

# TRANSPORTATION MANAGEMENT PROGRAM ANNUAL REPORT

**A. Reporting Information**

Project name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TMP SUP number: \_\_\_\_\_  
 TMP Coordinator: \_\_\_\_\_  
 TMP Coordinator phone: \_\_\_\_\_  
 TMP Coordinator email: \_\_\_\_\_  
 Reporting year: \_\_\_\_\_

**B. Project Description**

USE	TOTAL LEASABLE SQ. FT or # of UNITS	TOTAL OCCUPIED SQ. FT OR # OF UNITS
<b>a. Office</b>		
<b>b. Retail</b>		
<b>c. Hotel</b>		
<b>d. Warehouse/Other</b>		
<b>e. Residential</b>		
<b>f. Other (<i>list</i>):</b> Additional contribution by Park Center		

Describe the project, including number and type of units, number of useable square feet, completion year, amenities offered and other relevant information.

**C. Parking Description**

Number of spaces on-site  
 Total spaces: \_\_\_\_\_  
 Compact spaces: \_\_\_\_\_  
 ADA compliant spaces: \_\_\_\_\_  
 Employee or Resident price: \_\_\_\_\_  
 Parking ratio: \_\_\_\_\_  
 Occupancy rates, Weekday: \_\_\_\_\_ Evening: \_\_\_\_\_ Weekend: \_\_\_\_\_

Describe the parking program on site and include a description (how many are indoors or outdoors, garage or surface lots, etc.) Please include parking policies, approved parking ratios and prices.

**D. TMP Description**

Describe all the TMP related activities provided during the past year using the four bullet points below. Include amenities, programs, and activities conducted by the TMP Coordinator or offered through the TMP program.

- On-site transportation amenities:
  - *Example: Provided shuttle to Braddock Road Metro Station. Shuttles leave every 10 minutes during the morning(6:00am-9:00am) and afternoon(4:00pm-7:00pm) peak periods.*
  
- Transportation amenities nearby:
  - *Example: Two bus stops and a bus shelter are located adjacent to the property (DASH bus X and WMATA bus X)*
  
- Resources we provided:
  - *Example: Summary page of transportation options in prospective resident literature*
  
- Activities we conducted:
  - *Example: Sponsored transportation awareness bagel breakfast on October 12, 2010. Many residents stopped by to grab a bagel and literature about buses, our shuttle hours and Commuter Connection.*

**E. Annual Survey Distribution**

Number of surveys distributed, Paper: \_\_\_\_\_ Electronic: \_\_\_\_\_

Number of residents/employees: \_\_\_\_\_

Describe the distribution methods of the TMP Annual Survey. Include the dates of distribution, the way in which it was distributed, and incentives that were offered.

**F. TMP Plan for Next Year**

Describe the TMP activities and program for the following year with as much detail as possible, including dates, goals, etc. Please indicate any resources you may need from the City of Alexandria for success.