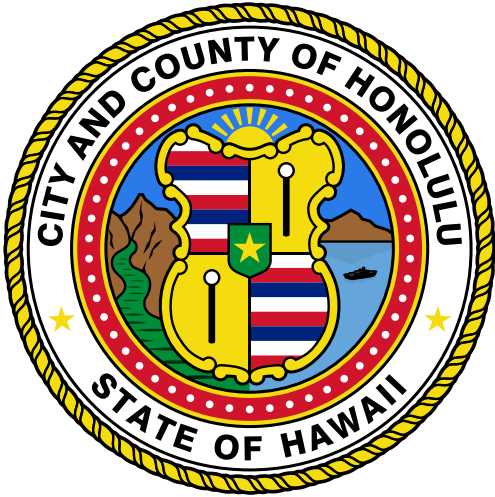


# TDM for Developers Handbook

June 2023





Prepared by:

**Department of Transportation Services  
City & County of Honolulu, Hawaii**

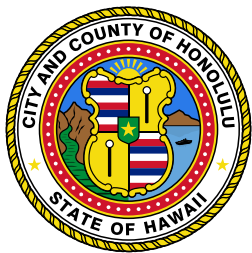
530 South King Street  
Honolulu, HI 96813



## TDM for Developers Handbook

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### Department of Transportation Services



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# 1. Introduction



# What is Transportation Demand Management (TDM)?

Transportation Demand Management (TDM) is the use of strategies to inform and encourage travelers to maximize the efficiency of our transportation systems leading to improved mobility, reduced congestion, and lower vehicle emissions.<sup>1</sup> It is a cost-effective approach to improving transportation by maximizing mobility choices that meet and exceed traveler demands.

## Benefits of TDM for developers

Developers and property managers play a critical role in advancing Honolulu’s TDM goals as they implement and monitor effective TDM strategies at their properties. By investing in TDM, developers can realize a number of positive benefits throughout the life-cycle of their projects. Some of these benefits are summarized below:

- Reduce construction costs (for example, through reduced vehicle parking);
- Reduce adverse traffic impacts of new developments;
- Increase attractiveness and marketability of developments (support positive brand image);
- Improve transportation equity;
- Enhance community perception of new development;
- Contribute towards sustainable building ratings;
- Demonstrate environmental, corporate, and social responsibility; and
- Enhance tenant and employee recruitment with ongoing benefits.





# What is required for new projects?

TDM requirements are defined based on the Honolulu Transportation Impact Assessment Guide ([Honolulu TIA Guide](#)).

The Honolulu TIA Guide provides new direction on the scope of study required by the City when evaluating impacts. Adopting a holistic approach, it forms the basis for the City's evaluation of a project proposal, and serves to advance the City's efforts to construct a transportation system that allows safe, comfortable and convenient travel for all.

Reporting requirements are set by the City and County of Honolulu based on the number of *net new peak hour trips* projects are expected to generate. Figure 1 outlines requirements based on expected net new peak hour trips.

## Less than 50

Small projects expected to generate less than 50 net new peak hour trips are not required to do any TDM reporting.

## 50 or more

Projects projected to generate **50 or more** net new peak hour trips must provide a TDM Strategies Plan, defining the TDM strategies they are committing to implement on site. This is required in order to obtain building permits.

## 100 or more

Projects projected to generate **100 or more** net new peak hour trips are also required to provide the City with an update on their progress annually, through Ongoing Compliance Reports. These are required for the first five years the project is occupied.\*

Figure 1. Understanding TDM Reporting Requirements

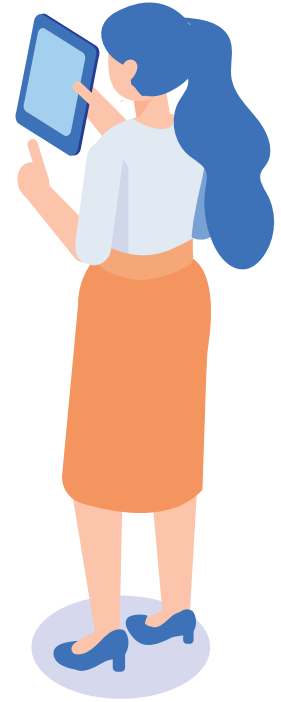
How many net new trips will your project generate during peak hours?	Less than 50	50 or more	100 or more
During entitlements process	No TDM-specific requirements	TDM Strategies Report required to obtain building permits	TDM Strategies Report required to obtain building permits
After Certificate of Occupancy	No TDM-specific requirements	No TDM-specific requirements	Ongoing Compliance Reports required years 1-5 after Certificate of Occupancy issued

\*Of note, Ongoing Compliance Report requirements are tied to site location, NOT the project applicant. If a project changes ownership before this five-year period has expired, new owners must continue to report in order to maintain compliance with the City.

## How to use this document?

This handbook is a useful guide to help you maintain compliance with the City's TDM requirements. It has been designed for project applicants who are required to submit TDM Strategies Plans during their project permitting phase, and project owners/property managers required to track the impact of their TDM Strategies Plans and submit annual TDM Compliance Reports.

It contains two sections, one for each type of report. Each section explains developer reporting requirements in detail. Appendices include samples of the forms you will fill out for your TDM Strategies Plan at the time you request permits, as well as the TDM Compliance Reports you may be required to fill out annually.







## 2. TDM Strategies Plan



**TDM Strategies Plans are required for all projects expected to generate 50 or more net new peak hour trips. The TDM Strategies Plan outlines how a project will utilize TDM strategies to reduce single-occupant vehicle trips to and from the site.**

## What is required?

All applicants whose site plans include certain standards (as outlined in Table 1) will be required to implement specific strategies to align with the [Honolulu TIA Guide](#).

Table 1. TDM Strategy Requirements from TIA Guidelines

Standard	The TDM Strategies Plan must include:
<p>Is the project in any of the following districts:</p> <ul style="list-style-type: none"> <li>• Apartment</li> <li>• Apartment Mixed-Use</li> <li>• Business</li> <li>• Business Mixed-Use</li> </ul> <p><u>and</u> does it propose any of the following:</p> <ul style="list-style-type: none"> <li>• New floor area</li> <li>• New Dwelling Units (DUs)</li> <li>• New parking structure</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short and long-term bicycle parking</b> located as close as possible to the entrances to the principal uses, in compliance with the minimum requirements of Section No. 21-6.150 Bicycle Parking in the City's Land Use Ordinance.</li> </ul>
<p>Is the project located within a Transit Oriented Development (TOD) area and is it a residential development of 10+ units?</p>	<ul style="list-style-type: none"> <li>• <b>Shared parking</b></li> </ul>
<p>Does the proposed parking exceed the following ratios:</p> <ul style="list-style-type: none"> <li>• Residential: 1:1.25 units</li> <li>• Commercial: 1:1,000 SF</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Subsidized bike share passes</b> for residents and tenants</li> </ul> <p><b>-OR-</b></p> <ul style="list-style-type: none"> <li>• <b>Subsidized transit passes</b> for residents and tenants</li> </ul>

Beyond the strategies indicated in Table 1, project applicants must design their own TDM Strategies Plans from the provided sections to the right:



- **Base Strategies:** Base Strategies include two strategies that lay the groundwork for the rest of the TDM Strategies Plan. These are required for all projects that submit a TDM Strategies Plan.
- **Primary Strategies:** Primary Strategies encourage non-single occupancy vehicle (SOV) trips by reducing the cost of travel on alternative modes. Applicants must select two (2) Primary Strategies. If subsidized transit or bike share passes are required of the project per the TIA Guide, the selected subsidy may count as one of the two strategies chosen.
- **Secondary Strategies:** Secondary Strategies support the primary strategies by ensuring tenants and site users understand their transportation options and are aware of the subsidies or benefits available to them. Applicants must select two (2) Secondary Strategies.
- **Parking Strategies:** All projects must utilize parking strategies to encourage non-SOV trips. Applicants must achieve the required bicycle parking thresholds outlined in the TIA Guide (outlined above in Table 1) *and* they must choose a second parking strategy.

## Strategy definitions

The following descriptions define each TDM Strategy option and outline any base requirements that must be achieved in order to utilize that strategy as part of the TDM Strategies Plan.

### Base Strategies

Base Strategies lay the groundwork for the rest of the TDM Strategies Plan. These three strategies are **required** for all projects who submit a TDM Strategies Plan.

#### Designate an On-site Transportation Coordinator

A transportation coordinator is required at every site to be the point of contact for the City, and to help administer the programs outlined in each TDM Strategies Plan.

#### TDM information in Lease and Sales Agreements

It is important that the TDM program be implemented as the site becomes occupied and be updated if transportation needs change and technology options evolve. Therefore, the TDM program should become institutionalized as part of the property's organizational structure to ensure it remains in place and new owners and tenants are aware of its existence.

### Guaranteed Ride Home (GRH) Program

Applicants, their property management teams, and any future management entities may institute a Guaranteed Ride Home program by providing a ride home for residential tenants or employees in the event of a valid emergency. This service is only available to residents and employees who walk, bike, ride transit or carpool for their daily commute or other regular trip (as approved by the project applicant). Potential valid justifications for GRH coverage include:

- Personal emergency;
- Unplanned overtime (as confirmed by a supervisor or manager); or
- Vehicle mechanical problem for carpoolers or vanpoolers (on return trip only).

Site users may reimburse their tenants and employees, or may set up partnerships with taxicab, rental car, or rideshare companies such as Uber or Lyft. Program users are eligible for up to three trips per year.

The project applicant and their property management team must cover the full cost of the emergency trip, up to the cost of a monthly bus pass.

## Primary Strategies

Primary Strategies encourage non-single occupancy vehicle (SOV) trips by reducing the cost of travel on alternative modes.

**Applicants must select two (2) Primary Strategies.** If subsidized transit or bike share passes are required of the project per the TIA Guide, the selected subsidy may count as one of the two strategies chosen.

## Bikeshare Subsidies

Bike share provides an easy alternative to driving for travelers who are going short distances. Residents and employees can utilize Honolulu’s *Biki* bikeshare system to travel to and from work, or to run errands.

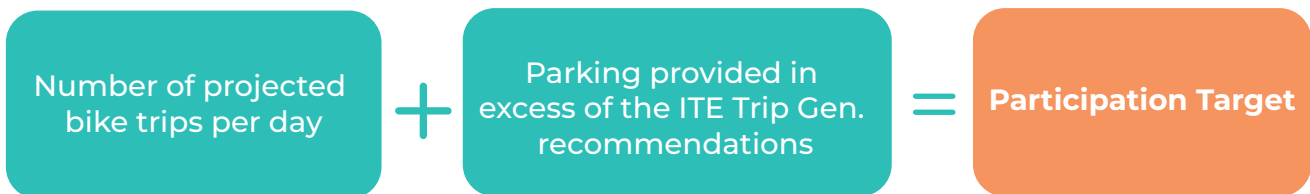
Bikeshare Subsidies are **required** of some project applicants, as defined in Table 1.

Applicants who utilize the Bikeshare Subsidies strategy must agree to purchase monthly Biki Commuter passes or the equivalent for their site users. The number of passes to be purchased will be determined by a *participation target* and the number of site users accessing/utilizing subsidized passes each year.

### 1. Calculating the Participation Target

Applicants will calculate the *participation target* based on the percent of site users projected to travel by bike (as determined through the Transportation Impact Assessment) and the number of parking spaces the site has proposed. This total is compared to the recommended number outlined by the ITE Trip Generation Manual.

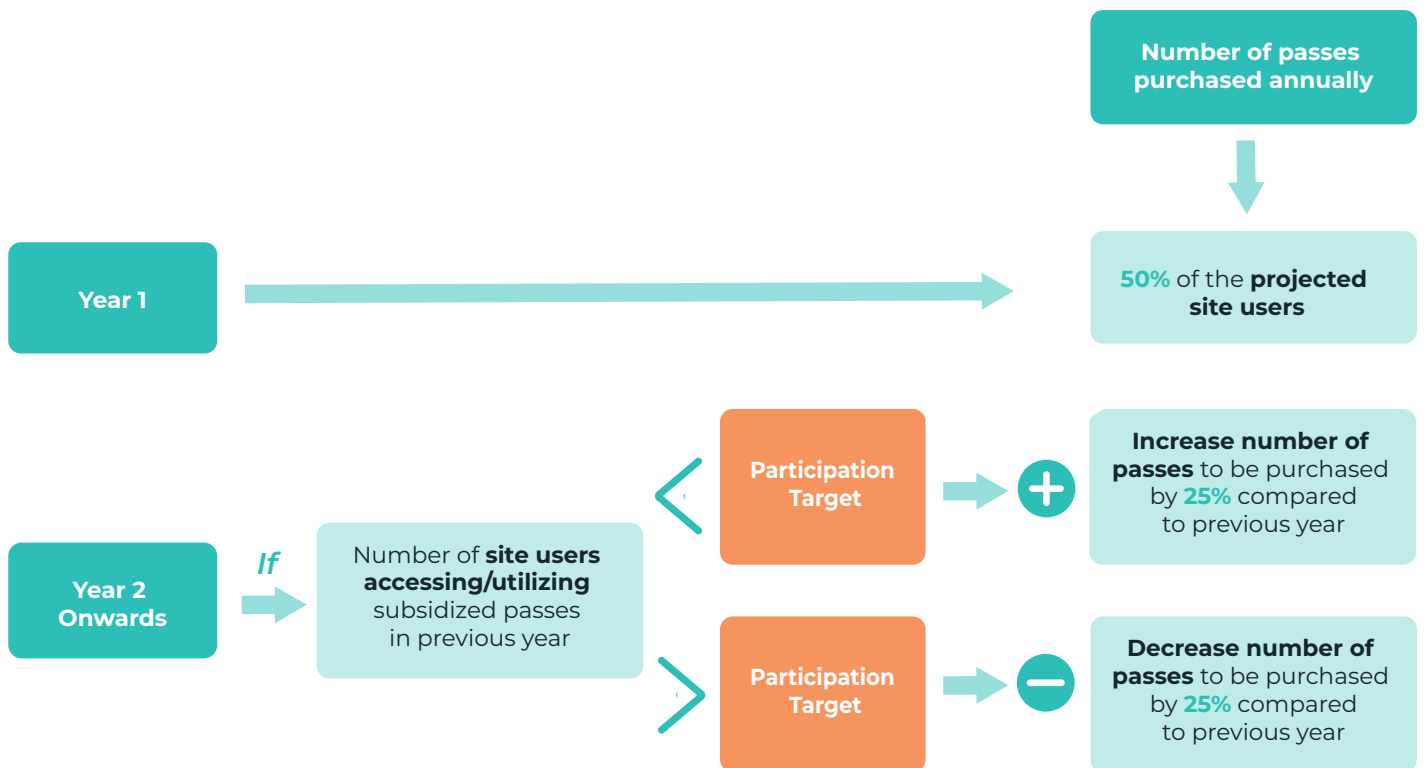
Figure 2. Calculating Participation Target



## 2. Calculating the number of passes to be purchased annually

- In Year 1, the site must purchase enough passes to cover at least 50% of their projected site users.
- From Year 2 onwards, applicants will calculate the number of passes to be purchased annually based on the *participation target* and the number of subsidized passes utilized by site users in the previous year (subsidy trajectory). If the applicant can demonstrate that the passes are being utilized by the targeted number of individuals (determined by the participation target), they may reduce the number of passes purchased to cover fewer users, in annual increments of 25%. If usage slips below the projected amount, applicants must increase subsidy purchases to cover more users, in annual increments of 25%.
- The Year 1 rate of usage will determine the Year 2 subsidy, the Year 2 rate of usage will determine the Year 3 subsidy, and so on.

Figure 3. Calculating Number of Passes Purchased Annually (Subsidy Trajectory)

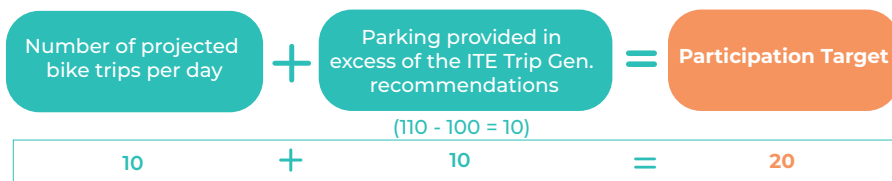


**For example**, let's calculate the number of bikeshare passes to be purchased each year for a sample project (Project X) with 100 daily projected site users, based on the subsidy trajectory.

### Step 1 – Calculate Participation Target

For this sample project, the ITE Trip Generation Manual requires 100 parking spaces and Project X has provided 110. So, Project X has provided 10 extra spaces. The projected bike usage is at 10 trips per day. In this scenario, the project has a participation target of 20 users as shown below.

Figure 4 Calculating Participation Target for a Sample Project



### Step 2 – Calculate Number of Passes Purchased Annually (Subsidy Trajectory)

- The applicant purchases subsidized passes for 50% of its projected user base (50 passes) in Year 1, with only 10 of their site users participating in the service that year.
- As the number of site users utilizing the subsidized passes in Year 1 is less than the participation target ( $10 < 20$ ), in Year 2 the applicant is required to increase the number of passes to be purchased by 25% compared to Year 1. They are then required to purchase passes for 75% of users, at which point they see increased participation of 24 users
- Because they have surpassed their participation target of 20 in Year 2, the following year (Year 3) they can lower the amount of passes purchased to 50%, or 50 passes. That year (Year 3) they see participation in the subsidy program from 20 users (their target), so they can again decrease the subsidy to cover 25% of users in Year 4. Year 4 participation again drops below 20, so they must increase the subsidy in Year 5 to cover 50% of users.

Table 2 provides an example of how the subsidy trajectory would be determined.

Table 2. Bicycle Subsidy Trajectory Example (Project Sample: 100 Daily Projected Site Users / Participation Target is 20)

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Number of passes purchased annually</b>	50% * 100 <b>50</b>	10 < 20 (+25%) <b>75</b>	24 > 20 (-25%) <b>50</b>	20 ≥ 20 (-25%) <b>25</b>	16 < 20 (+25%) <b>50</b>
<b>Number of site users accessing/utilizing subsidized passes</b>	<b>10</b>	<b>24</b>	<b>20</b>	<b>16</b>	<b>20</b>



## Transit Subsidies

Applicants can encourage use of transit by providing subsidised transit passes (typically in the form of a HOLO Card) to their site users.

Transit Subsidies are **required** for some project applicants, as defined in Table 1.

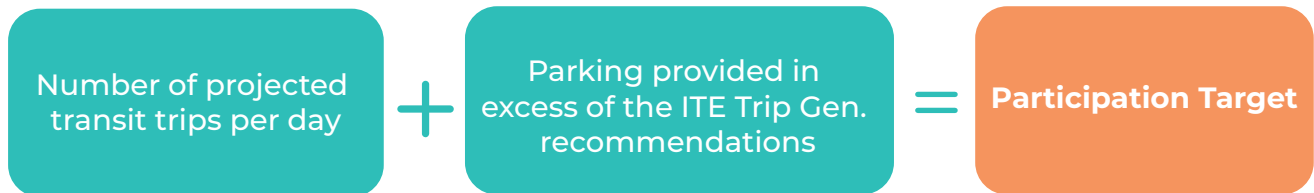
Applicants who utilize the Transit Subsidies strategy must agree to purchase monthly transit passes. Similar to the bikeshare subsidies, the number of transit passes to be purchased each year will be determined by a *participation target* and the number of site users accessing/utilizing subsidized passes each year.

### How to calculate the *participation target*?

Applicants will calculate the *participation target* based on the percent of site users projected to travel by transit (as determined through the Transportation Impact Assessment) and the number of parking spaces the site has proposed. This total is compared to the recommended number outlined by the ITE Trip Generation Manual.



Figure 5. Calculating Participation Target

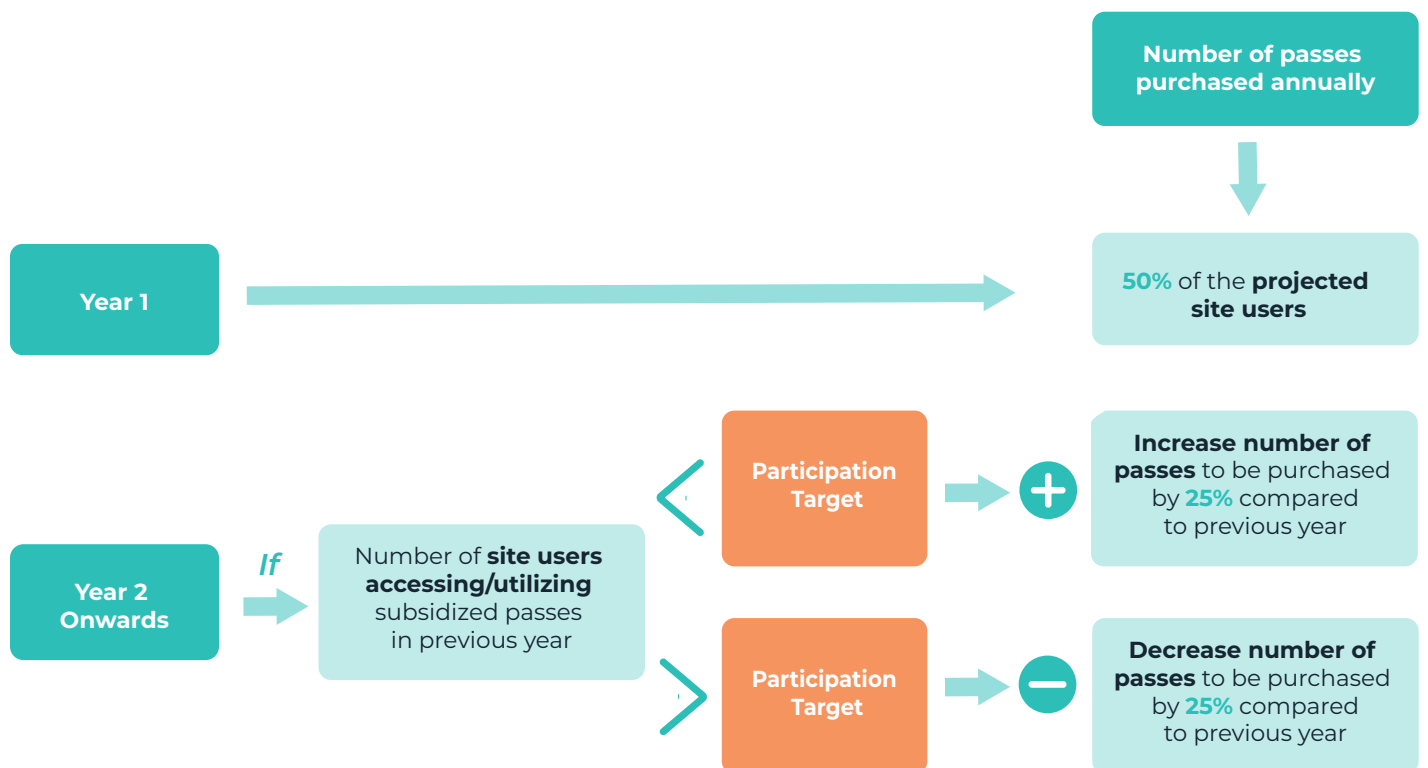


## How to calculate the number of passes to be purchased annually?

The transit subsidy trajectory to determine the numbers of passes purchased annually will be calculated in the same way as the bikeshare subsidy trajectory.

- In Year 1, the site must purchase enough passes to cover at least 50% of their projected site users.
- From Year 2 onwards, applicants will calculate the number of passes to be purchased annually based on the *participation target* and the number of subsidized passes utilized by site users in the previous year as shown below.

Figure 6. Calculating Number of Passes Purchased Annually (Subsidy Trajectory)



## Shuttle Service

Applicants for project sites that are not directly accessible by transit or safely by active transportation modes may choose to provide an independent shuttle service to connect to transit or other easily accessible destinations. This strategy allows residents or employees to access nearby hubs without needing to use their personal vehicles.

## Vanpool or Carpool Subsidies

Applicants may choose to provide a monthly reimbursement to individuals who use carpools or vanpools to access/leave their site location. At a minimum, the subsidy must be equivalent to the cost of a monthly transit pass. Applicant-provided vanpool/carpool subsidies are to be in addition to the subsidies provided through the *HNL Connect* Vanpool Subsidy Program.



## Secondary Strategies

Secondary Strategies support the Primary Strategies by ensuring tenants and site users understand their transportation options and are aware of the subsidies or benefits available to them. **Applicants must select two (2) Secondary Strategies.**



## Transportation Webpage

Having all transportation-related information and resources available in one virtual location makes it easy and convenient for residents and employees to learn about their various travel options. A Transportation web page can be integrated as part of building or employer portals and should provide information about nearby transit routes and schedules, bike and pedestrian paths, services offered by *HNL Connect*, and other amenities.

## Carpool Matching

Oftentimes, residents or employees of a site have similar commute patterns and can take advantage of the opportunity to carpool to save money. Applicants selecting this strategy should ensure their residents or employees are aware of and utilizing any available state-provided services.



## New Hire/New Resident Information

Individuals are most likely to make a change in their transportation behavior alongside other key life changes. This suggests that providing new residents and employees with a packet that offers them information about all their transportation options can increase the likelihood of them choosing alternatives to driving alone.

Packets may include a transit pass with stored value, customized transportation information about nearby transit routes, bus stops, bike map, and routes, and other TDM initiatives undertaken by the property.

## Raffles and giveaways

Property managers can facilitate giveaways and raffles for tenants and employees who do not drive alone. Giveaways may include:

- Meal vouchers or small value-gift cards for everyone who travels by a non-SOV mode on a particular day; or
- Raffles for higher-value items such as tablets or smart watches.

## On-site Events

Transportation Coordinators can host on-site events to provide information to tenants and employees. The events can inform attendees about their transit and multimodal options, and the *HNL Connect* program. Applicants must commit to hosting at least two events per year.



## Parking strategies

All projects must utilize parking strategies to encourage non-SOV trips. Applicants must achieve the required parking thresholds outlined in the TIA Guide (outlined in Table 1) *and* they must choose an additional parking strategy.



## Short and Long-term Bicycle Parking

Provision of short and long-term bicycle parking will be required for most projects, based on the requirements outlined in Table 1, at levels defined through the TIA process. Applicants must demonstrate that they have constructed the required number of bicycle parking spaces on-site.

## Shared Parking Strategy

Shared parking allows multiple sites to utilize one joint parking inventory, reducing the need to construct additional parking in nearby areas. **A Shared Parking Strategy is required for residential projects with 10 or more units located in a TOD area.** The Strategy should outline hours of the day when parking spaces will be reserved for residents, as well as hours they may be open to the public. It will identify potential trip generators that might be able to utilize their parking. At least 20% of a site's parking spaces must be available to the public for at least eight (8) hours per day.

## Parking Cash Out Program

Sites that plan to offer free or subsidized parking to their tenants and employees may consider a Parking Cash Out program. Employees or residents who do not drive and therefore do not need to utilize the site's parking inventory may receive a financial cash out in the form of a dollar refund or a comparable transit benefit.



## Unbundled Parking

Unbundled parking detaches the cost of parking from the cost of renting or owning a home or apartment. Residential project applicants may choose this strategy, which will result in a lower cost of living for individuals who do not need to utilize on-site parking, and encourage residents to utilize alternative modes of transportation in lieu of driving alone.

## Reserved Carpool/Vanpool spaces

Designating on-site parking spaces for employees or tenants who carpool or vanpool means those site users will always have access to parking. The spaces should be located close to an entrance and should be demarcated with signage and/or paint (in line with other signage within the parking facility).



## Reporting requirements

Applicants who are required to submit Annual Compliance Reports will deliver their TDM Strategies Plan in the form of a completed TDM Strategies Plan Form (see Appendix A). Applicants are required to submit the TDM Strategies Plan Form just one time, prior to receiving construction permits from the City.

The City will approve the TDM Strategies Plan once it complies with the required strategy thresholds outlined in the sections above. The applicant and any subsequent owners are then required to maintain the Plan by delivering the agreed upon TDM strategies annually.

Projects that generate 100 or more net peak hour trips will also be required to provide an annual Compliance Report to the City for the first five years of occupancy. These requirements are defined further in the next chapter.





## 3. Ongoing TDM Compliance



In addition to designing a plan to implement TDM on site, projects expected to generate 100 or more net new peak hour trips are required to report on the progress of their TDM delivery to the City annually for the first five years the project is occupied.

## What is required?

Following the first July 1 after a project is issued its Certificate of Occupancy, applicants and subsequent owners are required to report the status of their TDM Plan delivery to the City for five years.

Annual updates will consist of a TDM Status Report and results from the Travel Behavior Survey.

### TDM Plan Status Report

The TDM Plan Status Report outlines the strategies originally included in the TDM Strategies Plan and confirms whether or not they are being delivered. If they are not, the Status Report must indicate where new strategies have been implemented instead (maintaining the required number of strategies per category).

The TDM Plan Status Report Form is included in Appendix B.



## Travel Behavior Survey

Applicants and owners must distribute an electronic travel survey to their tenants and employees to help the City capture travel mode information from their site. This helps both the City and site Transportation Coordinators identify how their tenants and employees typically travel, and understand where programs or strategies might be adjusted to best support travel habits.

Through the survey responses, each site will receive a sustainable mode share score, related to the percent of non-SOV trips accessing their sites regularly. Transportation Coordinators will provide information on daily use through their TDM Plan Status Report, and users who do not respond to the survey will be considered as drive-alone travelers. The City will also identify the number of site users who travel by bike and transit in order to set forthcoming subsidy targets (as described in section 2 of the TDM Strategies Report overview).

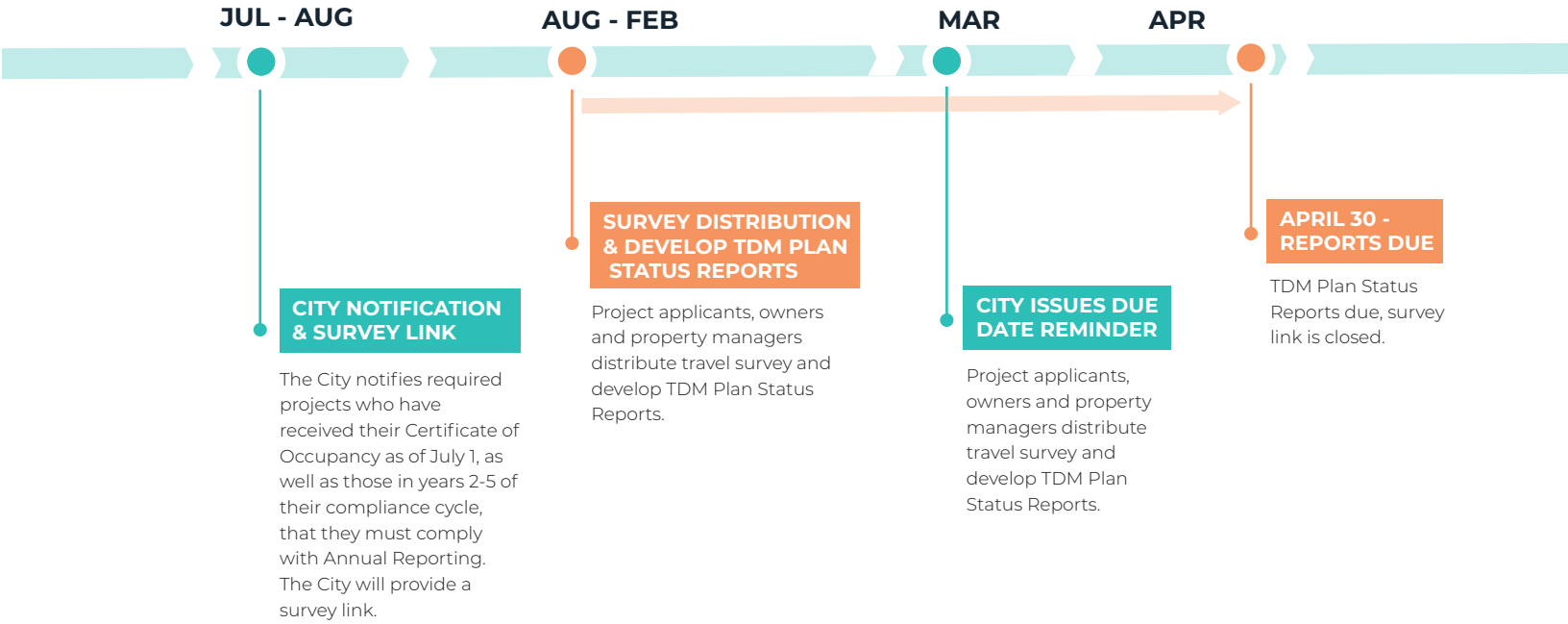
All survey data will be captured directly by the City through a link they provide. If site users are not able to utilize a smartphone or computer, Transportation Coordinators distribute a paper survey (using the template provided in Appendix C) and may enter each response in manually. Transportation Coordinators may get in touch with the City at any time to inquire about the number of electronically-submitted survey responses from their site.



# Timeline

Both the Travel Behavior Survey distribution and the TDM Status Report delivery must be completed by April 30 annually. Figure 7 outlines the timeline to be carried out annually.

Figure 7 Timeline





# Appendices



# Appendix A TDM Strategies Plan Form



## TRANSPORTATION STRATEGIES PLAN FORM

### SECTION 1: Project Information

Project Name:	
Project Address:	
Tax Map Key:	
Brief project description	
Applicant name (Company)	
Applicant contact information	
Name:	
Email:	
Phone:	
Expected date of occupancy:	

Fill out **only** the **blue** fields

### SECTION 2: TDM Strategy Requirements

Please check any of the standards met by the project, and refer to the appropriate section below to ensure the TDM Strategies Plan utilizes any required strategies.

Standard	Checkbox	Requirement
Is the project in any of the following districts: <ul style="list-style-type: none"> <li>•Apartment</li> <li>•Apartment Mixed-Use</li> <li>• Business</li> <li>•Business Mixed-Use</li> </ul> and does it propose any of the following: <ul style="list-style-type: none"> <li>•New floor area</li> <li>•New DUs</li> <li>•New parking structure</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Short and long-term bicycle parking</b> located as close as possible to the entrances to the principal uses, in compliance with the minimum requirements of Section No. 21-6.150 Bicycle Parking in the City's Land Use Ordinance. <i>Please ensure strategy is selected in section 3.4</i>
Is the project located within a Transit-Oriented Development (TOD) area and is it a residential development of 10+ units?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Shared parking</b> <i>Please ensure strategy is selected in section 3.4</i>
Does the proposed parking exceed the following ratios? -Commercial: 1:1,000 SF -Residential: 1:1.25 units	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bike share passes for residents and tenants - <b>OR</b> - Subsidized bus passes for residents and tenants <i>Please ensure strategy is selected in section 3.2</i>

Refer to **Honolulu TIA Guide** for TDM Strategy Requirements

**How to save the form?**

**Step 1 - Click 'File'**

**Step 2 - Click 'Save As'**

**Step 3 - Save file as**  
 "HonoluluStrategies\_PROJECT NAME.xlsb"

**Step 4 - Return form back to [inset email]**

### SECTION 3: TDM Strategy Options

Please select the strategies you commit to implementing on-site. Ensure strategy choices align with requirements as listed in Section 2 above. Descriptions of each strategy can be found in Section 2 of the Developer's Handbook.

#### 3.1 Required Strategies (All three strategies are required of all projects)

##### On-site Transportation Coordinator

Coordinator contact information	
Name:	
Email:	
Phone:	

##### TDM Information in Lease and Sales Agreements

Please list the language you will use in your lease or sales agreements:	
--	--

##### Guaranteed Ride Home

Please describe how the program will be operated (1-2 sentences):	
---	--

#### 3.2 Primary strategies (choose at least 2)

<input type="checkbox"/> <b>Bike Subsidies</b>	
If yes, what is your Participation Target? <small>*Reference page 12 of the Handbook for details on how to calculate the Participation Target.</small>	
<input type="checkbox"/> <b>Transit Subsidies</b>	
If yes, what is your Participation Target? <small>*Reference page 15 of the Handbook for details on how to calculate the Participation Target.</small>	
<input type="checkbox"/> <b>Shuttle Service</b>	
If yes, please Describe your proposed shuttle program (1-2 sentences):	
<input type="checkbox"/> <b>Carpool/ vanpool subsidies</b>	
If yes, please specify the subsidy amount you will provide to carpool and vanpool riders per month: <small>*Note that the vanpool subsidy amount you provide should be in addition to any subsidies the vanpool riders receive from the City TDM program (HNL Connect).</small>	

#### 3.3 Secondary strategies (choose at least 2)

<input type="checkbox"/> Transportation web page
<input type="checkbox"/> Carpool matching support
<input type="checkbox"/> Raffles or contests
<input type="checkbox"/> Transportation included in new-hire or new-resident packets
<input type="checkbox"/> On-site events

#### 3.4 Parking strategies (choose at least 1 in addition to any requirements outlined in Section 2 above)

<input type="checkbox"/> <b>Shared parking strategy</b>	
Please describe your proposed shared parking strategy (2-3 sentences):	
<input type="checkbox"/> <b>Parking Cash Out</b>	
Please indicate the dollar amount that tenants/ employees will be provided for not utilizing parking:	
<input type="checkbox"/> <b>Unbundled parking</b>	
Please specify your monthly parking cost:	
<input type="checkbox"/> <b>Short and long-term bicycle parking</b>	
Please indicate the number of <b>short-term</b> spaces you will provide:	
Please indicate the number of <b>long-term</b> spaces you will provide:	



# Appendix B TDM Plan Status Report Form

**SECTION 1: Project Information**

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Tax Map Key: \_\_\_\_\_  
 Brief project description:  
 Applicant name (Company): \_\_\_\_\_  
 Applicant contact information:  
 Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Number of daily site regular users (ie. Residents or employees, NOT including customers or one-time visitors): \_\_\_\_\_

**SECTION 2: TDM Strategy Requirements**

Please select the strategies you have implemented on-site in the past 12 months, and those you plan to implement in the coming year. Please refer to the TDM Strategies Plan section of the Developer's Handbook for more information on each strategy option.

**2.1 Required Strategies (both strategies are required of all projects)**

**On site Transportation Coordinator**

Past Year  Coming Year

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**TDM information in Lease and Sales Agreements**

Past Year  Coming Year

Please list language you have included in your agreements:

**2.2 Primary Strategies (choose at least 2)**

**Bike Subsidies**

Past Year  Coming Year

What is your participation target?  
 How many regular site users participated this past year?  
 What is your subsidy requirement for the coming year?

**Transit Subsidies**

Past Year  Coming Year

What is your participation target?  
 How many regular site users participated this past year?  
 What is your subsidy requirement for the coming year?

**Guaranteed Ride Home**

Past Year  Coming Year

How many rides did you provide last year?

**Shuttle Service**

Past Year  Coming Year

Describe how your service is operated (1-2 sentences):  
 How many one-way rides did you provide last year?

**Carpool/vanpool subsidies**

Past Year  Coming Year

How much subsidy was available to individuals last year?  
 How many individuals received subsidies?

**2.3 Secondary Strategies (choose at least 2)**

**Transportation web page**

Past Year  Coming Year

**Carpool matching support**

Past Year  Coming Year

How many of your regular site users are registered in the Statewide Carpool Matching system?

**New hire/ new resident packets**

Past Year  Coming Year

How many packets were distributed last year?

**Raffles or contests**

Past Year  Coming Year

How much value was provided in raffles or contests last year?

**On-site events**

Past Year  Coming Year

How many events were held last year?  
 On average, how many attendees were present at each event?

**2.4 Parking Strategies (choose at least 1 in addition to any requirements outlined in Section 2 above)**

**Shared Parking Strategy**

Past Year  Coming Year

Please describe your proposed shared parking strategy (2-3 sentences):

**Parking cash out**

Past Year  Coming Year

How many regular site users received a parking cash out last year?  
 How much value was provided for cash out recipients?

**Unbundled parking**

Past Year  Coming Year

How much did you charge for parking last year?  
 How many tenants or employees opted not to purchase parking?

**Short and long term bicycle parking**


Past Year  Coming Year

How many short-term bike spaces do you have on site?  
 How many long-term bike spaces do you have on site?

Fill out **only** the **blue** fields

- Select **Past Year**, if you have implemented the strategy in the past 12 months.
- Select **Coming Year**, if you plan to implement the strategy in the coming year.

Please refer to the TDM Strategies Plan section of the Developers Handbook (pages 12 to 16) for more information on how to calculate the **Participation Target** and **subsidy requirement for the coming year**.



**How to save the form?**

**Step 1 - Click 'File'**

**Step 2 - Click 'Save As'**

**Step 3 - Save file as**  
 "HonoluluStatusReportYearX\_PROJECT NAME.xlsb"

**Step 4 - Return form back to [inset email]**

Please note that from year 5 onwards you are not required to submit a Status Report form but we encourage you to continue to do so.



# Appendix C Travel Survey

## Travel Survey

1. Name

2. Phone Number

3. Email Address

\* 4. What is your home location?

\* 5. What is your work location?

\* 6. What time do you typically arrive at work?

- 4am to 4.59am
- 5am to 5.59am
- 6am to 6.59am
- 7am to 7.59am
- 8am to 8.59am
- 9am to 9.59am
- 10am to 10.59am
- 11am to 12pm
- Other (please specify)

\* 7. What time do you typically leave work?

- 12pm to 12.59pm
- 1pm to 1.59pm
- 2pm to 2.59pm
- 3pm to 3.59pm
- 4pm to 4.59pm
- 5pm to 5.59pm
- 6pm to 6.59pm
- 7pm to 7.59pm
- 8pm to 9pm
- Other (please specify)

\* 8. How many miles is your one-way commute between work and home in the morning?

- Less than 1 mile
- 1-2.9 miles
- 3-4.9 miles
- 5-9.9 miles
- 10-19 miles
- Above 20 miles

\* 9. How long does your commute between work and home typically take in the morning?

- Less than 5 minutes
- 5-10 minutes
- 11-20 minutes
- 21-40 minutes
- 41-60 minutes
- Over 60 minutes

\* 10. How long does your commute between work and home typically take in the afternoon?

- Less than 5 minutes
- 5-10 minutes
- 11-20 minutes
- 21-40 minutes
- 41-60 minutes
- Over 60 minutes

\* 11. Do you typically make any stops along your commute to and from work? If so, where?

- Childcare drop off/pick up
- School drop off/ pick up
- Spousal drop/pick up
- Errands
- Another job
- No stops
- Other (please specify)

\* 12. How many days per week do you typically commute (NOT including telework)?

- 0 day
- 1 day
- 2 days
- 3 days
- 4 days
- 5+ days

\* 13. How do you typically commute to work?

- Drive Alone
- Walk
- Bicycle
- Bus
- Carpool
- Vanpool
- Motorcycle
- Two or more options
- Other (please specify)

### Two or more options

\* 14. Which represents the largest (by distance) part of your commute?

- Drive Alone
- Walk
- Bicycle
- Bus
- Carpool
- Vanpool
- Motorcycle
- Other (please specify)

15. Which represents the other part of your commute?

- Drive Alone
- Walk
- Bicycle
- Bus
- Carpool
- Vanpool
- Motorcycle
- Other (please specify)

## Reasoning

\* 16. Why do you choose to travel by the mode you do?

- I do not have access to a car
- This mode saves me money
- This mode saves me time
- This mode helps me exercise while I'm commuting
- This mode allows me to do other things while commuting (socialize, read, work, etc.)
- Other (please specify)

## Drive Alone

\* 17. Why do you choose to drive alone as opposed to the modes such as carpooling or taking public transportation? (Choose all that apply)

- I do not have access to alternative modes where I live
- I do not have access to alternative modes where I work
- I want to be able to leave work in case of an emergency
- I have varied work start/end times
- I have commitments before or after work that require a car
- I need to use my car during the day for work-related trips
- I need to use my car during the day for personal trips (during lunch, etc.)
- I'm concerned about walking or bicycling conditions on my way to work
- I have not thought about travelling another way
- Other (please specify)

\* 18. Would you be willing to try another mode of travel for your commute one day or more per week if convenient?

- Yes
- No

## Willingness to try new mode

\* 19. Which mode of travel would you be willing to try?

- Walk
- Bicycle
- Bus
- Carpool
- Vanpool
- Other (please specify)

## Resources

\* 20. How useful would the following services be to you?

Help finding people with whom to carpool or vanpool

Help finding a "bike buddy" or people with whom to bike to work

A guaranteed free ride home in the event of an emergency or unscheduled overtime

Maps and information about bicycling or walking routes

Subsidies or incentives to help cover the cost of a non-drive alone commute

Prizes, drawings or contests

Nothing/not interested

Other (please specify)

## Interests

\* 21. What is the most interesting to you?

- A commute alternative that would save time
- A commute alternative that would save money
- Neither, I like my commute the way it is



# Endnotes

1 Association for Commuter Transportation. (n.d.). What is TDM? Retrieved from <https://www.actweb.org/what-is-tdm>