

FY 25–26

Emission Reduction Plan

For employers with 30 more employees
with ERPs Due July 1, 2025 to June 30, 2026



Revised June 1, 2025

Welcome to the FY 25-26 Emission Reduction Plan

What has changed from the FY 24-25 ERP to the FY 25-26 Emission Reduction Plan (ERP)?

- Employers with 30 or more employees must submit an ERP.
- Required AVR survey response rate has changed from 75% to 60%.
- Vehicle Miles Traveled (VMT), the number of miles traveled one-way in a commute, must be collected and reported in the ERP.
- The Annual Transportation Fee per employee has increased from \$19.30 to \$20.10 (pending Council approval in June 2025).

The ERP is a requirement of the Santa Monica Municipal Code, Chapter 9.53. To find resources and review code requirements, visit

www.santamonica.gov/programs/transportation-demand-management

For assistance filling out your Emission Reduction Plan, contact GoSaMo TMO

www.santamonica.gov/programs/gosamo info@gosamotmo.org (213) 425-0955

To find out the status of your Emission Reduction Plan submission, contact

TDMplans@santamonica.gov (310) 458-2201 ext. 2534

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Step 1 – About the ERP

- Is my organization required to submit a FY 25–26 ERP?

The FY 25–26 Emission Reduction Plan is required for any organization that leases or owns workspace in the City of Santa Monica and has 30 or more total employees. If your organization has 29 or fewer employees, you **must** email HR/payroll employee count documentation to TDMplans@santamonica.gov.

- Who qualifies as an employee for the purposes of the total employee count?

Per municipal code, an Employee is defined as "any person employed full or part-time by a person(s), firm, business, educational institution, nonprofit agency or corporation, government agency, or other entity. This term excludes the following: temporary employees, field construction workers, independent contractors, volunteers, seasonal employees, and field personnel."

Telework and remote employees, regardless of distance from the worksite, must be included in the employee count.

- What is my organization's site ID?

The site ID for your organization is located in the upper right-hand corner of the Compliance Notice. If you did not receive a Compliance Notice, reach out to the City via email to TDMplans@santamonica.gov.

- What is the due date for my organization's FY 25-26 ERP?

The due date for your organization's 25-26 ERP is included on the notification that is sent out in advance. This due date usually falls on the same month as the previous year it was due.

Failure to receive a notification of your organization's due date does not exempt your organization from having to submit their ERP by the assigned due date.

If you did not receive a notification or are still unsure of your organization's due date, please email TDMplans@santamonica.gov.

- If your ERP is not fully submitted by the assigned due date, you will be subject to a 25% late fee.

Extensions may be granted and must be requested in writing at least 15 business days prior to the original due date. Email requests to TDMplans@santamonica.gov.

- Who is qualified to fill out an ERP?

The Emission Reduction Plan and accompanying Average Vehicle Ridership (AVR) survey must be filled out by a certified Employee Transportation Coordinator (ETC). To become a certified ETC, you must sign up for training.

If your organization has 249 or fewer employees, you can be certified by the [GoSaMo TMO](#) or AQMD (linked below). Please note that if your organization has 250 or more employees, you must submit a [Rule 2202 Exemption Request Form](#).

If your worksite has 250 or more employees, you must be certified by [South Coast Air Quality Management District](#) (AQMD).

- What if I am a certified ETC, but I still need help completing my ERP?

Good news! [GoSaMo TMO](#) provides FREE assistance to help you complete your ERP.

- Can I pay a consultant to complete my ERP and help reach my AVR target?

Yes! However, organizations must still have an on-site ETC throughout the year to assist employees with green commuting options and incentives.

Organizations that provide consulting services include, but are not limited to: [GoSaMo TMO](#), [Innovative TDM Solutions](#), [RideLinks](#), and [RideAmigos](#).

- What additional documents may be required in the FY 25-26 ERP?
 1. A copy of your Employee Transportation Coordinator Certificate. (Step 2)
 2. If leasing parking, a copy of the lease or portion that details parking. (Step 4)
 3. Completed VMT survey template and Peak Window VMT by Mode calculations Excel file. (Step 7)
 4. A [Management Commitment Letter](#) signed by the highest-ranking official. (Step 8)
 5. Proof of payment, if requesting a transportation fee discount for hiring a certified Transportation Management Organization to improve your organization's average vehicle ridership score. (Step 9)

All information collected through this process adheres to the City of Santa Monica's [Privacy Policy](#).

Step 2 - Employer Profile

Fill in all contact information below. Every field is required.

Name & Address of Organization:

Employer Name

Street Address

Employee Transportation Coordinator

Name

Title and Department

Street Address

Phone & Extension

Email

Check here if all correspondence should go to this address

Highest Ranking Official

Name

Title and Department

Phone & Extension

Email

On-Site Contact

Name

Title and Department

Street Address

Phone & Extension

Email

Check here if all correspondence should go to this address

Secondary ETC (If using a consultant, list here)

Name

Title and Department

Phone & Extension

Email

Certification Details

Who certified your ETC?

GoSaMo TMO

SCAQMD

ITS

Other: _____

Date of ETC Certification: _____

Include a copy of your ETC Certification in ERP Submission

How many total employees (including teleworkers and remote employees) are affiliated with this location?

How many employees live in Santa Monica?

Which industry best describes your organization?

Utilities (NAICS Code 22)

Construction (NAICS Code 23)

Manufacturing (NAICS Code 31-33)

Wholesale Trade (NAICS Code 42)

Retail Trade (NAICS Code 44-45)

Transportation and Warehousing (NAICS Code 48-49)

Information (NAICS Code 51)

Finance and Insurance (NAICS Code 52)

Real Estate and Rental and Leasing (NAICS Code 53)

Professional, Scientific, and Technical Services (NAICS Code 54)

Management of Companies and Enterprises (NAICS Code 55)

Administrative and Support and Waste Management and Remediation Services (NAICS Code 56)

Educational Services (NAICS Code 61)

Health Care and Social Assistance (NAICS Code 62)

Arts, Entertainment, and Recreation (NAICS Code 71)

Accommodation and Food Services (NAICS Code 72)

Public Administration/Government (NAICS Code 92)

Other (please specify with NAICS Code): -----

Telecommute Activity

Please answer the following questions describing the telecommute activities at the worksite.

Does a written telecommute policy exist? (A formalized telecommute policy does not need to be developed for compliance reporting purposes)

Yes

No

Are all employees eligible to telecommute?

Yes

No

Are there specified groups of employees who are unable to telecommute?

Yes

No

If yes, how many employees in specified groups are unable to telecommute?

Are employees offered incentives to telecommute?

Yes

No

If yes, please specify: -----

Are employee telecommute schedules permanent or is there a future return to office date?

Permanent

Set Return to Office Date

If there is a set return to office date, what is the date? -----

Are any telecommuting employees considered "remote employees"? (Remote employees are employees who are assigned to a regulated worksite located within the City of Santa Monica, however, primarily live and work at locations outside of the South Coast AQMD jurisdiction, and physically commute to the regulated worksite less than five days a year)

Yes

No

If yes, how many? -----

How many peak window employees are currently teleworking? -----

Please specify the number of peak window employees that telecommute according to the following schedules below and calculate telecommute trips:

8a. 1 day a week:	9a. Multiply 8a by 1:
8b. 2 days a week:	9b. Multiply 8b by 2:
8c. 3 days a week:	9c. Multiply 8c by 3:
8d. 4 days a week:	9d. Multiply 8d by 4:
8e. 5 days a week:	9e. Multiply 8e by 5:

Total peak window telecommute trips by per week (total 9a through 9e): _____

Step 3 – Mobility Assessment

Please Post in Employee Common Area

Which transit lines stop within 1/2 mile from your worksite?

BBB 1	Rapid 3	Rapid 7	Rapid 10	BBB 15	BBB 18
BBB 2	BBB 5	BBB 8	Rapid 12	BBB 16	BBB 41-42
BBB 3	BBB 7	BBB 9	BBB 14	BBB 17	BBB 43

Metro:

E Line Train	20	134
4	33	720

Which Bike Lanes are within 1/2 mile from your worksite?

East/West Corridors

Arizona Ave	Expo Bike Path	Ocean Park Blvd
Broadway	Michigan Ave	Pearl Street
California Ave	Montana Ave	San Vicente Blvd

North/South Corridors

11th Street	28th/Stewart Streets
14th Street	Main/2nd Streets
17th Street	Beach Bike Path

Which of these services and amenities are available at your worksite?

Bike Lockers or Secure Area	Locker Rooms or Showers
Bike Racks	Shared Use Mobility Account
Bike Repair Kit/Bike Maintenance Tools	Transit Screen
Car Share Membership	Transit Pass Sales
Car Share Vehicle	Uber/Lyft Corporate Account
Electric Vehicle (EV) Charging Station	

Step 4 – Parking Cash Out Program

Parking Cash Out is a mandatory program for all employers with 50 or more employees who lease parking spaces separate from those included in their building lease and subsidize any portion of employee parking fees.

For more information on California Health and Safety Code Section 43845 visit California Air Resources Board web page: www.arb.ca.gov/planning/tsaq/cashout/cashout.htm.

Does your worksite provide free and/or subsidized parking to any employees?

YES

NO

Does your organization provide Parking Cash Out?

YES

NO

If your organization provides free and/or subsidized parking to any employees, you must complete the rest of this page...

Employers with 50 or more employees must give ALL employees the option to either utilize the parking space or receive the cash value of the parking subsidy in lieu of using that parking space.

Employers who lease parking must attach the pages of their parking lease that verifies the information to this plan. You have uploaded your parking lease (check which applies):

How many parking spaces does your worksite lease?

What is the monthly cost per parking space leased?

How much, if at all, do you charge employees for parking?

How many employees receive cash in lieu of parking?

Check all that apply:

We do not own or lease any parking.

We own all of our parking spaces and do not lease additional spaces in the City of Santa Monica.

All employees are charged the full cost of the leased parking spaces.

We are required to lease parking and cannot reduce it, per our building lease.

We have 30 to 49 employees.

Does your worksite have extra parking spaces that are not being used?

Step 5 – Average Vehicle Ridership

Average Vehicle Ridership (AVR) is a simple calculation that indicates how people are commuting. You will calculate the AVR for your worksite for the morning and evening commute periods.

Conduct the AVR survey by asking your employees their commute modes within the morning and evening commute periods during the designated survey period. The survey period must include the 5 consecutive busiest days of your work week. The AVR survey form is available at <https://www.santamonica.gov/programs/transportation-demand-management> for you to use.

The survey week must represent a typical week at your organization. You may not offer any special promotions during the survey week that encourage people to walk, bike, ride transit, carpool, or any other commute options.

Once you have received the completed surveys from your employees, you will then summarize the totals in the following pages and calculate AVR.

Calculate your survey response rate, then classify which bracket you reached:

- 0% - 59% Response Rate: Emission Reduction Plan will not be approved
- 60% - 89% Response Rate: Unreceived surveys will be counted as "NSR 60-89%" (Row NSR)
- 89% - 100% Response Rate: Unreceived Surveys counted as "NSR 90%+" (Row DD)

What are the dates of your survey week?

Survey Start Date: _____

Survey End Date: _____

AM AVR Window: 6:00am - 10:00am

How many employees completed a survey for the AM AVR Window? 1. _____

How many employees begin/end work in the AM AVR Window? 2. _____

Divide line 1 by line 2 to get your AM Survey Response Rate. _____

PM AVR Window: 3:00pm - 7:00pm

How many employees completed a survey for the PM AVR Window? 3. _____

How many employees begin/end work in the PM AVR Window? 4. _____

Divide line 3 by line 4 to get your PM Survey Response Rate. _____

Where will you store the survey data? Please be specific.

Did an outside agency conduct the survey for you? Yes No

If yes, who? _____

Vehicle Ridership Survey Form (Example)

Sally Sample	1	90401
Name	Miles to Worksite (one way)	Home Zip Code
	July 11, 2025	July 15, 2025
Signature	Date	Survey Week Start Date
		Survey Week End Date

Instructions:

1. Please indicate your commute mode during the survey week.
2. Use the legend to determine the appropriate letters that represent your commute mode.
3. Write those letters in the boxes below for each day of the survey week.
4. Complete the survey for both the morning and evening commute periods.
5. (Optional) Share any additional commute feedback

Morning Commute Period: 6:00am-10:00am

Write the letters in the boxes below that indicate your commute mode during the survey week for the morning commute period. If you do not begin/end your work day within the specified window, write CC.

E	B	E	E	B
---	---	---	---	---

Evening Commute Period: 3:00pm-7:00pm

Write the letters in the boxes below that indicate your commute mode during the survey week for the evening commute period. If you do not begin/end your work day within the specified window, write CC.

E	B	CC	E	B
---	---	----	---	---



Share your commute feedback with an optional 2-minute survey
www.santamonica.gov/commute
or scan the QR code

Transportation Modes Legend

Vehicles

- A. Zero Emission Vehicle (Electric/Fuel cell)
- B. Bus
- C. Rail/Train (LA Metro Rail, Metrolink, etc.)
- D. Walk
- E. Bicycle
- F. Telecommute (Work from home/Remote)
- G. Noncommuting (at site for 24hrs or outside district)
- H. Drive alone
- I. Motorcycle
- J. 2 persons in vehicle
- K. 3 persons in vehicle
- L. 4 persons in vehicle

- M. 5 persons in vehicle
- N. 6 persons in vehicle
- O. 7 persons in vehicle
- P. 8 persons in vehicle
- Q. 9 persons in vehicle
- R. 10 persons in vehicle
- S. 11 persons in vehicle
- T. 12 persons in vehicle
- U. 13 persons in vehicle
- V. 14 persons in vehicle
- W. 15 persons in vehicle

Compressed Work Week

- X. 3/36 work week (2 days)
- Y. 4/40 work week (1 day)
- Z. 9/80 work week (1 day)

Days Off/Other

- AA. Vacation
- BB. Sick
- CC. Other Day Off, Jury Duty, LOA, etc.

AVR Survey

Helpful Definitions

The AVR survey form collects information on your commute modes. Please complete the entire survey. Below are some helpful definitions.

Commute Period is the specific time of day that this survey asks about. If you begin/end your work day during either Commute Period, then enter the letter from the Transportation Modes Legend that represents your commute mode. Use the letters in the Days Off/Other section if you began/ended your work day outside of that period or did not go to work at all.

- Morning Commute Period: 6:00AM – 10:00AM
- Evening Commute Period: 3:00PM – 7:00PM

Zero Emission Vehicle is a car that produces no vehicle emissions, such as an electric vehicle. A hybrid is not considered a Zero Emission Vehicle. However, plug-in hybrids that are able to reach the worksite while only using the electric charge can be considered Zero Emission Vehicles. If you drive alone or if you carpool in a zero emission vehicle, write the letter "A".

Telework is defined as working from home, from a satellite work location for the entire day, or working remotely. The commute to the work location must be at least 50% shorter than the standard commute to the primary worksite. Write the letter "F" for each day you telecommute or work remotely.

Noncommute is used for people who are on a business trip or sleep at the worksite (such as firefighters, hospital workers, airline employees, etc.). Write the letter "G" when noncommute is applicable.

Compressed Work Week is a work schedule for employees who work more hours on fewer days and receive additional days off in exchange. If you work a Compressed Work Week, mark your days off using the letters in the Compressed Work Week section. There are three types of Compressed Work Weeks:

- 3/36 = Employee works three 12-hour shifts and has 4 days off in one week.
- 4/40 = Employee works for 10-hour shifts and has 3 days off in one week.
- 9/80 = Employee works 80 hours over 9 work days and gets one extra day off.

Other can be used if you were absent from work for any reason that does not correspond to any other letter. Write "CC" for Other, examples include: regular day off, jury duty, medical leave, military duty, and bereavement.

Average Vehicle Ridership Survey Form

Name	Miles to Worksite (one way)	Home Zip Code
Signature	Date	Survey Week Start Date
		Survey Week End Date

Instructions:

1. Please indicate your commute mode during the survey week.
2. Use the legend to determine the appropriate letters that represent your commute mode.
3. Write those letters in the boxes below for each day of the survey week.
4. Complete the survey for both the morning and evening commute periods.

Morning Commute Period: 6:00am-10:00am

Write the letters in the boxes below that indicate your commute mode during the survey week for the morning commute period. If you do not begin/end your work day within the specified window, write CC.

--	--	--	--	--

Evening Commute Period: 3:00pm-7:00pm

Write the letters in the boxes below that indicate your commute mode during the survey week for the evening commute period. If you do not begin/end your work day within the specified window, write CC.

--	--	--	--	--

Transportation Modes Legend

Vehicles

- A. Zero Emission Zero Emission Vehicle (Electric/Fuel cell)
- B. Bus
- C. Rail/Train (LA Metro Rail, Metrolink, etc.)
- D. Walk
- E. Bicycle
- F. Telecommute (Work from home/ Remote)
- G. Noncommuting (at site for 24hrs or outside district)
- H. Drive alone
- I. Motorcycle
- J. 2 persons in vehicle
- K. 3 persons in vehicle
- L. 4 persons in vehicle

- M. 5 persons in vehicle
- N. 6 persons in vehicle
- O. 7 persons in vehicle
- P. 8 persons in vehicle
- Q. 9 persons in vehicle
- R. 10 persons in vehicle
- S. 11 persons in vehicle
- T. 12 persons in vehicle
- U. 13 persons in vehicle
- V. 14 persons in vehicle
- W. 15 persons in vehicle

Compressed Work Week

- X. 3/36 work week (2 days)
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Days Off/Other

- AA. Vacation
- BB. Sick
- CC. Other Day Off, Jury Duty, LOA, etc.

Encuesta de Viajes Diarios

Definiciones Útiles

La encuesta de viajes diarios colecta información de los modos de transporte de los empleados que trabajan en Santa Monica. Por favor, complete toda la encuesta. Aquí pueda encontrar definiciones útiles.

Periodos de viaje refiere a las horas específicas en cual inicia o termina de trabajar. Si se reporta o deja el trabajo durante los periodos de viaje, escriba la letra que corresponde al modo de transporte que usó entra el periodo de viaje. También hay letras para representar los días de descanso y situaciones no incluidas.

- Periodo de viaje de la mañana: 6:00AM – 10:00AM
- Periodo de viaje de la tarde: 3:00PM – 7:00PM

Vehículo de cero emisiones es un auto que no produce emisiones de vehículo, por ejemplo, un vehículo eléctrico. Si maneja un vehículo de cero emisiones, escriba la letra "A". Si maneja un vehículo de cero emisiones con otras personas, todavía tiene que escriba la letra "A". Un híbrido no es considerado un vehículo de cero emisiones. Sin embargo, híbridos enchufables que pueden llegar al sitio de trabajo usando el cargado eléctrico pueden ser considerado como vehículos de cero emisiones.

Teletrabajo es cuando un empleado trabaja de su hogar o de un sitio de trabajo por satélite. El lugar necesita estar a lo menos 50% más cerca al punto de origen del viaje que el sitio de trabajo normal.

No viajo al trabajo (Noncommute) es la categoría usada por personas que están en un viaje de negocios o que duermen en el sitio de trabajo (como bomberos, trabajadores médicos, trabajadores de aerolíneas)

Semana de Trabajo Comprimida es un horario de trabajo cuando empleados trabajan más horas en menos días y reciben días de descanso de intercambio. La cantidad total de horas casi siempre suma a 80 horas sobre 2 semanas. Hay tres tipos de *semanas de trabajo comprimidas*:

- 3/36 = Trabaja 12 horas, 3 veces a la semana y recibe 4 días de descanso por semana.
- 4/40 = Trabaja 10 horas, 4 veces a la semana y recibe 3 días de descanso por semana.
- 9/80 = Trabaja 9 horas, 8 veces cada dos semanas y 8 horas, 1 vez cada otra semana y recibe 5 días de descanso cada 2 semanas.

Otra es la categoría si está ausente de trabajo por una razón que no corresponde a una letra, escriba "CC". Ejemplos incluyen, pero no se limitan a: no reportó o llegó en el periodo de viaje, día de descanso regular (no incluye semana de trabajo comprimida), servicio de jurado, servicio militar, tiempo de duelo, tiempo de médica, .

Si tienes alguna pregunta, pida a su ETC.

Encuesta de Viajes Diarios

Nombre

Millas Al Lugar De Trabajo (Unidireccional)

Código Postal de su Hogar

Firma

Fecha

Fecha inicial de la encuesta

Fecha final de la encuesta

Instrucciones:

1. Por favor indique como viaja a y del trabajo durante la semana de la encuesta.
2. Use la leyenda para identificar la letra apropiada para representar como llega y sale de trabajar.
3. Escribir la letra en las cajas abajo para cada día de la semana de la encuesta.
4. Completar la encuesta, para los viajes diarios de la mañana y de la tarde.

Viaje Diario de la Mañana: 6:00am-10:00am

Escriba las letras en las cajas de abajo que indican como llegó a su trabajo durante la semana de la encuesta para el período de viaje de la mañana. Si no llega o sale de trabajar dentro de la ventana especificada, escriba "CC".

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Viaje Diario de la Tarde: 3:00pm-7:00pm

Escriba las letras en las cajas de abajo que indican como llegó a su trabajo durante la semana de la encuesta para el período de viaje de la tarde. Si no llega o sale de trabajar dentro de la ventana especificada, escriba "CC".

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Leyenda de los Modos de Transporte

Vehículos

- A. Vehículo de cero emisiones
- B. Autobús
- C. Tren
- D. Caminar
- E. Bicicleta
- F. Teletrabajo
- G. No viajo al trabajo (Noncommute)
- H. Maneja Solo
- I. Motocicleta
- J. Viaje compartido de 2 personas
- K. Viaje compartido de 3 personas
- L. Viaje compartido de 4 personas

- M. Viaje compartido de 5 personas
- N. Viaje compartido de 6 personas
- O. Viaje compartido de 7 personas
- P. Viaje compartido de 8 personas
- Q. Viaje compartido de 9 personas
- S. Viaje compartido de 11 personas
- T. Viaje compartido de 12 personas
- U. Viaje compartido de 13 personas
- V. Viaje compartido de 14 personas
- W. Viaje compartido de 15 personas

Semana Laboral Comprimida

- X. 3/36 Semana con 2 días libres
- Y. 4/40 Semana con 1 día libre
- Z. 9/80 Semana con 1 día libre

Otros Días Libres

- AA. Vacaciones
- BB. Enfermedad
- CC. Día libre regular, servicio de jurado, no reportó o llegó en el periodo de viaje, etc.

Instructions for AVR Calculation

Refer to the instructions below for help completing the following pages.

Weekly Employee Survey Summary

1. Add up the number of responses for each mode and for each day, then enter the daily total into the appropriate boxes.
2. If an employee begins/ends their work day during the same window, only report the employee's arrival.
3. For each row, add up Day 1 through 5, then enter the total number in the Total column.
4. Enter the total number of employees who did not submit a survey in the "No Survey Response" category. If you had a 60–89% response rate, enter the number in row NSR. If you had a 90% or better response rate enter the number in row DD.
5. Add up rows NSR to DD for Column Totals at the bottom of the page. When you total each daily column, they should have the same sum; if not, a mistake has been made. If you add up the Total Column, then divide it by 5, it should be the same as each daily total column. These sums are the Total Employee trips generated and will be used for the AVR calculation.

Weekly Employee / Vehicle Calculation

1. For the Weekly Employee Trips table, transfer the weekly totals for each transportation mode to the corresponding row in Column 1.
2. For the Weekly Vehicle Trips table, perform the operations indicated and enter the results in Column 2. For example: Total number of drive alone employee trips should be divided by 1; total number of employee trips made in "3 persons in vehicle" should be divided by 3, etc.
3. For the Weekly Employee Trips table, add up rows NSR to Z in Column 1 and enter total in row ET. For the Weekly Vehicle Trips table, add up rows NSR to W in Column 2 and enter total in row TV.

Current Worksite AVR

1. Transfer the numbers for Total Employee Trips (row ET) and Total Vehicle Trips (row TV) to lines 1 and 2 respectively in the Current Worksite AVR form.
2. Complete the Current Worksite AVR form by following the form instructions to calculate the daily vehicle reduction necessary to reach your target AVR.

Repeat

1. Repeat the same order of operations for both AM and PM AVR windows.

Weekly Employee Survey Summary – A.M. Window

Please sum and insert the daily totals from your survey responses into the table below.

Mode	Day 1	Day 2	Day 3	Day 4	Day 5	Total
NSR. No Survey Response (60%-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle (Electric/Fuel cell)						
B. Bus						
C. Rail/Train (LA Metro, Metrolink, etc.)						
D. Walk						
E. Bicycle						
F. Telecommute (Work from home/Remote)						
G. Noncommuting (at site for 24hrs or outside district)						
H. Drive alone						
I. Motorcycle						
J. 2 persons in vehicle						
K. 3 persons in vehicle						
L. 4 persons in vehicle						
M. 5 persons in vehicle						
N. 6 persons in vehicle						
O. 7 persons in vehicle						
P. 8 persons in vehicle						
Q. 9 persons in vehicle						
R. 10 persons in vehicle						
S. 11 persons in vehicle						
T. 12 persons in vehicle						
U. 13 persons in vehicle						
V. 14 persons in vehicle						
W. 15 persons in vehicle						

Compressed Work Week	Day 1	Day 2	Day 3	Day 4	Day 5	Total
X. 3/36 work week (2 days)						
Y. 4/40 work week (1 day)						
Z. 9/80 work week (1 day)						

Other Days Off	Day 1	Day 2	Day 3	Day 4	Day 5	Total
AA. Vacation						
BB. Sick						
CC. Other Day Off, Jury Duty, LOA, etc.						
DD. No Survey Response (90%+)						

Column Totals	Day 1	Day 2	Day 3	Day 4	Day 5	Total
(Each day should match)						

Weekly Employee/Vehicle Calculation – A.M. Window

Refer to the previous page and enter the weekly totals into Column 1. Then calculate Total Vehicles in Column 2.

Weekly Employee Trips

Mode	Column 1
NSR. No Survey Response (60%-89%)	
ERR. Survey with Errors	
A. Zero Emission Vehicle (Electric/Fuel cell)	
B. Bus	
C. Rail/Train (LA Metro Rail, Metrolink, etc.)	
D. Walk	
E. Bicycle	
F. Telecommute (Work from home/Remote)	
G. Noncommuting (at site for 24hrs or outside district)	
H. Drive alone	
I. Motorcycle	
J. 2 persons in vehicle	
K. 3 persons in vehicle	
L. 4 persons in vehicle	
M. 5 persons in vehicle	
N. 6 persons in vehicle	
O. 7 persons in vehicle	
P. 8 persons in vehicle	
Q. 9 persons in vehicle	
R. 10 persons in vehicle	
S. 11 persons in vehicle	
T. 12 persons in vehicle	
U. 13 persons in vehicle	
V. 14 persons in vehicle	
W. 15 persons in vehicle	

Compressed Work Week	
X. 3/36 work week (2 days)	
Y. 4/40 work week (1 day)	
Z. 9/80 work week (1 day)	

ET1. Total Employee Trips (Add lines NSR to Z in Column 1)	
--	--

Other Days Off	
AA. Vacation	
BB. Sick	
CC. Other Day Off, Jury Duty, LOA, etc.	
DD. No Survey Response (90%+)	
EE. Total (ET1 + AA + BB + CC + DD)	
FF. Number of Employees in Window	
GG. Multiply Box FF by 5	

Weekly Vehicle Trips

Mode	Column 2
NSR. Divided by 1	=
ERR. Divided by 1	=
A. Zero Emission Vehicle (Electric/Fuel cell)	= 0
B. Bus	= 0
C. Rail/Train (LA Metro Rail, Metrolink, etc.)	= 0
D. Walk	= 0
E. Bicycle	= 0
F. Telecommute (Work from home/Remote)	= 0
G. Noncommuting (at site for 24hrs or outside district)	= 0
H. Divided by 1	=
I. Divided by 1	=
J. Divided by 2	=
K. Divided by 3	=
L. Divided by 4	=
M. Divided by 5	=
N. Divided by 6	=
O. Divided by 7	=
P. Divided by 8	=
Q. Divided by 9	=
R. Divided by 10	=
S. Divided by 11	=
T. Divided by 12	=
U. Divided by 13	=
V. Divided by 14	=
W. Divided by 15	=

TV1. Total Vehicle Trips (Add lines NSR to W in Column 2)	
---	--

Current Worksite AVR – A.M. Window

Refer to the previous page and enter the identified values below.

Follow the instructions line by line to calculate your AVR.

1. **Total Employee Trips** (ET1, Column 1, in Weekly Employee Vehicle Calculation – AM Window). 1. _____
2. **Total Vehicle Trips** (TV1, Column 2, in Weekly Employee Vehicle Calculation – AM Window). 2. _____
3. Divide line #1 by line #2 to determine current **AM AVR**. 3. _____
4. Enter your AVR Target here. Find your AVR target [here](#). 4. _____
5. **Prior year AM AVR** (leave blank if did not file last year). 5. _____
6. Divide line #1 by line #4 to compute your **weekly allowable vehicles**. 6. _____

If you did not meet your AVR Target, complete the following:

7. Subtract line #6 from line #2. This is your necessary **weekly vehicle reduction** to reach your target morning AVR. 7. _____
8. Divide line #7 by five to calculate the necessary **daily vehicle reduction** to reach your target morning AVR. 8. _____

Weekly Employee Survey Summary – P.M. Window

Please sum and insert the daily totals from your survey responses into the table below.

Mode	Day 1	Day 2	Day 3	Day 4	Day 5	Total
NSR. No Survey Response (60%–89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle (Electric/Fuel cell)						
B. Bus						
C. Rail/Train (LA Metro Rail, Metrolink, etc.)						
D. Walk						
E. Bicycle						
F. Telecommute (Work from home/Remote)						
G. Noncommuting (at site for 24hrs or outside district)						
H. Drive alone						
I. Motorcycle						
J. 2 persons in vehicle						
K. 3 persons in vehicle						
L. 4 persons in vehicle						
M. 5 persons in vehicle						
N. 6 persons in vehicle						
O. 7 persons in vehicle						
P. 8 persons in vehicle						
Q. 9 persons in vehicle						
R. 10 persons in vehicle						
S. 11 persons in vehicle						
T. 12 persons in vehicle						
U. 13 persons in vehicle						
V. 14 persons in vehicle						
W. 15 persons in vehicle						

Compressed Work Week	Day 1	Day 2	Day 3	Day 4	Day 5	Total
X. 3/36 work week (2 days)						
Y. 4/40 work week (1 day)						
Z. 9/80 work week (1 day)						

Other Days Off	Day 1	Day 2	Day 3	Day 4	Day 5	Total
AA. Vacation						
BB. Sick						
CC. Other Day Off, Jury Duty, LOA, etc.						
DD. No Survey Response (90%+)						

Column Totals	Day 1	Day 2	Day 3	Day 4	Day 5	Total
(Each day should match)						

Weekly Employee/Vehicle Calculation – P.M. Window

Refer to the previous page and enter the weekly totals into Column 1. Then calculate Total Vehicles in Column 2.

Weekly Employee Trips

Mode	Column 1
NSR. No Survey Response (60%-89%)	
ERR. Survey with Errors	
A. Zero Emission Vehicle (Electric/Fuel cell)	
B. Bus	
C. Rail/Train (LA Metro Rail, Metrolink, etc.)	
D. Walk	
E. Bicycle	
F. Telecommute (Work from home/Remote)	
G. Noncommuting (at site for 24hrs or outside district)	
H. Drive alone	
I. Motorcycle	
J. 2 persons in vehicle	
K. 3 persons in vehicle	
L. 4 persons in vehicle	
M. 5 persons in vehicle	
N. 6 persons in vehicle	
O. 7 persons in vehicle	
P. 8 persons in vehicle	
Q. 9 persons in vehicle	
R. 10 persons in vehicle	
S. 11 persons in vehicle	
T. 12 persons in vehicle	
U. 13 persons in vehicle	
V. 14 persons in vehicle	
W. 15 persons in vehicle	

Compressed Work Week	
X. 3/36 work week (2 days)	
Y. 4/40 work week (1 day)	
Z. 9/80 work week (1 day)	

ET2. Total Employee Trips (Add lines NSR to Z in Column 1)	
---	--

Other Days Off	
AA. Vacation	
BB. Sick	
CC. Other Day Off, Jury Duty, LOA, etc.	
DD. No Survey Response (90%+)	
EE. Total (ET1 + AA + BB + CC + DD)	
FF. Number of Employees in Window	
GG. Multiply Box FF by 5	

Weekly Vehicle Trips

Mode	Column 2
NSR. Divided by 1	=
ERR. Divided by 1	=
A. Zero Emission Vehicle (Electric/Fuel cell)	= 0
B. Bus	= 0
C. Rail/Train (LA Metro Rail, Metrolink, etc.)	= 0
D. Walk	= 0
E. Bicycle	= 0
F. Telecommute (Work from home/Remote)	= 0
G. Noncommuting (at site for 24hrs or outside district)	= 0
H. Divided by 1	=
I. Divided by 1	=
J. Divided by 2	=
K. Divided by 3	=
L. Divided by 4	=
M. Divided by 5	=
N. Divided by 6	=
O. Divided by 7	=
P. Divided by 8	=
Q. Divided by 9	=
R. Divided by 10	=
S. Divided by 11	=
T. Divided by 12	=
U. Divided by 13	=
V. Divided by 14	=
W. Divided by 15	=

TV2. Total Vehicle Trips (Add lines NSR to W in Column 2)	
--	--

Current Worksite AVR – P.M. Window

Refer to the previous page and enter the identified values below.

Follow the instructions line by line to calculate your AVR.

1. **Total Employee Trips** (ET2, Column 1, in Weekly Employee Vehicle Calculation – PM Window). 1. _____

2. **Total Vehicle Trips** (TV2, Column 2, in Weekly Employee Vehicle Calculation – PM Window). 2. _____

3. Divide line #1 by line #2 to determine current **PM AVR**. 3. _____

4. Enter your AVR Target here. Find your AVR target [here](#). 4. _____

5. **Prior year PM AVR** (leave blank if did not file last year). 5. _____

6. Divide line #1 by line #4 to compute your **weekly allowable vehicles**. 6. _____

If you did not meet your AVR Target complete the following:

7. Subtract line #6 from line #2. This is your necessary **weekly vehicle reduction** to reach your target evening AVR. 7. _____

8. Divide line #7 by five to calculate the necessary **daily vehicle reduction** to reach your target evening AVR. 8. _____

Step 6 – Vehicle Miles Traveled (VMT) Reporting

Download the [VMT Survey Template](#) from AQMD's online VMT Calculator. Survey data may be manually entered into the Excel template by copying and pasting individual survey answers into the template, or by copying and pasting survey data into the appropriate columns.

- **Column A:** This column shall include a number ID given to that individual's survey. The number can be randomly generated, and should not correspond to the individual's actual employee ID in order to remain anonymous. Each row will have a unique ID that refers to one individual's survey.
- **Column B:** This column must include the number of miles traveled by the individual to the worksite. The VMT totals that are required on this form represent the potential maximum VMT for a worksite, including total vehicle miles that would have been traveled by employees who are telecommuting and/or using other modes that eliminate a commute trip to the worksite. The information in this column must only be numerical.
- **Column C:** This column will include information on whether the individual is primarily a peak window employee or an off-peak window employee. The data in the column must be either "yes" or "no". The tool will calculate both peak window VMT and off-peak VMT. Off-peak VMT is not required but should be reported in the case of an off-peak window survey. If only peak window employees were surveyed, then every row in column C will read "yes."
- **Columns D-H:** These columns will include the transportation mode taken by the individual on each day of the survey period. Transportation modes must be spelled correctly and in the format outlined on the calculator.

Once the template has been filled with your worksite's survey results, the Excel sheet can be uploaded to the VMT Calculator tool. The tool will flag any errors for the ETC to address before VMT can be calculated.

Calculate the VMT and enter the results on the following page.

Weekly Vehicle Miles Traveled (VMT) by Mode (Peak)

Weekly Employee VMT

Mode	Total Miles Traveled
No Survey Responses (if 60-89%)	0
Surveys with Errors	0
A. Zero Emission Vehicle (Electric/Fuel cell)	
B. Bus	
C. Rail/Train (LA Metro Rail, Metrolink, etc.)	
D. Walk	
E. Bicycle	
F. Telecommute (Work from home/Remote)	
G. Noncommuting (at site for 24hrs or outside district)	
H. Drive alone	
I. Motorcycle	
J. 2 persons in vehicle	
K. 3 persons in vehicle	
L. 4 persons in vehicle	
M. 5 persons in vehicle	
N. 6 persons in vehicle	
O. 7 persons in vehicle	
P. 8 persons in vehicle	
Q. 9 persons in vehicle	
R. 10 persons in vehicle	
S. 11 persons in vehicle	
T. 12 persons in vehicle	
U. 13 persons in vehicle	
V. 14 persons in vehicle	
W. 15 persons in vehicle	

Compressed Work Week Day(s) Off

Mode	Total Miles Traveled
X. 3/36 work week (2 days)	
Y. 4/40 work week (1 day)	
Z. 9/80 work week (1 day)	

Other Day(s) Off

Mode	Total Miles Traveled
AA. Vacation	
BB. Sick	
CC. Other Day Off, Jury Duty, LOA, etc.	

Potential Maximum Total VMT (A thru CC) _____

Step 7 – Emission Reduction Options

Are BOTH of your AM and PM AVR equal to or greater than your AVR target?

Yes

No

IF YES:

Congratulations! Please list any strategies you are currently implementing as a means to meet that target, if any.

All employers, regardless of AVR attainment, must do the following:

- Provide employees with transit information
- Educate new employees about all commute options
- Provide a Guaranteed Ride Home program

While sharing your strategies is optional if you've met your AVR target, certain strategies can help you earn points towards a GoSaMo Achievement Award. Contact the GoSaMo TMO or City staff for more details.

IF NO:

How will you reduce your vehicle emissions this year? (choose one)

Increase the number of people walking, biking, riding transit, and carpooling

- Please complete Employee Trip Reduction Plan (Pages 28 to 37)

- OR -

Purchase Mobile Source Emission Reduction Credits

- Please complete Mobile Source Emission Reduction Credit Plan (Pages 38 to 41)

Employee Trip Reduction Plan

As a means to meeting your AVR target, worksites are encouraged to increase the number of people who are walking, biking, riding transit, and carpooling, among other more sustainable modes of transportation.

In this section you will identify:

- 5 Outreach/Education Strategies
- 5 Basic Support Strategies
- 5 Direct Strategies

These strategies are designed to help you engage your employees and create incentives that make them want to get to work without driving alone. Strategies are not limited to what you find on these lists. There may be an idea you have that will better encourage participation at your specific worksite. Please list these ideas in the "other" section.

Outreach/Education Strategies

Outreach/Education strategies help you educate your employees about their transportation choices. The first two strategies are mandatory for all employers. Please choose 3 more below to use at your worksite.

Select	Frequency	Strategy
Mandatory	As Needed	Bulletin board, kiosk, or display rack with transportation info
Mandatory	As Needed	Educate new employees about commute options
	Twice per year	Organize a Try Transit or group bike ride event for interested staff
	Annually	Attend and/or host a marketing class certified by the City of Santa Monica
	As Needed	Post transportation information on website
	Quarterly	Distribute fliers, announcements, and memos
	Annually	Host a Rideshare event
	Annually	Company recognizes employees who leave their car at home
	Twice per year	Host focus groups to increase walking, biking, transit, and carpooling
	Annually	Direct encouragement from CEO
		Other (Describe):

Basic Support Strategies

Basic Support Strategies are simple adjustments employers can make that accommodate people who walk, bike, ride transit, and carpool. Employees who drive alone to work cannot receive these incentives.

Guaranteed Ride Home is a mandatory strategy for all employers; please select 4 more Basic Support Strategies to use at your worksite. Summarize your choices in the list below, then explain the details on the following pages.

Select	Strategy	Details
Mandatory	1. Guaranteed Ride Home	Provide ride home in case of emergency or unplanned overtime
	2. Commuter Choice Program	Use pre-tax dollars to pay for transportation
	3. Carpool/Vanpool Matching	Help employees find carpool/vanpool partners.
	4. Preferential Parking	Carpools get the best parking spots
	5. Flexible Hours	Employees can shift schedules to accommodate travel times
	6. Commute Assistance	Help employees find better commutes
	7. Transit Information Center	Post transit info with TransitScreen or paper schedules
	8. Public Transit Introduction	Free public transit passes for new employees
	9. On-Site TAP Card Sales	Become a certified TAP vendor
	10. On-Site Mobility Fleet	Provide fleet of shared bicycles, cars, or scooters
	11. Other	

Basic Strategy 1: Guaranteed Ride Home (Mandatory)

Employers are required to provide a ride home for employees in the event of a valid emergency at no cost to the employee. Eligible employees include those who walk, bike, ride transit, and carpool to work.

Valid emergencies include (but are not limited to) personal emergencies, unplanned overtime, inclement weather, and vehicle mechanical problems.

How will you provide the Guaranteed Ride Home?

Company Vehicle

Uber, Lyft, or Similar

Taxi

Supervisor/Co-Worker

Other _____

Are you registered in Metro's Guaranteed Ride Home Program?

Yes

No

Basic Strategy 2: Commuter Choice Program

Commuters may access a monthly transportation fringe benefit used for direct commutes by public transit or vanpool. Employers can also allow employees to set aside \$300/month of pre-tax income to pay for transit or vanpooling. Qualified bicycle commuting expenses are capped at \$20/month.

Ask your payroll department for help creating this program.

Refer to this website for more information: www.irs.gov/pub/irs-pdf/p15b.pdf.

There are companies that will help implement this program for you. Will you use the following?

Third party benefits administrator.

No, we will implement ourselves.

Describe your Commuter Choice Program here:

Basic Strategy 3: Carpool/Vanpool Matching Service

Identify possible carpool/vanpool partners and distribute match lists.

How will you provide the ridematching service?

Commute SM

Metro Rideshare

Employer-Based System

If using Employer-Based System, please describe...

Basic Strategy 4: Preferential Parking

Incentivize ridesharing by reserving premium spaces for employees that ride together.

How many spaces are reserved for carpools/vanpools? _____

How many persons per vehicle are required to be eligible? _____

What is the minimum number of trips per week to be eligible? _____

Can employees carpool with people from other companies? Yes No

Describe how will you mark the reserved carpool spaces?

Basic Strategy 5: Flexible Hours

Allow employees flexibility as to when they arrive/leave work so that they can accommodate transit schedules, biking conditions, and rideshare opportunities.

Describe your worksite's Flexible Hours Program.

Basic Strategy 6: Personalized Commute Assistance

Employer will provide assistance, such as route planning and transit itineraries for employees who wish to explore their transportation options.

Employer will (check all that apply):

- ☐ Organize focus groups or task forces
- ☐ Assist in identifying park & ride lots
- ☐ Identify bicycle and pedestrian routes
- ☐ Provide transit routes, first/last mile connections, and schedule information
- ☐ Provide follow-up assistance to maintain the commute program

Basic Strategy 7: Transit Information Center

Employer provides a transit information center that makes available general transit information, updated at least quarterly.

Describe your Transit Information Center.

Basic Strategy 8: Public Transit Introduction

Which type of transit pass will you provide your employees?

☐ 30-Day ☐ Other Stored Value _____

Basic Strategy 9: On-Site TAP Sales

Employers can become certified vendors of TAP fare.

Are you currently or do you intend to be a certified TAP Vendor? ☐ Yes ☐ No

Who is able to purchase TAP products at your location?

☐ Only our Employees ☐ Anyone from an office in the building
☐ Everyone

Basic Strategy 10: On-Site Mobility Fleet

Employer provides transportation options for employees to use during the work day, such as an on-site fleet of bicycles, scooters, or cars.

Which of the following are available to your employees to use at your worksite?

☐ Bicycles ☐ Cars ☐ Scooters ☐ TAP cards

Basic Strategy 11: Other

If you would like to create strategies not found on this list, please explain here:

Direct Strategies

Direct Strategies are incentives provided to employees who choose to walk, bike, ride transit, and carpool to work, among other more sustainable means of commuting. Employees who drive alone to work cannot receive these benefits.

Employers are required to select 5 direct strategies in this section. Please summarize which strategies you wish to use in the list below. On the following pages, provide details for the strategies you selected.

Since some of these strategies include financial incentives, they may have minimum spending limits. Incentive minimums reflect annual costs and cost per participant.

Select	Strategy	Details	Minimum Incentive
	1. Parking Charge	Employee pays for parking	No Cost
	2. Parking Management	Employees make special request to use parking	No Cost
	3. Transportation Allowance	Employer pays for commuting expenses	Varies
	4. Daily Cash Incentive	Cash incentive for each round trip taken without a car	\$5 Day / Participant
	5. Transit Pass Program	Enroll in a program offered by municipal agency	Varies
	6. Telework	Employee works regular hours from home	No Cost
	7. Bike/Scooter Share	Purchase employee's bike/scooter subscriptions	Varies
	8. Compressed Work Week	Employee works fewer, longer days	No Cost
	9. Time Off With Pay	Employee earns additional time off	Varies
	10. Secure Bike Parking	Secure area with bike racks and repair kit	Varies
	11. Prize Drawings	Incentives distributed through raffles	\$800 / Year
	12. Bicycle Program	Regular maintenance or gift cards to bike shops	\$10 Month / Participant
	13. Gift Cards	Incentives distributed to all participating employees	\$10 Month / Participant
	14. Free Meals	Occasional free meals	\$10 Month / Participant
	15. Vanpool Program	Vanpools have 5 or more people in one vehicle	Varies
	16. Points Program	Earn points that can be cashed in for prizes	\$10 Month / Participant
	17. Other (Describe)		

Direct Strategy 1: Parking Charge

Description: The employer will charge all employees who drive to the worksite and park in the employer owned/ leased facility.

How much will your employees pay for parking? _____

Do you subsidize/reduce the parking fee? Yes No

If so, how much is the subsidy? _____

How many employees currently participate? _____

Direct Strategy 2: Parking Management

Description: Employees are not provided a parking space by default and must specially request to use employer owned/leased facilities. **If this strategy is selected, the employer must also provide Parking Cash Out option.**

How will you regulate use of parking facilities?

Hang Tag Gated access keycard Valet Other _____

--

Direct Strategy 3: Transportation Allowance

Description: Employer pays for some or all commuting expenses. Allowances can be used to pay for (but not limited to) public transit, bicycle costs, car sharing subscriptions, bike share subscriptions, and comfortable walking gear. Allowances for public transit riders must cover at least 50% of their monthly transportation fares.

Allowance is provided: Daily Weekly Monthly

Allowance Amount: _____

Direct Strategy 4: Daily Cash Incentive

Description: Employees receive cash for each round-trip they take without a car. The total value of incentives must be at least \$5.00 per participant, per day; or \$120.00 annually.

Define in the table how many dollars per round trip an employee will earn for each mode.

<u>Mode</u>	Dollar Amount per Round Trip
Public Transit	_____
Walk	_____
Bike	_____
Carpool	_____
Vanpool	_____

Direct Strategy 5: Transit Pass Program

Description: Employer will enroll in a program offered by a municipal transportation agency to purchase transit passes for employees.

Learn more about each program:

Metro A-TAP, B-TAP, and E-PASS: <https://www.metro.net/riding/eapp/>

TAPToGo for Employers: https://www.taptogo.net/articles/en_US/Website_content/Employer

Which of the following programs are you currently enrolled or intend to enroll in?

Metro A-TAP

Metro B-Pass

Metro E-Pass

TAPToGo for Employers

Direct Strategy 6: Telework

Description: Employees working at home or a satellite work center wherein their commute distance is shortened by at least 50% and the employee works at the location for the entire day. Complete the details below, be specific.

How many days per week can employees telework? How _____

many employees are eligible to participate? How many _____

employees currently participate? _____

How many employees do you project will participate? _____

Direct Strategy 7: Bike/Scooter Share

Description: Employers can purchase bike and scooter share subscriptions from local providers.

How many subscriptions will you purchase? _____

Describe your bike/scooter share subscription program, including your provider (Required):

Direct Strategy 8: Compressed Work Week

Description: Employees work more hours on fewer days, but average 40 hours per week. In other words, instead of working five 8-hour days in one week, employees report to work four 10-hour days in one week or nine 9-hour days in two weeks.

Which types of schedules can employees choose from? 9/80 4/40 3/36

How many employees are eligible to participate? _____

How many employees currently participate? _____

How many employees do you project will participate? _____

Direct Strategy 9: Time Off With Pay

Description: Employer provides additional time off for employees who bike, ride transit, carpool, or walk to work. Please specify if the minimum trip requirement is monthly, weekly, etc.

Eligible employees include those who commute by...

Walk Bicycle Public Transit Carpool/Vanpool
Zero Emission Vehicle Skate/Scoot

Direct Strategy 10: Secure Bike Parking

Description: Employer provides a locked, gated, or secured on-site parking area for bicycles.

Describe your secure bike parking area OR attach a photo.

Direct Strategy 11: Prize Drawings

Description: Employees who meet trip requirements are entered into raffles to win prizes. The total value of the prizes must be at least \$800.00 per year.

Minimum trips to receive this incentive (specify if monthly, weekly, etc.): _____

Prize	Value	Raffle Frequency

Direct Strategy 12: Bicycle Program

Description: Employer provides employees who bicycle unique incentives and tools. Identical incentives cannot be offered elsewhere in this plan. The total value of incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Select	Incentive	Trips to Qualify
	Shoes, Clothing, Helmets, etc.	
	Tools or Repair Kits	
	Repair Service	
	Discounts at Local Shops	
	Lockers/Racks/etc.	
	Gift Certificate	
	Other (Describe):	

Direct Strategy 13: Gift Cards

Description: Employers provides gift certificates as incentives to employees who commute without driving alone. The total value of incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Minimum trips to receive this incentive (specify if monthly, weekly, etc.): _____

Vendor	Value	Frequency Given

Direct Strategy 14: Free Meals

Description: Employer provides free meals as incentive to employees who commute without their car. The total value of incentives must be \$10.00 per participant, per month; or \$120.00 annually.

Minimum trips to receive this incentive (specify if monthly, weekly, etc.): _____

Vendor	Value	Frequency Given

Direct Strategy 15: Vanpool Program

Description: Vanpools are groups of 5 or more employees that ride to work together. Various types of programs exist or can be created that subsidize and incentivize their use.

Vans are owned/leased by: Employer Enterprise Green Commuter Other

Employer provides (must choose at least one):

Insurance Maintenance Fuel Cash Subsidy

Approximate monthly value of incentive _____

Describe your vanpool program:

--

Direct Strategy 16: Points Program

Description: Employees earn points for each day they walk, bike, ride transit, or carpool. Points are redeemed for prizes, cash, time off, travel, or similar goods/services. The total value of incentives must be \$10.00 per participant, per month; or \$120.00 annually.

Incentive	Value	Points to Redeem

Direct Strategy 17: Other

If you would like to create strategies not found on this list, please explain here. Descriptions must include the dollar value, frequency distributed, eligibility, and participation requirements.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182
(909) 396-2000 • www.aqmd.gov

List of Emission Credit Vendors Where to Buy Emission Credits

NOTE: The vendors are listed alphabetically. Listing of a vendor here **does not** constitute an endorsement, warranty or guarantee by the South Coast AQMD. All emission credits are subject to approval by the South Coast AQMD.

Air Quality Consultant Inc.

15541 Commerce Lane
Huntington Beach, CA 92649
Contact: Jackie Ferlita
Phone: (714) 397-5508
Email: jferlita@aqc-inc.com

AIR QUALITY MANAGEMENT SERVICES

2001 S. Barrington Avenue, Suite 319
Los Angeles, CA 90025
Contact: Mike Heydari
Phone: (310) 478-6699
Fax: (310) 478-6009
Cell: (310) 710-9299
Email: mheydari@aqms.com
mheydari@aol.com

BGC Environmental Brokerage Services, L.P.

199 Water Street Floor 18
New York, NY 10038
Contact: Zeyd Tabbara
Phone: (646) 346-6899
Email: ztabbara@bgcpartners.com

Cleair Energy Brokerage & Consulting, LLC

27801 Golden Ridge Lane
San Juan Capistrano, CA 92675
Contact: Christie Stoker
Phone: (949) 292-0466
Email: christie.stoker@cleanenergybrokerage.com
www.cleanenergybrokerage.com

EARTHGUARD ENVIRONMENTAL SERVICES

P.O. Box 3220
Manhattan Beach, CA 90266
Contact: Richard Friedman
Phone: (310) 422-4921
Email: ricfriedman@aol.com

EARTHGUARD 2202, LLC

P.O. Box 3265
Manhattan Beach, CA 90266
Contact: Jonathon Parsons
Phone: (424) 254-8108
Fax: (310) 693-8019
Email: info@earthguard2202.com

ELEMENT MARKETS, LLC

3555 Timmons Lane, Suite 900
Houston, TX 77027
Contact: Scott Witcher
Direct Line: (281) 207-7290
Fax: (281) 207-7211
Email: switcher@elementmarkets.com

E3 Solutions, LLC

PO Box 1302
Sausalito, CA 94966
Contact: Mike Hammond
Phone: (415) 271-9575
Email: mike@e3sf.com

GREENWOOD ENVIRONMENTAL

407 N. Pacific Coast Hwy., #794
Redondo Beach, CA 90277
Contact: Carla Serafim
Phone: (949) 484-3074
Email: carla@greenwoodenv.com

IXO

P.O. Box 821
La Canada, CA 91012
Contact: David Haupt
Phone: (310) 863-2688
Email: dhaupt@ixoinc.com

MARKET-BASED SOLUTIONS

427 W. Colorado Street, Suite 203
Glendale, CA 91204
Contact: Sally Thompson
Phone: (818) 543-5925 x111
Fax: (818) 548-5740
Email: thompson@mbsmail.com

PICK YOUR PART AUTO WRECKING

2931 E. White Star Ave.
Anaheim, CA 92806
Contact: Jun Mendez
Phone: (877) 900-JUNK (5865)
Fax: (714) 978-5947
Email: axmendez@lkqcorp.com

RIDE LINKS, INC.

1 South Fair Oaks Avenue, Suite 302
Pasadena, CA 91105
Contact: Rashmi Bansal
Phone: (626) 440-9933
Email: rashmi@ridelinks.com

Mobile Source Emission Reduction Credit Plan

Employers who do not create a trip reduction plan can purchase Mobile Source Emission Reduction Credits (MSERC) to offset their environmental impact.

MSERC Vendor: _____

Site Information			
1. Enter the total number of employees at this worksite			
2. Divide your Total Employee Trips by 5 for both the AM and PM commute periods (found on the survey summaries) and enter them in the boxes labeled AM and PM to the right. Enter the larger of the two numbers in the far right column.		AM	
		PM	
3. Enter the number of Creditable Commute Vehicle Reductions in the peak window from Step 2 of the Supplemental Worksheet. Or enter 0 if you did not calculate surveys.			
Emission Reduction Targets (ERT) Calculations	VOC	NOx	CO
4. Enter the Employee Emission Reduction Factors for the appropriate year. (Chart #1)			
5. Multiple line 2 times line 4, and enter results			
6. Enter the Emission Factors for the Vehicle Trip Emission Credits (Chart #2)			
7. Multiply line 3 times line 6, and enter results. This is your VTEC calculated from your CVR Credit.			
8. Subtract line 7 from line 5 and enter results. This is your ERT. Enter zero if this amount is zero or less.			

Terms:

VOC - Volatile Organic Compound
 NOx - Nitrogen Oxide
 CO - Carbon Monoxide

MSERC Supplemental Worksheet

By using the AVR survey results with the highest employee population, the peak CCVR is determined by the daily average of commute vehicle reductions based on the AVR.

Step 1: Enter in the table below the weekly employee trips from the AVR Survey Data. Do the same for the weekly vehicle trips.

	Weekly Total Employee Trips from AM or PM window, which ever is higher.	Weekly Total Vehicle Trips from the AM or PM window used for ET.	
ET			TV

Step 2: Using the table below, subtract the Weekly Total Vehicles (TV) from the Weekly Total Employee Trips (ET) and divide the result by 5 to obtain the daily amount of Creditable Commute Vehicle Reductions (CCVR).

ET	
TV	
$[ET - TV] / 5 = CCVR$	

Step 3: Enter this number (CCVR) on line 3 of the MSERCP

Emission Reduction Factors

This page is to be used in completing Section VI: Mobile Source Emission Reduction Credit Plan.

Chart 1: Employee Emission Reduction Factors for 2.20 AVR*

Pounds per Year per Employee			
Emission Year	VOC	NOX	CO
2019	1.69	1.42	16.95
2020	1.54	1.23	15.34
2021	1.42	1.07	14.02
2022	1.31	0.95	12.90
2023	1.22	0.85	11.95
2024	1.13	0.76	11.17
2025	1.06	0.69	10.44

Chart 2: Annual Emission Factors for Vehicle Trip Emission Credits*

Pounds per Year per Daily Commute Vehicle			
Emission Year	VOC	NOX	CO
2019	3.10	2.60	31.07
2020	2.83	2.25	28.12
2021	2.60	1.97	25.71
2022	2.40	1.74	23.65
2023	2.23	1.55	21.91
2024	2.08	1.39	20.48
2025	1.95	1.26	19.14

* As of January 1, 2020

Management Commitment Letter

Company Name: _____

Site ID: _____

Date: _____

TO: City of Santa Monica
Department of Transportation, Mobility Division
1685 Main Street - Mail Stop 38
Santa Monica, CA 90401

As the highest ranking official at this worksite, or as the executive officer responsible for allocating the resources necessary to implement the plan, I attest this plan will be implemented as described and as approved by the City of Santa Monica.

I further declare that in accordance with S.M.M.C. Chapter 9.53 all data in this plan is accurate and verifiable to the best of my knowledge.

Sincerely,

Signature of Official

Print or type name

Title

Telephone Number

Email Address

Annual Transportation Fee

All employers submit an Annual Transportation Fee with their Emission Reduction Plan.

Fees are based on the total number of employees at the worksite.

Please complete multiple lines if paying for multiple worksites or multiple years.

FEE = \$20.10 (x) TOTAL NUMBER OF EMPLOYEES

Company Name: _____

Date: _____

Site ID	Site Address	# of Employees	Amount Due
Sub Total:			
25% Late Fee (If Any):			
Discount (If Any):			
Check Number:			Total Fee:

Employers who maintain their AVR targets or pay for TMO services are eligible for discounts in their fees. TMO membership discount can be added in addition to any AVR discounts. Verify all claims with City Staff before marking the chart below.

Met or exceeded AVR Target For 2 Consecutive ERPs	40%	
Met or exceeded AVR Target For 3 Consecutive ERPs	50%	
Met or exceeded AVR Target For 4 Consecutive ERPs	60%	
Paid TMO Membership (must provide receipt)	25%	

Checks should be made payable to **City of Santa Monica**. DO NOT send the check separately.

Please mail this form with the check and the completed Emission Reduction Plan to:

*Transportation Demand Management, Mobility Division, City of Santa Monica
1685 Main Street Mail Stop 38, Santa Monica, CA 90401.*

For City staff use only