

Emission Reduction Plan

For ERPs due July 1, 2016 – June 30, 2017



City of
Santa Monica®

Updated November 1, 2016

Welcome to the Emission Reduction Plan!

In the following pages you will communicate valuable information to the City of Santa Monica about how your employees get to work. The City uses this information to inform new and existing services, like Metro Expo Line and Breeze Bike Share, which help residents, visitors, and employees move around more easily.

The Emission Reduction Plan (ERP) is a mandatory requirement for all employers with 30 or more employees. If you have less than 30 employees, please contact City Staff for further instructions.

This plan is a requirement of the Santa Monica Municipal Code, Chapter 9.53. To read exact code requirements, visit www.smgov.net/tmoplans.

For plan assistance please contact the City of Santa Monica, Mobility Division:

Jacquilyne Brooks de Camarillo	jacquilyne.brooks@smgov.net	310.458.2201 x8956
Luis Morris	luis.morris@smgov.net	310.458.2201 x8957
Jack Moreau	jack.moreau@smgov.net	310.458.2201 x2344



Credit Card Authorization Form

Sign and complete this form to authorize the City of Santa Monica to make a one-time debit to your credit card listed below. Please provide a copy of the credit card holder's identification card.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

I _____ authorize the City of Santa Monica charge my credit card account
(full name)

indicated below for _____ on or after _____. This payment is for
(amount) (date)

(description of goods/services)

Billing Address _____

Credit Card Type: Visa MasterCard Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Section I: Employer Profile

Name & Address of Organization:

Employer Name

Number, Street and Suite

Contact Person *(All correspondence regarding this program will go to this person):*

Name

Title and Department

Number, Street and Suite

City, State and Zip Code

Phone & Extension

E-mail Address

Highest Ranking Official:

Name

Title and Department

Phone & Extension

E-mail Address

On-Site Coordinator

Name

Title and Department

Phone & Extension

E-mail Address

Secondary ETC *(If using a consultant, list here):*

Name

Title and Department

Phone & Extension

E-mail Address

Certification Details:

Who certified your ETC? ITS SCAQMD Melinda Sue Norin Cara Rice Other

Date of ETC Certification: _____

Branch Site Information:

List any *ADDITIONAL* sites within the City of Santa Monica with 10 or more employees.

1. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

2. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

3. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

4. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

5. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

6. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

7. _____
Site Name, Worksite ID# (if available), and Total Number of Employees at this Site

Street Address

Management Commitment Letter

Company Name: _____

Business License #: _____

Date: _____

TO: City of Santa Monica
Planning & Community Development Department
Mobility Division
1685 Main St., Room 115
P.O. Box 2200
Santa Monica, 90407-2200

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 the attached Emission Reduction Plan will be implemented as described and as approved by the City of Santa Monica.

I further declare that, in accordance with SMMC Chapter 9.53, all data in the plan is accurate and verifiable to the best of my knowledge.

Sincerely,

Signature of Official in Charge

Print name

Title

Telephone Number

Email Address (Required)

Parking Cash-Out Program

Employers with less than 50 employees, please skip this page.

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 webpage: www.arb.ca.gov/planning/tsaq/cashout/cashout.htm.

Does your worksite lease additional parking spaces?

Yes

No

IF YES:

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 space in lieu of that parking space.

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?

You may be exempt if *(check all that apply)*:

The entire cost of our parking spaces is included in our building lease.

We own all of our parking spaces and do not lease additional spaces in the city.

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

We cannot reduce the amount of parking spaces we have in our lease agreement/s.

We have between 30-49 employees.

For more details on eligibility and employer requirements visit:

<http://www.arb.ca.gov/planning/tsaq/cashout/cashout.htm>

All organizations subject to this chapter must implement a Parking Cash Out program. Any organization not complying is in violation of this chapter and subject to remedial action.

Emission Reduction Plan / Rule 2202

Exemption Request Form

Employers with less than 250 employees, please skip this page.

This form must be completed by, only, employers with 250 or more employees.

I write to request that the employer named in this letter be exempted from the need to file the SCAQMD's Rule 2202 on the grounds that the employer will be complying with the City's TDM Ordinance.

I write to request that the employer named in this letter be exempted from the need to file the City's TDM Ordinance on the grounds that the employer will be complying with the SCAQMD's Rule 2202 as part of a multi-site plan, as per Assembly Bill 1336.

Employer Name

Number, Street and Suite

Signature of Highest Ranking Official

Date

Print Name of Highest Ranking Official

Title

Section III: 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 times.

You will conduct the AVR survey by asking your employees how they arrived to and departed from work for the previous week. You must survey your employees across the 5 consecutive busiest days of your work week. The Averaged Vehicle Ridership form is available at smgov.net/tmoplans for you to use.

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

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

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

- 00% - 74% Response Rate: Emission Reduction Plan will not be approved.
- 75% - 89% Response Rate: Unreceived surveys will be counted as "NSR 75-89%"
- 90% - 100%: Response Rate: Unreceived surveys counted as "NSR 90+"

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

How many employees arrive or depart in the AM AVR Window? _____
How many employees completed a survey for the AM AVR Window? _____
What percent of employees completed the survey for the AM AVR Window? _____

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

How many employees arrive or depart in the PM AVR Window? _____
How many employees completed a survey for the PM AVR Window? _____
What percent of employees completed the survey for the PM AVR Window? _____

What are the dates of your survey week?

Survey Start Date: _____
Survey End Date: _____

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

Did an outside agency conduct the survey for you? Yes No
If so, who? _____

Pro Tip:

Metro Rideshare will conduct your survey and all necessary calculations at no cost to you. Call Metro Rideshare now and ask for their AVR survey support: 213.922.2811 or email them at rideshare@metro.net.

Average Vehicle Ridership Survey Form

Sally Sample
Name

90401
Home Zip Code

July 11, 2016
Survey Week Start Date

July 15, 2016
Survey Week End Date

Instructions:

1. Please indicate how you travel and/or from work during the survey week.
2. Use the legend to determine the appropriate letters that represent how you travel to and from work.
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 how you got to or from work during the survey week for the morning commute period. If you do not arrive or depart during work within the specified window, write CC.

Day 1	Day 2	Day 3	Day 4	Day 5
E	B	E	E	B

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

Write the letters in the boxes below that indicate how you got to or from work during the survey week for the evening commute period. If you do not arrive or depart during work within the specified window, write CC.

Day 1	Day 2	Day 3	Day 4	Day 5
E	B	CC	E	B

Transportation Modes Legend

Vehicles

- A. Zero Emission Vehicle
- B. Bus
- C. Rail/Plane
- D. Walk
- E. Bicycle
- EE. Bike Share
- F. Telecommute
- G. Noncommute (Business Trip)
- H. Drive Alone
- I. Motorcycle
- J. 2 person carpool
- K. 3 person carpool
- L. 4 person carpool

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

Compressed Work Week

- X. 3/36 Work Week – Flex Day Off
- Y. 4/40 Work Week – Flex Day Off
- Z. 9/80 Work Week – Flex Day Off

Days Off/Other

- AA. Vacation Day
- BB. Sick Day
- CC. Other; Regular Day Off; Jury Duty; Commute Outside of Survey Window

Instructions for AVR Calculation

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

Weekly Employee Survey Summary

1. Total the number of responses for each mode and for each day and enter the daily total into the appropriate boxes.
2. If an employee arrives and departs from the worksite during the same window, only report the employee's arrival.
3. For each row, add Daily Total 1 through 5 and enter total in the Total column.
4. Enter the total number of employees who did not submit a survey in the "No Survey Response" category, or if you had a 90% or better response rate enter the number in row DD1.
5. Column Totals: When you total each daily column, they should have the same sum; if not, a mistake has been made. If you total column 6, then divide it by 5, it should also be the same. These sums are the Total Employee trips generated and will be used for AVR calculation.

Weekly Employee / Vehicle Calculation

1. Transfer the weekly totals for each transportation mode to the corresponding box in Column 1 of the Weekly Vehicle Calculation.
2. 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 person carpools" should be divided by 3, etc.
3. Sum lines A through Z from Column 1 and enter total in box ET1. Sum lines A through W from Column 2 and enter in box TV1.

Current Worksite AVR

1. Transfer the Total Employee Trips (ET1) and Total Vehicle Trips (TV1) to the Current Worksite AVR form, lines 1 and 2, respectively.
2. Complete the Current Worksite AVR form by following steps on the form to calculate the daily vehicle reduction necessary to reach your target AVR.

Repeat

1. Repeat the same order of operations for both the A.M. and P.M. AVR Windows.

Weekly Employee Survey Summary– A.M. Window

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

Mode	Day 1	Day 2	Day 3	Day 4	Day 5	Total
NSR. No Survey Response (75-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle						
B. Bus						
C. Rail						
D. Walk						
E. Bicycle						
EE. Bike Share						
F. Telecommute						
G. Noncommuting						
H. Drive Alone						
I. Motorcycle						
J. 2 Person Carpool						
K. 3 Person Carpool						
L. 4 Person Carpool						
M. 5 Person Carpool						
N. 6 Person Carpool						
O. 7 Person Carpool						
P. 8 Person Carpool						
Q. 9 Person Carpool						
R. 10 Person Carpool						
S. 11 Person Carpool						
T. 12 Person Carpool						
U. 13 Person Carpool						
V. 14 Person Carpool						
W. 15 Person Carpool						

Compressed Work Week	Day 1	Day 2	Day 3	Day 4	Day 5	Total
X. 3/36 Work Week						
Y. 4/40 Work Week						
Z. 9/80 Work Week						

Other/Days Off	Day 1	Day 2	Day 3	Day 4	Day 5	Total
AA. Vacation						
BB. Sick						
CC. Other, Day Off, Jury Duty, 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 perform the operations to calculate Total Vehicles in Column 2.

Weekly Employee Trips

Mode	Column 1
NSR. No Survey Response (75-89%)	
ERR. Survey with Errors	
A. Zero Emission Vehicle	
B. Bus	
C. Rail	
D. Walk	
E. Bicycle	
EE. Bike Share	
F. Telecommute	
G. Noncommuting	
H. Drive Alone	
I. Motorcycle	
J. 2 Person Carpool	
K. 3 Person Carpool	
L. 4 Person Carpool	
M. 5 Person Carpool	
N. 6 Person Carpool	
O. 7 Person Carpool	
P. 8 Person Carpool	
Q. 9 Person Carpool	
R. 10 Person Carpool	
S. 11 Person Carpool	
T. 12 Person Carpool	
U. 13 Person Carpool	
V. 14 Person Carpool	
W. 15 Person Carpool	

Compressed Work Week	
X. 3/36 Work Week	
Y. 4/40 Work Week	
Z. 9/80 Work Week	

ET1. Total Employee Trips (Add lines A to Z in Column 1)	
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Other Days Off	
AA. Vacation	
BB. Sick	
CC. Regular Day Off, Jury Duty, etc.	
DD. NSR (90% or higher)	
EE. Total (ET +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	= 0
B. Bus	= 0
C. Rail	= 0
D. Walk	= 0
E. Bicycle	= 0
EE. Bike Share	= 0
F. Telecommute	= 0
G. Noncommuting	= 0
H. Divided by 1	=
I. Divided by 1	=
J. Divided by 2	=
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 A 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.

- A. **Total Employee Trips** generated, five day period, within A.M. AVR Window inclusive. (ET1, Column 1) 1. _____

- B. **Total Vehicle Trips** arriving at and leaving the worksite for the five day period within the A.M. AVR Window. (TV1, Column 2). 2. _____

- C. Divide line #1 by line #2 to determine current **A.M. AVR**. 3. _____

- D. Enter your **AVR Target** here. 4. _____
Find your AVR Target here: www.smgov.net/tmoplans

- E. **Prior year A.M. AVR** (leave blank if filing for first year). 5. _____

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

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

- H. Divide line #7 by 5 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 to the table below.

Mode	Day 1	Day 2	Day 3	Day 4	Day 5	Total
NSR. No Survey Response (75-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle						
B. Bus						
C. Rail						
D. Walk						
E. Bicycle						
EE. Bike Share						
F. Telecommute						
G. Noncommuting						
H. Drive Alone						
I. Motorcycle						
J. 2 Person Carpool						
K. 3 Person Carpool						
L. 4 Person Carpool						
M. 5 Person Carpool						
N. 6 Person Carpool						
O. 7 Person Carpool						
P. 8 Person Carpool						
Q. 9 Person Carpool						
R. 10 Person Carpool						
S. 11 Person Carpool						
T. 12 Person Carpool						
U. 13 Person Carpool						
V. 14 Person Carpool						
W. 15 Person Carpool						

Compressed Work Week	Day 1	Day 2	Day 3	Day 4	Day 5	Total
X. 3/36 Work Week						
Y. 4/40 Work Week						
Z. 9/80 Work Week						

Other/Days Off	Day 1	Day 2	Day 3	Day 4	Day 5	Total
AA. Vacation						
BB. Sick						
CC. Regular Day Off, Jury Duty, 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 perform the operations to calculate Total Vehicles in Column 2.

Weekly Employee Trips

Mode	Column 1
NSR. No Survey Response (75-89%)	
ERR. Survey with Errors	
A. Zero Emission Vehicle	
B. Bus	
C. Rail	
D. Walk	
E. Bicycle	
EE. Bike Share	
F. Telecommute	
G. Noncommuting	
H. Drive Alone	
I. Motorcycle	
J. 2 Person Carpool	
K. 3 Person Carpool	
L. 4 Person Carpool	
M. 5 Person Carpool	
N. 6 Person Carpool	
O. 7 Person Carpool	
P. 8 Person Carpool	
Q. 9 Person Carpool	
R. 10 Person Carpool	
S. 11 Person Carpool	
T. 12 Person Carpool	
U. 13 Person Carpool	
V. 14 Person Carpool	
W. 15 Person Carpool	

Compressed Work Week	
X. 3/36 Work Week	
Y. 4/40 Work Week	
Z. 9/80 Work Week	

ET2. Total Employee Trips (Add all lines in Column 1)	
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Other Days Off	
AA. Vacation	
BB. Sick	
CC. Regular Day Off, Jury Duty, etc.	
DD. NSR (90% or higher)	
EE. Total (ET +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	= 0
B. Bus	= 0
C. Rail	= 0
D. Walk	= 0
E. Bicycle	= 0
EE. Bike Share	= 0
F. Telecommute	= 0
G. Noncommuting	= 0
H. Divided by 1	=
I. Divided by 1	=
J. Divided by 2	=
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 all lines in Column 2)	
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Current Worksite AVR – P.M. Window

Refer to the previous page and enter the identified values below. Then follow the instructions line by line to calculate your AVR.

- A. **Total Employee Trips** generated, five day period, within P.M. AVR Window inclusive (ET2, Column 1) 1. _____
- B. **Total Vehicle Trips** arriving at and leaving the worksite for the five day period within the P.M. AVR Window. (TV2, Column 2). 2. _____
- C. Divide line #1 by line #2 to determine current P.M. AVR. 3. _____
- D. Enter your **AVR Target** here. Find your AVR Target here: www.smgov.net/tmoplans 4. _____
- E. **Prior year P.M. AVR** (leave blank if filing for first year). 5. _____
- F. Divide line #1 by line #4 to compute your **weekly allowable vehicles**. 6. _____
- G. Subtract line #6 from line #2. This is your necessary **weekly vehicle reduction** to reach your target morning AVR. 7. _____
- H. Divide line #7 by the averaging period of five days to calculate the necessary **daily vehicle reduction** to reach your target morning AVR. 8. _____

Section IV: Emission Reduction Options

Are BOTH of your A.M. and P.M. AVR equal to or greater than your AVR target?

Yes

No

IF YES:

Congratulations! In Section V, 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* in the case of an emergency

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 Section V: Employee Trip Reduction Plan (Good Faith Effort)

- OR -

Purchase Mobile Source Emission Reduction Credits

- Please complete Section VI: Mobile Source Emission Reduction Credits Plan

Section V: Employee Trip Reduction Plan

Good Faith Effort

As a means to meet your AVR target, worksites are encouraged to increase the number of people who are walking, biking, riding transit, and carpooling to work. This is by far the most effective means of attaining your AVR target

In this section you will identify:

- 5 Outreach Strategies
- 5 Support Strategies
- 5 Direct Strategies

These strategies are designed to help you engage your employees and create incentives for people to choose to walk, bike, ride transit, and carpool to work. Strategies are not limited to what you find on these lists. There may be an idea you have that will encourage participation better at your specific worksite. Please list these ideas in the "other" section.

Marketing Strategies

Marketing strategies help you educate your employees about their transportation choices.

The first two outreach strategies are mandatory for all employers. Please choose 3 more of the following Marketing Strategies to use at your worksite.

<i>Select</i>	<i>Frequency</i>	<i>Strategy</i>
<i>Mandatory</i>	As Needed	Bulletin board, kiosk, or display rack with transportation info
<i>Mandatory</i>	As Needed	Educate new employees about commute options at new hire orientation
	Annually	Attend a marketing class certified by the City of Santa Monica
	As Needed	Post transportation information on website
	Quarterly	Distribute flyers, 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 you will use at the worksite. You will summarize your choices in the list below, then explain 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. Rideshare Matching Service	Help employees find carpool buddies
	4. Preferential Parking	Carpoolers get best parking spots
	5. Flexible Hours	Employees can shift schedules to accommodate travel times
	6. Commute Assistance	Help employees find better commute routes
	7. Transit Information Center	Display transit information and/or sell transit passes
	8. Public Transit Introduction	Free public transit passes for new employees
	9. Other (Describe):	
	10. Other (Describe):	

Basic Strategy 1: Guaranteed Ride Home (Mandatory)

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

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
- Public Transit
- Supervisor/Co-Worker
- Other

Do you use Metro's Guaranteed Ride Home program? Yes No

Pro Tip: Contact Metro Rideshare to learn more about their free Guaranteed Ride Home reimbursement before completing this step.

Basic Strategy 2: Commuter Choice Program

Monthly transportation fringe benefit used for direct commutes by public transit or vanpools. Employers can pay for their employees to commute by transit or vanpool, up to a limit of \$255/month and get a tax deduction for the expense. Employers can also allow employees to set aside up to \$255/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 here for more info:

<https://www.irs.gov/pub/irs-pdf/p15b.pdf>

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

WageWorks

EdenRed

No, we will implement ourselves.

Basic Strategy 3: Rideshare Matching Service

Identify possible carpool partners and distribute match lists.

How will you provide the ridematching service?

Employer Based System

Metro Rideshare

Commute SM

Other

When do you match employees?

During New Hire Orientation

On Demand

Company Wide Survey

Other

Basic Strategy 4: Preferential Parking

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

How many spaces will you reserve for your carpool/vanpools? _____

How many persons per vehicle 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

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

Employees can start/leave within _____ minutes of official shift times.

Can employees start and/or leave at their own discretion?

Yes

No

Basic Strategy 6: 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: Transportation Information Center

Employer provides a transit information center that makes available general transit information (updated quarterly) and/or the on-site sale of public transportation passes.

Will you also sell transit passes or TAP cards on site? Yes No

Basic Strategy 8: Public Transit Introduction

Which type of transit pass will you provide your employees?

- Round Trip
- 1-Day
- Stored Value \$ _____
- 7-Day
- 30-Day
- Monthly

Pro Tip: Register with Metro Rideshare to receive free 7-Day passes for all new employees.

Other Basic Strategies:

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. **Employees who drive alone to work cannot receive these benefits.**

Employers are required to select 5 direct strategies to incentivize all transportation options. Please summarize which strategies you wish to use in the list below. On the following pages, provide details for the strategies that 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.

<i>Select</i>	<i>Strategy</i>	<i>Details</i>	<i>Minimum Incentive</i>
<input type="checkbox"/>	11. Parking Charge	Employee pays for parking	No Cost
<input type="checkbox"/>	12. Compressed Work Week	Employee works fewer, longer days	No Cost
<input type="checkbox"/>	13. Telecommuting	Employee works regular hours from home	No Cost
<input type="checkbox"/>	14. Bike Share Membership	Purchase employee's bike share subscriptions	Varies
<input type="checkbox"/>	15. Transportation Allowance	Employer pays for transportation expenses	Varies
<input type="checkbox"/>	16. Time Off With Pay	Employees earn additional time off	Varies
<input type="checkbox"/>	17. Secure Bike Parking	Secure area with bike racks and repair kit	Varies
<input type="checkbox"/>	18. Prize Drawings	Distributed through raffles	\$800 per year
<input type="checkbox"/>	19. Bicycle Program	Regular maintenance or gift cards to bike shops	\$10 month/participant
<input type="checkbox"/>	20. Gift Cards	Distributed to all participating employees	\$10 month/participant
<input type="checkbox"/>	21. Free Meals	Occasional free meals	\$10 month/participant
<input type="checkbox"/>	22. Vanpool Program	Vanpools have 5 or more people in one vehicle	Varies
<input type="checkbox"/>	23. Direct Cash Incentive	Cash allowance for meeting minimum trip	\$10 month/participant
<input type="checkbox"/>	24. Point Program	Earn points that can be cashed in for prizes	\$10 month/participant
<input type="checkbox"/>	25. Auto Services	Free services such as tune ups and car washes	\$10 month/participant
<input type="checkbox"/>	26. Company Vehicles	Company vehicles for carpoolers	Varies
<input type="checkbox"/>	27. Other (Describe):		

Direct Strategy 11: Parking Charge

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? _____

How many employees currently participate? _____

Direct Strategy 12: Compressed Work Week

Applies to employees who as an alternative to completing the basic work requirement in five eight-hour days in one week or ten eight-hour work days in two weeks, are scheduled in a manner which reduces vehicle trips to the worksite. In other words, employees work more hours on fewer days, but average 40 hours of work per week.

Which types of schedules can employees choose from?

9/80

10/40

3/36

How many employees are eligible to participate? _____

How many employees currently participate? _____

How many employees do you project will participate? _____

Direct Strategy 13: Telecommuting

Employees working at home or at 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.

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 14: Bike Share Subscription

Employers can purchase Bike Share Subscriptions at discount rates. Please contact the Bike Share Coordinator to receive a price quote before selecting this strategy at 310.458.2201 ext. 5769.

Which plan will you choose?

All Staff Package: Subscribe the entire company at 80% discount.

Partial Staff Package: Individual subscriptions are 20% off

How many subscriptions will you purchase? _____

Direct Strategy 15: Transportation Allowance

Employer will pay for some or all transportation 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 16: Time Off With Pay

Employer provides additional time off for employees who bike, ride transit, carpool, or walk to work.

Trips Required	Earned Time Off

Is there a limited amount of time off that can be earned within a specified time period?

Yes No

Direct Strategy 17: Secure Bike Parking

Will you provide locked/gated/secure on-site parking for bicycles?

Yes No

Please describe the secured bike parking area:

Direct Strategy 18: Prize Drawings

Eligible employees 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: _____

Prize	Value	Raffle Frequency

Direct Strategy 19: Bicycle Program

Employer provides eligible employees, who commute by bicycle, unique incentives and tools only available to bicycles and not offered elsewhere in the plan.

The total value of the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Minimum trips to receive this incentive: _____

Select	Incentive	Value	Frequency	Minimum Trips to Qualify
	Bicycle Matching/Meetings			
	Shoes, Clothing, Helmet, etc.			
	Tools or Repair Kits			
	Repair Service			
	Discounts at Local Shops			
	Lockers/Racks/etc.			
	Gift Certificate			
	Other (Describe):			

Direct Strategy 20: Gift Cards

Employer provides gift certificates to all eligible employees on a regular basis.

The total value of the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Minimum trips to receive incentive: _____

Vendor	Value	Frequency Given

Direct Strategy 21: Free Meals

Employer provides eligible employees with free or discounted meals.

The total value of the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Minimum trips to receive incentive: _____

Vendor	Value	Frequency Given

Direct Strategy 22: Vanpool Program

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 Employee 3rd Party

Employer provides: Insurance Maintenance
 Fuel Cash Subsidy \$ _____

Does the employer subsidize empty seats in the van? Yes No

If so: How much is the subsidy? _____
 How long is the subsidy provided? _____

Direct Strategy 23: Direct Cash Incentive

Eligible employees receive cash for each trip to work without a car.

The total value of the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Mode	Dollar Amount	Minimum Trips	Frequency Given
Public Transit			
Walk			
Bike			
Telecommute			
2 person carpool			
3 person carpool			
4 person carpool			
5 person carpool			
6 person carpool			
7 person carpool			
Vanpool			
Other (Describe):			

Direct Strategy 24: Point Program

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 the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Prize	Value	Frequency Redeemed

Direct Strategy 25: Auto Services

The employer provides auto services for eligible employees. Each employee will receive the following:

The total value of the incentives must be at least \$10.00 per participant, per month; or \$120.00 annually.

Select	Services	Value	Frequency Given	Minimum Trips to Qualify
<input type="checkbox"/>	Fuel			
<input type="checkbox"/>	Oil			
<input type="checkbox"/>	Tune-Up			
<input type="checkbox"/>	Repair Certificate			
<input type="checkbox"/>	Car Wash			
<input type="checkbox"/>	Other (Describe):			

Direct Strategy 26: Company Carpool Vehicles

Employer provides eligible employees with company vehicles for carpooling.

Minimum trips to receive incentive: _____

Cost to employee (if any): _____

Direct Strategy: 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.

Section VI: Mobile Source Emission Reduction Credits

Calculation Form Instructions

If you have completed the previous section of marketing, basic, and direct strategies then you do not need to complete this page.

1. Enter total employees at the site (full time and part-time).
2. Enter average daily number of employees commuting to and from work during the peak window (6am to 10am) or (3pm to 7pm) for a typical five day period. Indicate which window you choose. You must choose the window where the majority of the employees have commute trips. For most employers this will be the A.M. window.
3. Enter the actual AVR/Commute Vehicle Reductions (CVR) from the AVR Window with the highest population from line (2.) above from your survey calculations.
4. Enter the Employee Emission Reduction Factor for the appropriate year. This is located on chart 1.
5. Multiply line 2 and line 4 and enter the results.
6. Enter the Emission Factors for Vehicle Trip Emission Credits for the appropriate year. This is located on chart 2.
7. Multiply line 3 and line 6. This is your Vehicle Trip Emission Credits calculated from your CVR Credit listed in line 3.
8. Subtract line 7 from line 5 and enter the results. This is you emission reduction target (ERT). You must meet the ERT in order to have your plan approved. If this number is zero or less, you have already met your ERT and you do not have to proceed. If you have met your ERT, you have the option to file an Employee Trip Reduction Plan. Employers who meet their required emission goals for a.m. and p.m. peak windows are eligible for Employer Annual Transportation Fee discounts
9. Complete the Strategies Summary. All employers must offer a Guaranteed Ride Home Program to any employee who rideshares

Mobile Source Emission Reduction Credits Plan

If you have completed the previous section of marketing, basic, and direct strategies then you do not need to complete this page.

Site Information			
1. Enter the total number of employees at this worksite (Including full and part-time employees)			
2. Enter the, 5 day, daily average of worksite employees reporting/departing during the AM/PM windows. Enter the highest population 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 Recution Factors for the appropriate year. (See Chart #1)			
5. Multiply 2 times line 4 and enter the results			
6. Enter the Emission Factors for the Vehicle Trip Emission Credits			
7. Multiply line 3 times line 6 and enter the results. This is your VTEC calculated from your CVR Credit.			
8. Subtract line 7 from line 5 and enter the results. This is your ERT. Enter zero is this amount is zero or less.			

Terms:

VOC – Volatile Organic Compound

NOx – Nitrogen Oxide

CO – Carbon Monoxide

SUPPLEMENTAL WORKSHEETS

If you have completed the previous section of marketing, basic, and direct strategies then you do not need to complete this page.

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 data. Do the same for the weekly vehicle trips.

	Weekly Total Employee Trips (Line 1 of the Current Worksite AVR Form)	Weekly Total Vehicle Trips (Line 2 of the Current Worksite AVR Form)	
ET			TV

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

ET	
TV	
$[ET-TV] \div 5 = CCVR$	

Step 3: Enter this number (CCVR) on line 3, Section V of the MSERCP.

Emission Reduction Factors

Chart 1: Employee Emission Reduction Factors for 2.20 AVR

Pounds per Year per Employee			
Emission Year	VOC	NOx	CO
2016	1.5	1.51	16.44
2017	1.36	1.36	14.88
2018	1.24	1.24	13.54
2019	1.15	1.14	12.47
2020	1.09	1.07	11.71
2021	1.05	1.01	11.12
2022	1.01	.96	10.60
2023	.97	.91	10.13
2024	.93	.88	9.75
2025	.91	.85	9.45

Note: Factors are subject to change upon EPA approval of the 2014 EMFAC model.

Chart 2: Emission Factors for Vehicle Trip Emission Credit (VTEC)

Pounds per Year per Daily Commute Vehicle			
Emission Year	VOC	NOx	CO
2016	2.75	2.77	30.14
2017	2.49	2.50	27.28
2018	2.27	2.27	24.82
2019	2.11	2.09	22.86
2020	2.00	1.95	21.47

Terms:

VOC – Volatile Organic Compound

NOx – Nitrogen Oxide

CO – Carbon Monoxide