Commute.org

Certified Development Program

The *Certified Development Program* is designed to provide developers with projects in San Mateo County with a formal certification of their active participation in Commute.org programs and services. Active participation is a requirement for developments that are subject to the C/CAG Countywide TDM Policy and may also be a TDM requirement imposed on developers by jurisdictions that are not subject to the C/CAG policy. The goal of the program is to provide developers access to a set of TDM programs and services that can be integrated into the other tools they will use to reduce VMT and trip counts to new developments in San Mateo County.

This document provides guidance on how to become certified and is outlined as follows:

- Program Overview
- Certification Process
- Requirements for Active Participation
- Certification Process Flow

For more information about the Certified Development Program, please visit www.commute.org/resources/developers or contact our TDM Policy team at TDMpolicy@commute.org.

Program Overview

A development project can earn certification in the Commute.org *Certified Development Program* by successfully completing the process described in this document. The developer must apply for and receive Pre-Certification during the pre-construction phase and then, upon completion of the development, comply with the remaining steps to achieve full Certification.

Any development project subject to the C/CAG Countywide TDM Policy may be required to receive and retain *Certified Development Program* status. Projects in jurisdictions that are exempt from the C/CAG policy, may or may not be required to have the certification. The VMT mitigation and TDM programming agreements between the developers and the exempt jurisdictions can, but are not required to, include the *Certified Development Program* requirement.

Commute.org's TDM Policy team will provide guidance and support to developers throughout the process. An online platform will be used to track compliance and record completed documentation.

Certification Process

Each development project that needs or wants to be certified must complete the following steps:
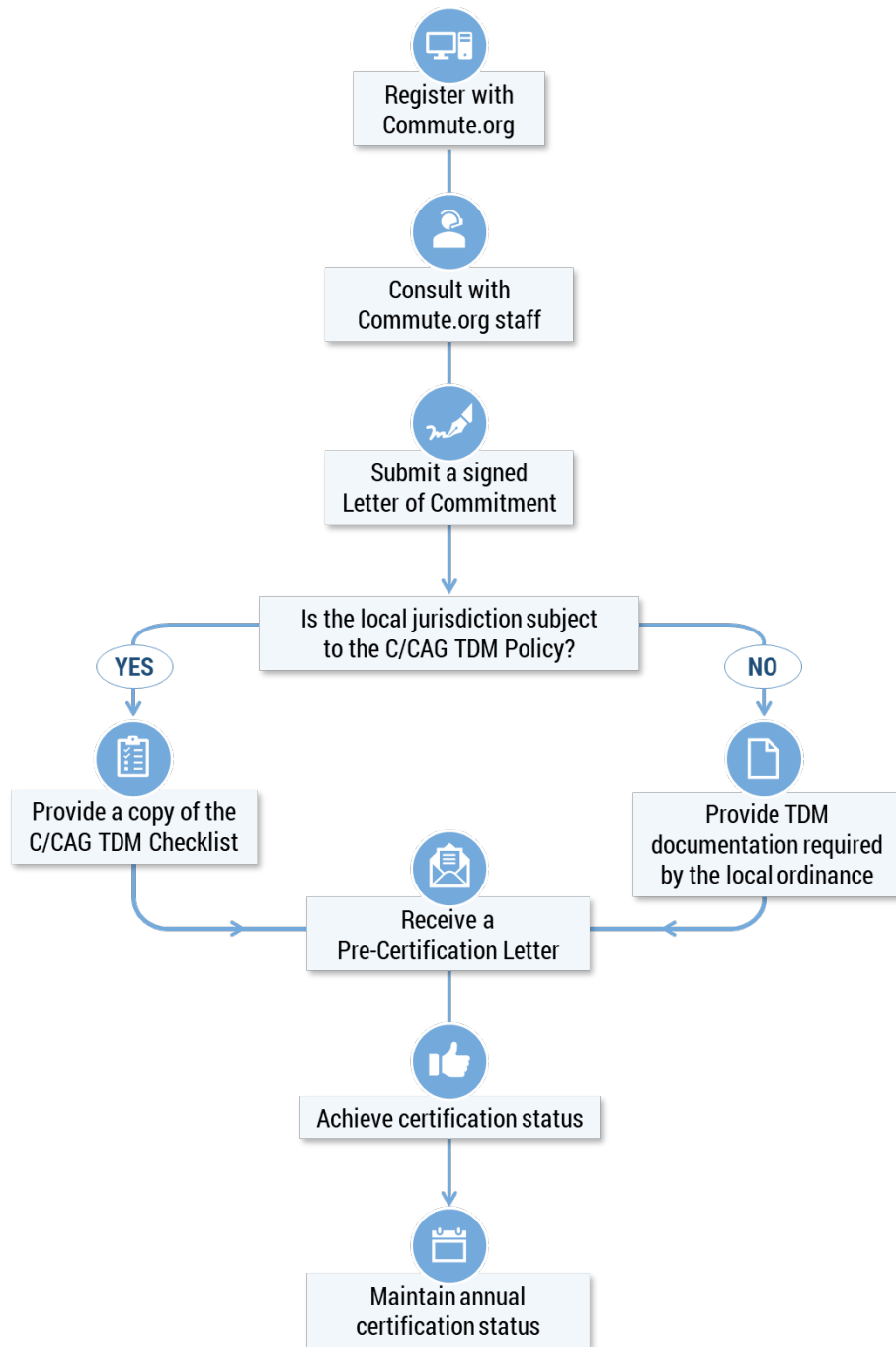
1. **Register with Commute.org** and provide the following information:
   - Project name
   - Project address
   - Project description including proposed land use(s), square footage/units, parking
   - Development timeline and expected occupancy date(s)
   - Developer contact(s)
   - TDM contact(s): person(s) responsible for the TDM component of the development plan (may be a third-party consultant)
   - Jurisdiction contact(s): local jurisdiction staff that the developer is working with

2. **Consult with Commute.org staff** to verify the certification process and requirements for active participation.

3. **Submit a signed Letter of Commitment** confirming that the developer and/or their successor(s) will be active participants with Commute.org.

4. **Provide a copy of the C/CAG TDM Policy Checklist** or equivalent documentation from local jurisdiction (if applicable).

5. **Receive a Pre-Certification Letter** from Commute.org that confirms registration and commitment to active participation. Commute.org will send a letter to the developer and appropriate jurisdiction contact. This letter must be submitted to C/CAG along with the TDM Checklist (if applicable).

6. **Achieve certification status** within six months of receiving Certificate of Occupancy. Requires completion of Commute.org program training and submittal of initial TDM Survey.

7. **Maintain annual certification status** with Commute.org by complying with the requirements for active participation.

Requirements for Active Participation

Development projects will be considered active participants with Commute.org if they comply with the requirements below. Commute.org will track active participation on an ongoing basis through our online monitoring platform and provide appropriate jurisdictions with annual updates regarding active participation. Participating jurisdictions will also have access to the platform for ongoing monitoring and reporting purposes.

1. **Provide a copy of the Final TDM Plan** approved by the local jurisdiction (if applicable)
2. **Provide a copy of the Final TDM Checklist** or similar TDM requirements list approved by C/CAG or the local jurisdiction (if applicable)
3. **During the development phase**:
   - Maintain an active point(s) of contact
   - Receive communications from Commute.org
   - Inform Commute.org of any significant development changes (e.g., land use, project size, TDM Plan, development timeline/occupancy date, ownership)
4. **During the post-development phase**:
   - Maintain an active point(s) of contact
   - Receive communications from Commute.org
   - Identify the party(ies) responsible for complying with the ongoing requirements (e.g., developer, property manager, third-party consultant, key tenant)
     - If the developer outsources property management or leases the property to a single tenant, then the developer shall require the property manager and/or key tenant to register with Commute.org
     - If the development undergoes a change of ownership, then the seller is responsible for ensuring that the acquirer is introduced to Commute.org and that the responsibilities for achieving or retaining certification transfer to the new owner
   - Responsible party is required to:
     - Attend annual Commute.org program training
     - Actively promote applicable Commute.org programs and services to tenants
     - Host an annual transportation-oriented event for tenants
     - Sponsor and/or participate in Commute.org's challenges and special events
     - Participate in a Commute.org sponsored shuttle if the project is located on or near an existing shuttle route
     - Comply with the requirements of the [Bay Area Commuter Benefits Program](#) (only applies to tenants with 50+ employees)
     - Complete the following surveys on an ongoing basis:
       - TDM Survey: annual update of Commute.org TDM Survey confirming programs and services offered at the development
       - TDM Self-Certification: biennial confirmation of compliance with the C/CAG TDM Policy (if applicable)
       - Tenant Travel Behavior Survey: biennial survey of tenants' employees to capture commute mode and frequency

Certification Process Flow

Register with Commute.org

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Consult with Commute.org staff

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Submit a signed Letter of Commitment

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Is the local jurisdiction subject to the C/CAG TDM Policy?

YES → Provide a copy of the C/CAG TDM Checklist

NO → Provide TDM documentation required by the local ordinance

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Receive a Pre-Certification Letter

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Achieve certification status

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Maintain annual certification status

Funding provided by:

SAN MATEO COUNTY Transportation Authority

C/CAG
City/County Association of Governments of San Mateo County