

Emission Reduction Plan

**For employers with 50 more employees
with ERPs due July 1, 2020 to June 30, 2021**



City of
Santa Monica[®]

Updated June 4, 2020

Welcome to the Emission Reduction Plan!

Due to impacts from COVID-19, the Emission Reduction Plan is only required for employers with 50 or more employees. Therefore, employers with 49 or fewer employees will not be required to submit an ERP while the program is suspended. If your organization has 49 or fewer employees, please disregard any previous notification you have received in the mail; they were sent before program changes were adopted. This information will be updated as it becomes available.

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 plan is a requirement of the Santa Monica Municipal Code, Chapter 9.53. To find resources and read exact code requirements, visit santamonica.gov/TDM.

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

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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 = \$17.33 (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%	

Credit card payments can be made by completing the ERP at go.citygro.ws/city-of-santa-monica.

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:

ERP, Mobility Division, City of Santa Monica, 1685 Main Street, Room 115, Santa Monica, CA 90401.

For City staff use only

Section I: 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

ITS

SCAQMD

Melinda Sue Norin

Cara Rice

Other: _____

Date of ETC Certification: _____

Don't have your ETC Certification? Go to www.gosamo.org/events to register.

Branch Site Information

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

1. _____
Site Name, Site ID# (if available), and number of employees

Street Address

2. _____
Site Name, Site ID# (if available), and number of employees

Street Address

3. _____
Site Name, Site ID# (if available), and number of employees

Street Address

4. _____
Site Name, Site ID# (if available), and number of employees

Street Address

5. _____
Site Name, Site ID# (if available), and number of employees

Street Address

6. _____
Site Name, Site ID# (if available), and number of employees

Street Address

7. _____
Site Name, Site ID# (if available), and number of employees

Street Address

8. _____
Site Name, Site ID# (if available), and number of employees

Street Address

Management Commitment Letter

Company Name: _____
Site ID: _____
Date: _____

TO: City of Santa Monica
Planning and Community Development
Mobility Division
1685 Main Street, Room 115
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 Emission Reduction Plan, I attest that the attached Emission Reduction Plan will be implemented as described and approved by the City of Santa Monica.

I further declare that, in accordance with S.M.M.C. 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

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 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 subsidy in lieu of using that parking space.

Submit your parking lease agreement along with your Emission Reduction Plan

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 of Santa Monica.

All 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 fewer than 50 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.

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 of Santa Monica'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

Date

Section II: Worksite Analysis

How many of your employees live in Santa Monica? _____

What percent of your employees live in Santa Monica? _____

Which industry best describes your organization?

Arts/ Design	Automobile	Construction	Transportation
Education	Consulting	Entertainment	Technology
Financial	Beauty/Nail/Spa	Health	Retail
Law	Non-Profit/Advocacy	Real Estate	Restaurant/Bar
Recreation	Religious	Other, please describe: _____	

Which transit lines stop within 1/4 mile or 3 blocks from your worksite?

Big Blue Bus:

1	2	3	Rapid 3	5	7	Rapid 7
8	9	Rapid 10	Rapid 12	14	15	16
17	18	41-42	43	44		

Metro:

Expo Rail	4	704 Rapid	20	720 Rapid
534	33	733 Rapid		

Pro Tip: Identify the nearest transit lines by using Google Maps, Transit App, GoLA, and other similar apps.

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

Uber or Lyft Corporate Account	Car Share Membership	Bike Pump
Locker Rooms or Showers	Bike Lockers or Cage	Bike Repair Kit
Bikes Permitted Inside Worksite	Transit Pass Sales	Bike Racks
TransitScreen	Car Share Vehicle	EV Charging

Bike Santa Monica

There is an expanding array of bikeways and facilities throughout Santa Monica. For your most up to date information go to - www.bikesantamonica.org.

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.

Conduct the AVR survey by asking your employees how they arrived to and departed from work during the designated survey period. The survey period must include the 5 consecutive busiest days of your work week. The Average Vehicle Ridership survey form is available at santamonica.gov/TDM 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:

- 00% - 75% Response Rate: Emission Reduction Plan will not be approved
- 75% - 89% Response Rate: Unreceived surveys will be counted as "NSR 75-89%" (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 arrive/depart in the AM AVR Window on a typical work day? 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 arrive/depart in the PM AVR Window on a typical work day? 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? _____

Pro Tip: You can complete the AVR survey online by visiting: go.citygro.ws/city-of-santa-monica.

Average Vehicle Ridership Survey Form

Sally Sample

Name

90401

Home Zip Code

July 11, 2019

Survey Week Start Date

July 15, 2019

Survey Week End Date

Instructions:

1. Please indicate how you travel to 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.

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.

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

Vehicles	Transportation Modes Legend	Compressed Work Week
A. Zero Emission Vehicle	M. 5 person carpool	X. 3/36 Work Week - Flex Day Off
B. Bus	N. 6 person carpool	Y. 4/40 Work Week - Flex Day Off
C. Rail/Plane	O. 7 person carpool	Z. 9/80 Work Week - Flex Day Off
D. Walk	P. 8 person carpool	
E. Bicycle	Q. 9 person carpool	Days Off/Other
EE. Bike Share / Electric Scooter	R. 10 person carpool	AA. Vacation Day
F. Telecommute	S. 11 person carpool	BB. Sick Day
G. Noncommute (Business Trip)	T. 12 person carpool	CC. Other; Regular Day Off; Jury Duty; Commute Outside of Survey Window
H. Drive Alone	U. 13 person carpool	
I. Motorcycle	V. 14 person carpool	
J. 2 person carpool	W. 15 person carpool	
K. 3 person carpool		
L. 4 person carpool		

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 arrives and departs from the worksite 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 75-89% 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 person carpools" 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 (75%-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle						
B. Bus						
C. Rail						
D. Walk						
E. Bike						
EE. Bike Share / Electric Scooter						
F. Telecommute						
G. Noncommute						
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 Compressed Work Week						
Y. 4/40 Compressed Work Week						
Z. 9/80 Compressed 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 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. Bike	
EE. Bike Share / Electric Scooter	
F. Telecommute	
G. Noncommute	
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 Compressed Work Week	
Y. 4/40 Compressed Work Week	
Z. 9/80 Compressed Work Week	

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, 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	= 0
B. Bus	= 0
C. Rail	= 0
D. Walk	= 0
E. Bike	= 0
EE. Bike Share	= 0
F. Telecommute	= 0
G. Noncommute	= 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 at: santamonica.gov/AVR 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 (75%-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle						
B. Bus						
C. Rail						
D. Walk						
E. Bike						
EE. Bike Share / Electric Scooter						
F. Telecommute						
G. Noncommute						
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 Compressed Work Week						
Y. 4/40 Compressed Work Week						
Z. 9/80 Compressed 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 - 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 (75%-89%)	
ERR. Survey with Errors	
A. Zero Emission Vehicle	
B. Bus	
C. Rail	
D. Walk	
E. Bike	
EE. Bike Share / Electric Scooter	
F. Telecommute	
G. Noncommute	
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 Compressed Work Week	
Y. 4/40 Compressed Work Week	
Z. 9/80 Compressed Work Week	

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, 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	= 0
B. Bus	= 0
C. Rail	= 0
D. Walk	= 0
E. Bike	= 0
EE. Bike Share	= 0
F. Telecommute	= 0
G. Noncommute	= 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 at: santamonica.gov/AVR 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. _____

Section IV: Emission Reduction Options

Are BOTH of your AM and PM 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* 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 section V: Employee Trip Reduction Plan

(For more details about these strategies, consult the [ETC Handbook](#)).

- OR -

Purchase Mobile Source Emission Reduction Credits

- Please complete section VI: Mobile Source Emission Reduction Credit Plan

Section V: 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.

<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
	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. Rideshare Matching	Help employees find carpool buddies
	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. Worksite Access Information	Include info about mobility options in materials with directions to worksite
	12. 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 pay for their employees to commute by transit or vanpool, up to \$265/month and get a tax deduction for the expense. Employers can also allow employees to set aside \$265/month of pre-tax income to pay for transit or vanpooling.

Ask your payroll department for help creating this program. Refer here for more info:

<https://www.irs.gov/pub/irs-pdf/pb15b.pdf>.

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

WageWorks

EdenRed

No, we will implement ourselves.

If you are implementing the program without using WageWorks or EdenRed, describe your program here:

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 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

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: Transit Information Center

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

Describe your Transit Information Center or attach a photo.

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 | |

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 <input type="checkbox"/> | Anyone from an office in the building <input type="checkbox"/> |
| Everyone <input type="checkbox"/> | |

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 <input type="checkbox"/> | Cars <input type="checkbox"/> | Scooters <input type="checkbox"/> | TAP Cards <input type="checkbox"/> |
|-----------------------------------|-------------------------------|-----------------------------------|------------------------------------|

Basic Strategy 12: Worksite Access Information

Ensure all mobility information is displayed in employer materials. For example, wherever parking information is mentioned, add other convenient mobility options, such as nearest bus stops, nearest Expo stations and walking distance, or whether there's bike racks or secure bike parking.

Describe the materials where you will add worksite access information:

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, 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.

<i>Select</i>	<i>Strategy</i>	<i>Details</i>	<i>Minimum Incentive</i>
	12. Parking Charge	Employee pays for parking	No Cost
	13. Parking Management	Employees make special request to use parking	No Cost
	14. Transportation Allowance	Employer pays for commuting expenses	Varies
	15. Daily Cash Incentive	Cash incentive for each round trip taken without a car	\$10 Month / Participant
	16. Transit Pass Program	Enroll in a program offered by municipal agency	Varies
	17. Telecommuting	Employee works regular hours from home	No Cost
	18. Bike Share Subscription	Purchase employee's bike share subscriptions	Varies
	19. Compressed Work Week	Employee works fewer, longer days	No Cost
	20. Time Off With Pay	Employee earns additional time off	Varies
	21. Secure Bike Parking	Secure area with bike racks and repair kit	Varies
	22. Prize Drawings	Incentives distributed through raffles	\$800 / Year
	23. Bicycle Program	Regular maintenance or gift cards to bike shops	\$10 Month / Participant
	24. Gift Cards	Incentives distributed to all participating employees	\$10 Month / Participant
	25. Free Meals	Occasional free meals	\$10 Month / Participant
	26. Vanpool Program	Vanpools have 5 or more people in one vehicle	Varies
	27. Point Program	Earn points that can be cashed in for prizes	\$10 Month / Participant
	28. Auto Services	Free services such as tune ups or car washes	\$10 Month / Participant
	29. Company Carpool Vehicles	Company vehicles for carpoolers	Varies
	30. Other (Describe)		

Direct Strategy 12: 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 13: 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 a Parking Cash Out option (see page 8).

How will you regulate use of parking facilities?

Hang Tag Permits Gated access keycard Other _____

Describe the process for requesting employee parking:

Direct Strategy 14: 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 15: 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 \$10.00 per participant, per month; or \$120.00 annually. Define in the table how many dollars per round trip an employee will earn for each mode.

<i>Mode</i>	<i>Dollar Amount per Round Trip</i>	<i>Frequency Distributed</i>
Public Transit		
Walk		
Bike		
Telecommute		
Carpool		
Vanpool		
Other		

Direct Strategy 16: 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

Big Blue Bus (Blue to Business): www.bigbluebus.com/bluetobusiness

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

Metro A-Tap Metro B-Pass TAPToGo for Employers Big Blue Bus (Blue to Business)

Attach at least one of the following to your Emission Reduction Plan as proof of enrollment:

Registration Forms Email confirmations Purchase Receipts

Direct Strategy 17: Telecommuting

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 18: Bike Share Subscription

Description: Employers can purchase Bike Share Subscriptions at discount rates. Contact the Bike Share Coordinator to receive a price quote before selecting this strategy at 310.458.2201 ext. 2071.

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 19: 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 20: 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.

<i>Trips Required</i>	<i>Earned Time Off</i>

Direct Strategy 21: Secure Bike Parking

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

Describe your secure bike parking area and attach a photo.

Direct Strategy 22: 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.): _____

<i>Prize</i>	<i>Value</i>	<i>Raffle Frequency</i>

Direct Strategy 23: 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.

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

Direct Strategy 28: Auto Services

Description: The employer provides auto services for eligible employees. The total value of incentives must be \$10.00 per participant, per month; or \$120.00 annually. Please specify if trip requirement is monthly, weekly, etc.

Select	Services	Value	Frequency Given	Trips Required
	Fuel			
	Oil			
	Tune-Up			
	Repair Certificate			
	Car Wash			
	Other (Describe)			

Direct Strategy 29: Company Carpool Vehicles

Description: Employer provides employees with company vehicles for carpooling.

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

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 Credit Plan

This page must be completed by an approved MSERC vendor. If you have completed Section V: Employee Trip Reduction Plan, then you do not need to complete this page.

Employers who do not create a trip reduction plan can purchase Mobile Source Emission Reduction Credits (MSERC) to offset their environmental impact. This page and the following must be completed by an approved MSERC vendor listed on www.santamonica.gov/TDM.

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 pages 14 and 17) 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. (See page 33, Chart #1)			
5. Multiple line 2 times line 4, and enter results			
6. Enter the Emission Factors for the Vehicle Trip Emission Credits (see page 33, 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

This page must be completed by an approved MSERC vendor. If you have completed Section V: Employee Trip Reduction Plan, 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 AVR Survey 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 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 Section VI 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