinances and local jurisdiction CTR plans
- Restructured the guiding principles
- Added emphasis on UGAs and integrating varying levels of government
- Revised definitions to align with new CTR law
- Made changes to procedures including:
 - Good faith effort
 - Annual progress reports
 - Appeals and exemptions
- Provided references to WAC and RCW under section on authority
- Added references to the CTR law where applicable
- Verified overall consistency