



A Transportation Management Program (TMP) is an agreement between the owner of a property and the City of Seattle. The TMP agreement is in effect for the life of the property and requires the property manager – through its representative, the Building Transportation Coordinator (BTC) – to take measures to encourage tenants at the site to travel to and from the building in ways other than driving alone.

The Program Report covers the 2021-2022 reporting cycle and is due no later than January 31, 2022.

Satisfactory completion of this document and submission of any required attachments will demonstrate compliance with the biennial Program Report requirement for this property. Commute Seattle will review the report for completeness before submitting it to the City of Seattle to determine compliance with the terms of your TMP agreement.

Program reports address what is available to the entire building. Even if there are one or more large companies in your building that are affected by the Commute Trip Reduction Law, you must still provide information for the entire building. If you need any assistance, or have any questions, contact Commute Seattle at tmp@commuteseattle.com.

This document contains short answer and multiple-choice questions. Some research into facilities and benefits will be required, please prepare your responses in advance. The report will take about 15 minutes to complete. You can preview the questions online at:

<https://www.commuteseattle.com/for-property-managers-transportation-management-programs/>

We understand that due to COVID-19 your building may be seeing lower occupancy and/or utilizing altered operational protocols and transportation programs. Please accurately fill out the survey based on transportation elements currently offered.

Program Report Outline:

- Property Information
- Commuter Information and Encouragement
- New Tenant Information
- Subsidies and Modal Support
- On Site Amenities
- Parking Management
- Additional Programs and Strategies
- Certification

For more information on the Transportation Management Program, contact Commute Seattle at tmp@commuteseattle.com.



Property Information

(1) Select the TMP Address matching your city record from the drop-down menu below.

The address on your TMP may be slightly different from the address associated with the building today. Contact Commute Seattle at :tmp@commuteseattle.com if you are unsure.

TMP Address:

(2) Please indicate if this property is affected by any of the following conditions.

- We understand these conditions may impact your answers to the questions in the remainder of this survey; they are not grounds for skipping the entire Program Report.
- Temporary vacancies due to COVID-19 should not be considered “vacant” space for the purposes of this question. For example, only if a tenant has terminated a lease and left the space entirely should it be considered truly vacant.

100% Vacant

Initial construction not started

More than 50% Vacant

Project described in TMP is cancelled

Under initial construction

Pending sale

Under major renovation

Other (please specify)

(3) If this property is affected by any of the conditions listed above, please share the anticipated completion, occupancy, or sale date(s).

Date:



Property Information

(4) Building Transportation Coordination (BTC) Contact Information

First and Last Name:

Job Title:

Mail Address:

Mailing Address 2:

City:

State:

Zip Code:

Email Address:

Phone Number:

(5) Program Manager (or alternate BTC) Contact Information

First and Last Name:

Job Title:

Mail Address:

Mailing Address 2:

City:

State:

Zip Code:

Email Address:

Phone Number:

(6) Supervisor or Highest Ranking On-Site Official

First and Last Name:

Job Title:

Email Address:

Phone Number:



Property Information

(7) How many regular users (e.g. employees working or residents living) were there in your building prior to COVID-19? (e.g. how many would there be today if not for COVID-19 related remote work?)

Total Regular Users Pre-COVID:

(8) How many regular users (e.g. employees working or residents living) are there in your building today? Estimate a typical, current COVID-19 impacted level.

Total Regular Users Today:

(9) How many regular building users typically arrived between 6am and 9am prior to COVID-19?

Total Regular Users Pre-COVID Between 6-9am:

(10) How many of today's regular building users typically arrive between 6am and 9am?

Total Regular Users Today Between 6-9am:

(11) Do you require that tenant companies participate in your building's Transportation Management Program?

(12) Do you require that tenant companies identify a company Employee Transportation Coordinator through your lease?

(13) Do building lease agreements require tenants to provide public transportation subsidies or related benefits to their employees?



Property Information

(14) Using the tenant list template below, please upload a list of all tenants in your building and their employee counts (irrespective of temporary decreases due to COVID-19).

- Use this template: <https://commuteseattle.com/2020-tmp-program-report-tenant-list-template/>
- For regular staff employed in building operations and management, include as a separate "Tenant", and provide a number of employees.
- For any permanent residents of the building, write down "Residents" under Tenant line and number of residents under the employee count line.



Commuter Information and Encouragement

Transportation Management Program agreements require the regular distribution of BTC contact information and transportation program information to tenants.

(15) Is the contact information for the Building Transportation Coordinator prominently displayed in your building (website, lobby, kiosk, etc.)?

(16) Where is the contact information for the Building Transportation Coordinator prominently displayed in your building? Check all that apply.

Physical (lobby, kiosk, etc.)

Virtual (website, social media, etc.)

(17) Does your building display commuter information via any of the following? Check all that apply.

An intranet or website

Information board or kiosk (digital or physical display)

Tenant newsletter or email

Other (please specify)

(18) How frequently do you distribute information about your building's transportation options to tenants?

(19) When did you last distribute transportation program information to your tenant(s)? If available online 24/7, when did you last remind them of the information's availability?

Date:



Commuter Information and Encouragement

(20) Does your building advertise promotional commute programs and campaigns? Check all that apply.

Our building does not participate in such programs/campaigns

Earth Day/Week

Washington's Bike Everywhere Month

Ride Transit Month

Ride in the Rain

Walktober

Other (please specify)

(21) In the past year, have you, a previous BTC, or other building staff attended a transportation or TMP themed event or training hosted by SDOT, King County Metro or Commute Seattle?

No

Yes, please describe below:

New Tenant Information

Transportation Management Program agreements require the distribution information and transportation program information to new tenants.

(22) Do new tenants receive transportation program information?

(23) In what formats do you typically distribute information to your tenants? Check all that apply.

Email

Intranet or website

Newsletter to tenants

Paper or printed materials

Tenant leases

Other (please specify)



Subsidies and Modal Support

Transportation Management Program agreements emphasize the importance of and in some cases require investing in subsidies and other support for non-drive-alone commutes.

(24) Do you offer a guaranteed ride home to tenants and their employees who do not drive and must take an unplanned trip?

No

Yes, through ORCA

Other (please specify)

(25) Which King County Metro Business ORCA Programs does your building offer to tenants and their employees? Please note this question pertains to the entire building.

ORCA Business Passport

ORCA Business Choice

Neither, tenants are expected to provide transit passes to their employees.

Building does not provide an ORCA transit pass program.

Unknown

(26) What percentage does the building pay towards each individual's ORCA Business Passport?

Unknown

Percentage:

(27) What dollar amount does the building pay towards each individual's ORCA Business Choice per month?

Unknown

Dollar Amount (\$):

(28) What is the cost of your annual ORCA Contract at this site?

Not Applicable

Unknown

Cost (\$):



Subsidies and Modal Support

(29) Do you offer tenants and their employees a general transportation subsidy?

No

Yes, dollar amount per month:

(30) Do you offer tenants and their employees a vanpool, vanshare and/or carpool subsidy?

No

Yes, specify the cost per individual:

(31) Please fill in details for any of the active transportation subsidies you offer. (e.g. "Reimbursement - \$20/month")

	Amount (\$)	Frequency
Reimbursement		
Subsidy		
Discount on gear		
Maintenance		
Other (please specify below)		
None of the above		

(32) Approximately, how many bicycles, scooters, and other mobility devices can be accommodated at the building in designated spaces?



On-Site Amenities

Transportation Management Program agreements emphasize the need for and in some cases require buildings to manage on-site amenities for sustainable uses like bicycles, scooters, showers and locker rooms, etc.

(33) Does the building offer the following active transportation amenities at your building? Check all that apply.

Showers

Lockers

Bicycle cage or secure bike room

Covered bike racks

Uncovered bike racks

Bicycle maintenance or on-site repair

E-bike, e-scooter, or other micromobility device charging

Other (please specify)

(34) Does your building have group accounts or discounts for tenant use of the following?

Zipcar, Gig, or other carshare platform

Lyft, Uber, Taxi, or other rideshare

Bikeshare or scootershare (JUMP, Lime, Link, Spin, and Wheels)

Waze, iCarpool, Scoop, or other carpool app

Other (please specify)



On-Site Amenities

(35) Are the following available to employees in your building?

- Building-provided shuttle service
- Building-provided cars for tenants to travel to off-site appointments
- Building-provided bicycles or scooters
- Building-incentivized telework program
- Building-incentivized flexible working hours or compressed work weeks
- Tenant carpool ride matching
- Rideshare Online or other 3rd party rideshare matching
- Bicycle safety/commuting training
- Other (please specify)



Parking Management

Transportation Management Program agreements emphasize the need for and in some cases require buildings to manage and price parking, and/or reserve parking space specifically for sustainable uses (e.g. HOV, bicycle parking).

(36) How many total parking spaces are available at your building?

Total Spaces

(37) Of the vehicle parking spaces at your building, fill in how many are reserved for the following uses:

Monthly Reserved Spaces

ADA Reserved

Reserved for Building/Employer Fleet

Reserved for Carshare

Reserved for Electric Vehicle Charging

Reserved for Carpools

Reserved for Vanpools

Reserved for Short Term Parking / Visitors

Other Reserved

(38) Do you have any off-site parking reserved for tenants or employees?

No

Yes, please describe the location and number of spaces:



Parking Management

(39) Which of the following parking options are available? Please enter the number of passes sold and the price per pass for each parking option.

	Number of Passes	Applicable Rate (\$)
Daily Parking		
Weekly parking		
Monthly parking		
Annual parking		
Other (please specify)		

(40) Please provide any additional information about parking pass options and pricing that you were unable to specify previously.

(41) Do you offer a parking cash out for people who do not drive and park at the building?

No

Yes, please describe:



Parking Management

(42) Do you bundle parking spaces as part of any of your tenant leases?

No

Yes, please list the percentage of your parking spots allocated to tenants through their leases:

(43) Are the parking spots offered through your leases to tenants:

(44) Does your building garage participate in customer parking programs (e.g. Spot Hero, Parkaide, etc.)?

(45) Share the number of active registered or permitted carpools and monthly carpool parking rate (eg, Number: 25, Rate: \$45). Write "0" for unknown or not applicable.

Number

Rate (\$)

Frequency

(46) Share the number of active registered or permitted vanpools/vanshares and monthly vanpool/vanshare parking rate (eg, Number: 10, Rate: \$25). Write "0" for unknown or not applicable.

Number

Rate (\$)

Frequency



Carpool Certification

According to our records, your building's TMP agreement contains carpool certification requirements. Answering this question confirms your carpool certification process is reporting for your TMP required by the City of Seattle.

(47) Your building operates a commercial parking garage that is TMP-conditioned with reserved carpool parking spaces. Please describe your certification process for approving new carpool applicants and the renewal process for existing carpools that use your parking garage.

According to our records, your building's TMP agreement contains parking-based goal(s). Answering these questions on parking pricing and utilization for carpools and vanpools/vanshares is reporting for your TMP required by the City of Seattle.

We understand that your building occupancy may be temporarily lower due to COVID-19. If you'd like, you may provide any additional information relevant to carpool and vanpool occupancy trends, and your estimate of typical carpool + vanpool/vanshare occupancies before COVID-19 in the open-ended response question at the end of this section.



Parking Pricing and Utilization for TMPs with Parking-Based Goals ONLY

According to our records, your building's TMP agreement contains parking-based goal(s). Answering these questions on parking pricing and utilization for carpools and vanpools/vanshares is reporting for your TMP required by the City of Seattle.

We understand that your building occupancy may be temporarily lower due to COVID-19. If you'd like, you may provide any additional information relevant to carpool and vanpool occupancy trends, and your estimate of typical carpool + vanpool/vanshare occupancies before COVID-19 in the open-ended response question at the end of this section.

(48) Carpool Occupancy: number of reserved carpool spaces occupied at 10:00am on any Wednesday

Number

(49) Carpool Occupancy Count Date

Date

(50) Vanpool Occupancy: number of reserved vanpool spaces occupied at 10:00am on any Wednesday

Number

(51) Vanpool Occupancy Count Date

Date

(52) Please provide any additional information relevant to carpool and vanpool occupancy at the building, including any impacts due to COVID-19.



Additional Programs and Strategies

(53) What programs or offerings have been implemented in the last year that help you fulfill the terms of your building's TMP?

(54) What is your building's top three transportation program priorities for the next year?

1

2

3

(55) How has the COVID-19 pandemic impacted transportation and related programming offered?

Additional Programs and Strategies

(56) Please describe the status of any other program elements required in the TMP that are not covered in prior questions.

(57) What percentage of people are coming to your building compared to January 2019?
Please note this will not impact the City's assessment of the TMP Program Report submission.

Percentage



Certification

Building Commitment

I understand that my property is required to submit information on the transportation program described above to comply with my building's Transportation Management Program (TMP) requirements.

As the Designated Building Transportation Coordinator, I acknowledge that information in this program report will be used by the City of Seattle to monitor compliance with TMP requirements established for this property. I will notify Commute Seattle by emailing TMP@commuteseattle.com with any substantive changes to this information.

I confirm that I am designated by my supervisor or highest-ranking on-site official to commit to the implementation of the program, and I have shared this report with that official.

(58) Please enter your name and job title below.

Name:

Job Title:

(59) Please provide an e-signature.

Signature:

Date Signed: