

# FY 24-25

# Emission Reduction Plan

For employers with 50 more employees  
with ERPs Due July 1, 2024 to June 30, 2025



City of  
**Santa  
Monica**

Revised June 20, 2024

# Welcome to the FY 24-25 Emission Reduction Plan

What has changed from the FY 23-24 ERP to the FY 24-25 ERP?

- Average Vehicle Ridership (AVR) surveys are required, even for business that are fully remote. Vehicle Miles Traveled (VMT) is a new section of the AVR survey that accounts for the employee's one-way commute to the worksite.
- Additional worksites (with 50 or more employees) must be submitted individually as separate ERPs.
- The Annual Transportation Fee has increased from \$18.62 to \$19.30.

The plan is a requirement of the Santa Monica Municipal Code, Chapter 9.53. To find resources and read exact code requirements, visit <https://www.santamonica.gov/programs/tdm>

For assistance filling out your Emission Reduction Plan, contact GoSaMo TMO  
[www.santamonica.gov/gosamo](http://www.santamonica.gov/gosamo)    [info@gosamotmo.org](mailto:info@gosamotmo.org)    (213) 425-0955

To find out the status of your Emission Reduction Plan submission, contact  
[TDMplans@santamonica.gov](mailto: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 24-25 ERP?

The FY 24-25 Emission Reduction Plan is required for any organization that leases or owns workspace in the City of Santa Monica and has 50 or more total employees. If your organization has 49 or fewer employees, you *must* email HR/Payroll proof of employee count to [TDMplans@santamonica.gov](mailto: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 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, click on the 'Discussion' button in the upper-right hand corner of this website to ask a Transportation Management Specialist.

- What is the due date for my organization's FY 24-25 ERP?

The due date for your organization's 24-25 ERP is written on the notifications that are 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 click to the "Discussion" tab to ask.

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

Only one extension may be granted and must be requested at least two weeks prior to the original due date.

- Who is qualified to fill out an ERP?

The Emission Reduction Plan and accompanying Average Vehicle Ridership Survey (AVR) 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 must be certified by [GoSaMo TMO](#) or [Innovative TDM Solutions](#). 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 \(SCAQMD\)](#).

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

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

- Can I pay a consultant to fill out my ERP and help reach my AVR goal?

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](#) & [RideAmigos](#).

- What additional documents may be required in the FY 24-25 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. 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 7)
  4. A [Management Commitment Letter](#) signed by the highest-ranking official. (Step 9)

For more info about being an Employee Transportation Coordinator, please click the [ETC Handbook](#).

*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

\_\_\_\_\_  
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) are affiliated with this location?** \_\_\_\_\_

**How many employees live in Santa Monica?** \_\_\_\_\_

**Which industry best describes your organization?**

Arts/Design

Automotive/Transportation

Beauty/Nail/Spa

Construction

Consulting

Education

Entertainment

Financial

Health/Wellness

Hospitality

Law

Non-Profit/Advocacy

Real Estate

Recreation

Religious

Restaurant/Bar

Retail

Technology

# 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](http://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.

**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 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 <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:

- 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? \_\_\_\_\_

# Vehicle Ridership Survey Form (Example)

Sally Sample

90401

Name

Home Zip Code

July 11, 2021

July 15, 2021

Signature

Date

Survey Week Start Date

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.
5. (Optional) Share any additional commute feedback

### 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
---	---	----	---	---



Share your commute feedback with an optional 2-minute survey  
[www.santamonica.gov/commute](http://www.santamonica.gov/commute)  
 or scan the QR code

## Transportation Modes Legend

### Vehicles

- A. Zero Emission Vehicle
- B. Bus
- C. Rail/Plane
- D. Walk
- E. Bicycle
- EE. Bike Share / Electric Scooter
- F. Telework
- 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

# AVR Survey

## Helpful Definitions

The AVR survey form collects information on how you get to and from work. 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 commute to/from work during either Commute Period, then enter the letter from the Transportation Modes Legend that represents the type of transportation you used. Use the letters in the Days Off/Other section if you arrived or departed work 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".

**Bike Share** is a service provided by both public and private organizations wherein transportation devices, such as bicycles, are placed in the public right-of-way to be rented by any individual who has registered with relative vendor. The City of Santa Monica provides Breeze Bike Share, while several private companies offer similar options. Write "EE" for each day you commute to/from work by bike share.

**Electric Scooter** is a newly popular mode of transportation in Santa Monica. Several private companies offer shared scooters that are placed in the public right-of-way to be rented by any individual who has registered with its respective vendor. In order to comply with Air Quality Management District data collection standards, please include all commutes by Electric Scooter in the Bike Share category by writing "EE" for each day you commute by Electric Scooter.

**Telework** is defined as working from home or a satellite work location for the entire day. 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.

**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 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.

--	--	--	--	--

**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.

--	--	--	--	--

**Transportation Modes Legend**

**Vehicles**

- A.** Zero Emission Vehicle
- B.** Bus
- C.** Rail/Plane
- D.** Walk
- E.** Bicycle
- EE. Bike Share / Electric Scooter
- F.** Telework
- 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

# 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.

**Bicicleta Compartida** es un servicio que organizaciones públicas y privadas proporcionan en cual las bicicletas están situadas en los pasos públicos y se rentan por personas que tienen una subscripción de servicio. La Ciudad de Santa Monica provee el sistema de Breeze Bike Share, también hay varias compañías que ofrecen opciones similares. Escriba "EE" cuando usas bicicleta compartida para ir o salir de trabajo.

**Patinete Eléctrico** es un modo de transporte nuevo y popular en Santa Monica. Compañías privadas ofrecen patinetes eléctricos compartidos que están situados en los pasos públicos y se rentan por personas que tienen una subscripción de servicio. Para cumplir con las normas de información del Air Quality Management District, por favor incluya viajes de patinetes eléctricos en la categoría de "Bicicleta Compartida" escribiendo la letra "EE".

**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 viaje 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
- EE. Bicicleta compartida / Patinete Eléctrico
- 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
- R. Viaje compartido de 10 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 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. Telework						
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. Telework	
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	

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

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	=

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

# 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 (75%-89%)						
ERR. Survey with Errors						
A. Zero Emission Vehicle						
B. Bus						
C. Rail						
D. Walk						
E. Bike						
EE. Bike Share / Electric Scooter						
F. Telework						
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. Telework	
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	

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

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	=

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

# 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: 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 Employee Trip Reduction Plan (Pages 24 to 33)  
(For more details about these strategies, consult the [ETC Handbook](#)).

**- OR -**

Purchase Mobile Source Emission Reduction Credits (Pages 34 to 37)

- Please complete Mobile Source Emission Reduction Credit Plan

# 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](http://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?

Commuter 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](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](http://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](mailto: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](mailto:mheydari@aqms.com)  
[mheydari@aol.com](mailto: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](mailto:ztabbara@bgcpartners.com)

### **Clear 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](mailto:christie.stoker@cleanenergybrokerage.com)  
[www.cleanenergybrokerage.com](http://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](mailto: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](mailto: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](mailto:switcher@elementmarkets.com)

### **E3 Solutions, LLC**

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

### **IXO**

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

### **RIDELINKS, INC.**

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

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# 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.  <b>Or enter 0 if you did not calculate surveys.</b>			
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\***

<b>Pounds per Year per Employee</b>			
<b>Emission Year</b>	<b>VOC</b>	<b>NOX</b>	<b>CO</b>
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\***

<b>Pounds per Year per Daily Commute Vehicle</b>			
<b>Emission Year</b>	<b>VOC</b>	<b>NOX</b>	<b>CO</b>
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

# 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 = \$19.30 (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