



Travel Reduction Program
 Phone: 602.506.6750
 Fax: 602.506.6669
 Maricopa.gov/AQ
 CleanAirMakeMore.com



Travel Reduction Plan



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Organization: State of Arizona Total Employee Count 23026

Business operates 7 days per week, starting at AM and ending at AM or 24 hours

Transportation Coordinator (TC): Mary Marshall Phone: 602-542-7433 Fax: _____

Address: 100 N 15th Ave., Suite 305 City: Phoenix State: AZ Zip: 85007

E-mail: ridesharehelp@azdoa.gov 'Intro to TRP' online training module completed? Yes No

Effective Travel Reduction Strategies/Projected Expenses – *Select the measures to be implemented within 30 days of submitting this plan. The qualifications/budget for each measure should encourage employee alternate mode usage throughout the entire plan year and take into consideration all mandatory sites. Call (602) 506-6750 for assistance.*

1) Alternate Mode User (AMU) Drawings:

Frequency	Prize Value	Annual Value*
<input type="checkbox"/> Monthly <u>[12]</u> x	\$ _____ =	\$ _____
<input type="checkbox"/> Bi-Monthly <u>[6]</u> x	\$ _____ =	\$ _____
<input checked="" type="checkbox"/> Quarterly <u>[4]</u> x	\$ <u>50</u> =	\$ <u>200</u>
<input type="checkbox"/> Semi-Annual <u>[2]</u> x	\$ _____ =	\$ _____
<input type="checkbox"/> Annually <u>[1]</u> x	\$ _____ =	\$ _____

2) Other AMU Incentives:

	Prize Value	Annual Value*
<input type="checkbox"/> New AMU/Move Closer	\$ _____	\$ _____
Award Frequency: <u>At Registration</u>		
<input type="checkbox"/> Best AMU	\$ _____	\$ _____
Award Frequency: <u>Monthly</u>		
<input type="checkbox"/> Point Program	\$ _____	\$ _____
_____ Points earned = \$ _____ prize value.		
<input type="checkbox"/> All AMU's awarded	\$ _____	\$ _____
Award Frequency: <u>Yearly (once)</u>		

3) Guaranteed Ride Home: Free Ride Home for AMU's in the event of emergency.

Ride provided by: Taxi/Ride Service **3) Annual Budget***
 Company vehicle \$ 2000
 Co-worker, mileage paid

4) TRP Activity:

	Annual Budget*
<input checked="" type="checkbox"/> Valley Metro TC Webinar Participation	<u>0</u>
<input type="checkbox"/> AMU parties → Freq: Yearly (once)	\$ _____
<input type="checkbox"/> Valley Metro 'Intro to TRP' Training	\$ _____
<input checked="" type="checkbox"/> TRP Fair → Freq: Yearly (once)	\$ <u>100</u>
<input checked="" type="checkbox"/> Bike/Rideshare Month Participation Awards	\$ <u>0</u>
<input type="checkbox"/> High Pollution Advisories (HPA): Prizes	\$ _____
<input type="checkbox"/> Awards for rideshare matching at ShareTheRide	\$ _____
<input type="checkbox"/> Offer internal zip code (rideshare) matching	\$ _____

5) Van/Carpool Parking: Total spaces (for all employer sites) permanently marked for registered participants: 801

Are these spaces covered? All Some

Each user must (select at least one):

	5) Annual Budget*
<input type="checkbox"/> Provide name/license plate number	\$ <u>700</u>
<input checked="" type="checkbox"/> Display dash/hang tag (TC keeps list of users issued a tag)	

6) Transportation Subsidy:

Type(s)	Subsidy	Pay/Frequency	Annual Budget*
<input type="checkbox"/> Walk		Monthly	\$ _____
<input checked="" type="checkbox"/> Bike	\$ <u>30</u>	Monthly	\$ <u>1200</u>
<input type="checkbox"/> Carpool		Monthly	\$ _____
<input checked="" type="checkbox"/> Vanpool	\$ <u>30</u>	Monthly	\$ <u>144,000</u>
<input checked="" type="checkbox"/> Bus/Rail	<u>50%</u>	Monthly	\$ <u>779,000</u>

▶ Platinum Cards Reimburse Co. buys/distributes passes

* Don't include labor costs

Complete next page

7) Other TRP Activities

Educational webinars, Lunch and learn sessions as needed
Commuter Club. Please see addendum.

Budget \$ 100

- Physical Amenities** – Check all that apply. On-site daycare Men's Shower Women's Shower Bike rack
- Indoor bike parking Employer Alternative Fuel Vehicle Air pay to park \$_____/Year Free parking available

Alternate Work Schedules – The numbers reported must be verifiable from company records (DO NOT use the TRP Survey Analysis)

Telecommute:

Number of employees that, on a regular basis**, telecommute from home: 2113

**An employee working from home at least 2 days per month is considered "regular"

Compressed Workweek:

Schedules must be documented for 6 months or more of the plan year

9/80 (Work 9 days 80 hours): Total number of employees: _____

4/10 (Work 4 days 40 hours): Total number of employees: _____

3/12 (Work 3 or 4 days 36+ hours): Total number of employees: _____

Communication Methods: select at least 2 methods to promote your incentives to all employees on at least a quarterly basis.

- Email Payroll Stuffers WebPages Messages on paychecks Memos Message System
- Bulletin Boards Employee Meetings (documented) Company Newsletter
- Custom Sub-site at ValleyMetro's ShareTheRide → If selected, what % _____ of employees have computer access at work?

Required information to be provided to New Hires and Driving Age Students: Indicate how the employer will provide information on all employer TRP program incentives to New Employees and Driving Age Students. (Select 1 or more as needed)

- Memo New Hire Packet Orientation presentation (documented) Student Handbook/WebPage

Statement of Participation


As the highest-ranking local official for this organization, I have reviewed this plan and submit it for approval by the Maricopa County Travel Reduction Program Task Force. Our organization will notify Maricopa County Travel Reduction Program within 30 days if the Transportation Coordinator (listed above) changes. I also understand our organization shall maintain 12 months of documentation* that verifies all incentives, drawings, subsidies and related activities are being implemented and promoted throughout the plan year.

Failure to appoint a Transportation Coordinator or implement/document this plan may lead to civil penalties of up to \$300 a day.

Highest Ranking Local Official's Name: Gov. Douglas Ducey (Print)

Address: 1700 W Washington City: Phoenix State: AZ Zip: 85007

Phone: _____ Fax: _____ Email: azgov@az.gov

Signature:  Date: 07/08/2019
Highest Ranking Local Official (HRLO)

Signature: Mary Marshall Date: 07/08/2019
Transportation Coordinator (TC)

* Examples of documentation are, but not limited to:

- Prize receipts and/or copies of gift cards awarded, recipient verification signatures
- Logs signed/initialed by recipients if you are awarding internal/donated/purchased merchandise
- Completed entry forms for drawing winners
- Registration forms used for reimbursements, subsidies and/or new enrollment awards
- Copies of TRP-related newsletters, emails, memos, pay stuffers, meeting minutes and/or "winner" announcements
- Carpool/Vanpool parking registration log (employee/vehicle information)
- Payroll/Human Resource reports that substantiate compressed workweek/telecommute participation
- Transit bills and expense reports showing amounts paid to/collected from employees

The Transportation Coordinator should contact the assigned Valley Metro Commute Solutions Coordinator at (602) 262-7433 after plan approval for implementation assistance and to review what documentation you will need to successfully complete a future employer program audit.

Douglas A. Ducey
Governor



Andy Tobin
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

YOUR DIVISION HERE
100 NORTH FIFTEENTH AVENUE • SUITE 403
PHOENIX, ARIZONA 85007
(602) 542-1500

DATE: July 8, 2019
TO: Maricopa County Air Quality Department
FROM: Mary Marshall, Travel Reduction Coordinator
RE: State of Arizona FY2020 Travel Reduction Plan Addendum

As requested, we have prepared an addendum for FY 2020 State of Arizona Travel Reduction Plan to include expenditures for Electric Vehicle Charging Stations (EVCS).

The State of Arizona has invested in EVCS for employees in the Capitol Mall (Site 1), an area where nearly 8,000 employees work. Because of demand, the State is planning to expand its EV Charging Station (EVCS) capacity in Fiscal Year (FY) 2020 by adding new ports to the charging locations as follows:

100 N 15th Ave.: 4 Ports at a total cost of \$40,000
1010 West Washington: 4 Ports at a total cost of \$30,000
150 N 18th Ave.: 4 ports at a total cost of \$50,000

The cost differential is due to the varying infrastructure needs for each location.