**TEMPLATE: PLEASE MAKE A COPY BEFORE FILLING OUT**

**Note: the applicant may combine Memo #1 and #2 into one document at their discretion**

**TDM Memo #1: identifying existing conditions and TDM background.** The memo should include the following items.

* + 1. the number of trips required to meet the required ADT reduction. To calculate this, the applicant shall follow these steps:
       1. Determine total ADT on interchange ramps at opening day (Example: 10,000 total ADT) as well as five years after opening day, given that TDM strategies may need to be phased in during the five-year period
       2. If within an MPO boundary, determine 3% of total ADT (Example: 300 trips is 3% of 10,000)
       3. If outside of an MPO boundary, determine 1% of total ADT
    2. a map that shows the developments (existing and future) that will contribute to ADT at the interchange ramp.
    3. existing TDM strategies that serve the development area.
    4. recommendations from any TDM-related Plans or Transit Plans that cover the development area.

**Memo #2: identifying potential TDM strategies.**

* + 1. The applicant shall identify potential TDM strategies using the list on the [TDM Strategy Assessment/Waiver Request Form](https://docs.google.com/document/d/1i8yNXQQrXHtJGizEE4WhVcIHBPgDIN87WInsfBAaHLU/edit). The purpose of this memo is to allow for a discussion of TDM strategies that may be most effective and feasible given the existing conditions. At this step, the applicant is not expected to have performed calculations of ADT reduction.