

Accredited TDM Organization Application

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Organization Name *

Name of Individual Completing Application *

Email *

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Section A: Governance

Application for:

1.1 Documentation of the organization's legal status *

Upload

or drag files here.

PDF of Business license, non-profit status, official recognition within a larger organization, legislative mandate, EIN, etc.

1.1 Use this to provide any additional information or clarification on the material provided.

1.2 Provide copy of organization's strategic plan *

Upload

or drag files here.

PDF of current strategic plan, date approved, and by whom. Plan cannot be more than 5 years old.

1.2 Use this to provide any additional information or clarification on the material provided.

1.3 Provide copy of organization's annual work plan *

Upload

or drag files here.

PDF of current approved work plan, date approved and by whom

1.3 Use this to provide any additional information or clarification on the material provided.

1.4 Provide copy of organization's annual TDM program work plan *

Upload

or drag files here.

1.4 Use this to provide any additional information or clarification on the material provided.

1.5 Provide copy of organization's data security protocols *

Upload

or drag files here.

1.5 Use this to provide any additional information or clarification on the material provided.

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Section A: Finance

Application for:

2.1 Provide copy of organization's annual budget *

or drag files here.

PDF of approved annual budget for the organization's most recent fiscal year. Must include documentation of how much is being spent on the organization's TDM initiatives in the most recent fiscal year. Date approved and by whom.

2.1 Use this to provide any additional information or clarification on the material provided.

2.2 Provide description of organization/program funding *

or drag files here.

Provide a pdf of a written description, including details on specific federal, state, local and/or private funding programs (i.e. CMAQ, Carbon Reduction, grants, memberships, sponsorships, etc.)

2.2 Use this to provide any additional information or clarification on the material provided.

2.3 Provide description of financial resilience planning. *

or drag files here.

PDF of a written description on what funds are allocated to the organization/program past the current year, and how is the organization preparing in case of future funding restrictions

2.3 Use this to provide any additional information or clarification on the material provided.

2.4 Provide description of financial resilience planning. *

or drag files here.

Written documentation that the organization is in compliance. Upload PDF.

2.4 Use this to provide any additional information or clarification on the material provided.

Section A: Human Resources

Application for:

3.1 Provide copy of the staff organizational chart *

or drag files here.

Must include TDM staff

3.1 Use this to provide any additional information or clarification on the material provided.

3.2 Provide a copy of the organization's staff review and evaluation process *

or drag files here.

3.2 Use this to provide any additional information or clarification on the material provided.

3.3 Provide a copy of TDM related job descriptions *

or drag files here.

Maximum of 10 files

3.3 Use this to provide any additional information or clarification on the material provided.

3.4 Provide a copy of staff training and development plans for TDM staff *

or drag files here.

3.4 Use this to provide any additional information or clarification on the material provided.

3.5 Provide copy of organization's equal opportunity employment statement *

or drag files here.

3.5 Use this to provide any additional information or clarification on the material provided.

3.6 Provide a copy of the organization's own TDM related policies and benefits. *

or drag files here.

Maximum of 10 files

3.6 Use this to provide any additional information or clarification on the material provided.

Section A: TDM Program/Service Provision

Application for:

4.1 TDM Program/Service Provision

Documentation of how the organization contributes to the advancement of the following TDM strategies. Check off your current level of engagement for each TDM strategy:

- Currently Providing
- Under Development
- Supporting and/or Funding
- Do Not, but are Considering to Provide
- Do Not, and Are Not Planning to Provide

In the column "Narrative Statement" provide a detailed narrative summarizing your organization's efforts to advance more sustainable mode shift and emission reductions through each TDM strategy, taking into account the use of sustainable transportation options, infrastructure, marketing & behavior change, and policies & plans. You may include links to additional information that provides evidence of your activities. If your organization is not contributing to the advancement of a strategy, please document why.

TDM Program/Service

Narrative Statement

ADA/Paratransit *

ADA/Paratransit Narrative

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Bicycling *

Bicycling Narrative

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Carpooling *

Carpooling Narrative

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Carsharing *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Carsharing Narrative**Congestion Pricing ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Congestion Pricing Narrative**Complete Streets ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Complete Streets Narrative**Emergency/Guaranteed Ride Home Program ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Emergency/Guaranteed Ride Home Program Narrative**High Occupancy Vehicle Lanes ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

High Occupancy Vehicle Lanes Narrative

Marketing/Outreach to General Public *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Marketing/Outreach to General Public Narrative**Marketing/Outreach to Employers/Property Managers ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Marketing/Outreach to Employers Narrative**Marketing/Outreach to Residential/Property Managers ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Marketing/Outreach to Residential/Property Managers Narrative**Marketing/Outreach - Targeted ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Marketing/Outreach to Targeted Narrative**Micromobility (bikeshare, scooter share, etc.) ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Micromobility Narrative

Microtransit *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Microtransit Narrative**Mobility Hubs ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Mobility Hubs Narrative**Mobility on Demand ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Mobility on Demand Narrative**Multimodal Navigational Tools (Mobility on Demand, MaaS, etc.) ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Multimodal Navigational Tools Narrative**Parking Management ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Parking Management Narrative

Private Shuttles *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Private Shuttles Narrative**Public Transit ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Public Transit Narrative**Qualified Transportation Fringe Benefits ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

QTFB Narrative**Regulations - Commute Trip Reduction/Rideshare ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Reg - Commute Trip Reduction Narrative**Regulations - Commuter Benefit ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Reg - Commuter Benefit Narrative

Regulations - Zoning/Land Use/Access Management *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Reg - Zoning Narrative

Ridematching *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Ridematching Narrative

Safe Routes to School *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

SRTS Narrative

School Bus Ridership *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

School Bus Narrative

Scooters/Small Wheeled Transport *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Scooters Narrative

Special/Large Event Management *

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Event Management Narrative**Vanpooling ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Vanpooling Narrative**Walking ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Walking Narrative**Work from Home/Telecommute/Flexible Work Schedules ***

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

WFH/Telecommuting Narrative**Other (please title in narrative statement)**

- ☐ Currently Providing
- ☐ Under Development
- ☐ Supporting and/or Funding
- ☐ Do Not, but are Considering to Provide
- ☐ Do Not, and are Not Planning to Provide

Other 1 Narrative

4.2 TDM Marketing Plan *

Upload

 or drag files here.

4.2 Use this to provide any additional information or clarification on the material provided.

4.3 Provide URL of current, up-to-date website *

4.4 Provide documentation of logo and brand development/management guidelines. *

Upload

 or drag files here.

4.4 Use this to provide any additional information or clarification on the material provided.

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Section A: Community Leadership

Application for:

5.1 Upload a written description on how the organization ensures it is accessible to all commuters. *

or drag files here.

5.2 Provide documentation of engagement and coordination with other entities and non-employer stakeholders. *

or drag files here.

May include monthly/quarterly and/or annual reports. Maximum 5 files.

5.3 Upload a description of how the organization fits within the state's, region's and/or city's transportation goals. *

or drag files here.

5.4 Upload a description of how the organization provides leadership on TDM within the community it serves. *

or drag files here.

5.5 Upload a description of how the organization engages in public policy and/or legislative issues. *

or drag files here.

Section A: Internal Performance Measuring & Reporting

Application for:

6.1 Provide documentation of performance measurement system and approach to reporting results. *

or drag files here.

PDF of the most recent performance report and text description of how data is used to improve organization performance. This is separate from the ACT standardized data collection and reporting (Section "C")

6.1 Use this to provide any additional information or clarification on the material provided.

6.2 Provide documentation of quality control/quality assurance process. *

or drag files here.

6.2 Use this to provide any additional information or clarification on the material provided.

6.3 Provide a copy of the program's annual report. *

or drag files here.

6.3 Use this to provide any additional information or clarification on the material provided.

6.4 Provide documentation of the formula for how Vehicle Miles Traveled (VMT) reductions attributable to the organization's efforts are measured. *

or drag files here.

Full, specific formula required!

6.5 Provide documentation of the formula for how emission reductions attributable to the organization's efforts are measured. *

or drag files here.

Full, specific formula required!

6.6 Number of people served through the organization's TDM program and how quantified. *

If different from the number of individuals surveyed, please upload explanation in 6.8.

6.6 Provide a description of how this number is quantified.

6.7 Number of stakeholders served through the organization's TDM program and how quantified. *

6.7 Provide a description of how this number is quantified.

6.8 Explanation for differences in 6.6 and 6.7.

If your number of people served and/or stakeholders reported in 6.6 and/or 6.7 are different than the numbers surveyed, upload a single document explaining the difference.

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Section B: Contribution to the Profession

Application for:

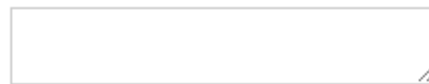
7.1 Documented assistance with TDM related academic studies and research within the last 3 years. *

 or drag files here.


PDF copy of academic research products associated with the organization's TDM program/services within the last three years. If not applicable, text description of why.

Maximum 5 files.

7.1 Use this to provide any additional information or clarification on the material provided.



7.2 Documentation of the organization's submission of program data, results, and/or lessons learned for presentation at an ACT approved TDM related conference, webinar, or other professional event. *

 or drag files here.


PDF copy of submission. If not applicable, text description of why. Approved organizations include: ACT National, ACT Chapters, WSRO, APTA, NACTO, AMPO, TRB, LoAB, AASHTO, State Bicycle Associations, State Transit Associations, APA, American Bicycling Education Association (Others will be considered if requested).

Maximum 5 files.

7.2 Use this to provide any additional information or clarification on the material provided.



7.3 Annual provision of TDM related training beyond internal staff/board members. *


 or drag files here.

PDF or text description of the program noting the date of the presentation, the name of the presenter from the organization, and estimated number of attendees. These might include planners seeking AICP Credit, PE continuing education, ETC's stakeholders, open registration webinars, etc.

7.3 Use this to provide any additional information or clarification on the material provided.



7.4 Documentation on how the organization encourages TDM program staff to take on positions of leadership within a regional or national TDM related organization. *

 or drag files here.

PDF copy of organizational policies or other documentation or text noting organizational support. Approved organizations include: ACT National, ACT Chapters, WSRO, APTA, TRB, LoAB, AASHTO, State Bicycle Associations, State Transit Associations, APA, American Bicycling Education Association (Others will be considered if requested).

7.4 Use this to provide any additional information or clarification on the material provided.



7.5 Names of staff with current TDM-CP credential. *



If no staff have earned the credential, enter "none"

7.6 To the best of your knowledge, since what year has your organization maintained active membership in ACT. *









Section C: Collect, Report and Share Standardized Data

Application for:

Accredited TDM Organization Standardized Data Element Survey Instructions

To receive or maintain ACT's Accredited TDM Organization credential, organizations must use the following survey questions and methodology and report the results as part of their application. The survey targets two audiences: individuals and stakeholders.

Desired response rates [can be viewed here](#).

Individuals Surveyed

Individuals are defined as travelers (including commuters) whose relationship with the TDM organization is based on influencing the individuals' travel behavior. This relationship is considered valid if noted in the TDM organization's client relationship management (CRM) software platform (or similar) and where there has been contact within the last 12 months. Accreditation applicants will need to determine if they will survey all the individuals they work with or select a random sample. Regardless, response rates must achieve the level noted below.

	Total Number Surveyed *	Minimum Number of Responses Required *	Total Number of Responses
(x)			

Question 1: How familiar are you with ?

	Very Familiar *	Somewhat Familiar *	Not Very Familiar *	I have not heard of *
⊗				

Question 2: How satisfied are you with performance overall?

	Very Satisfied *	Somewhat Satisfied *	Neither Satisfied nor Dissatisfied *	Somewhat Dissatisfied *	Very Dissatisfied *	Do Not Know *
⊗						

Question 3. If a coworker, professional acquaintance, friend or relative were to ask you about and whether they should use their services, would you....

	Definitely Recommend *	Probably Recommend *	Maybe or Maybe Not Recommend *	Probably not Recommend *	Definitely Not Recommend *	Do Not Know *
⊗						

Question 4. Have you recommended to a coworker, professional acquaintance, friend or relative?

	Yes *	No *	Do Not Know *
⑤			

Question 5. If you tried another type of transportation other than driving alone in the past 12 months, then to what extent was your decision to try that type of transportation influenced in some way by information or services provided by ?

	A great extent *	To some extent *	A small extent *	Not at all *	Do not know *	I did not try an option to driving alone in the last 12 months *
⊗						

Stakeholders

Stakeholders Surveyed

Stakeholders are defined as public, private and nonprofit organizations (including, but not limited to employers and developers) whose relationship with the TDM organization is based on influencing travel behavior. The relationship is considered valid if noted in the TDM organization's CRM software platform (or similar) and where a two way conversation is documented within the last 12 months.

All stakeholders meeting this definition must be sent the survey. Accreditation applicants should avoid sending the survey to more than one contact person per stakeholder company/agency/partner; however, they should include each site representative for entities with multiple locations (if applicable.) Response rates must achieve the level noted below.

	Total Number Surveyed *	Minimum Number of Responses Required *	Total Number of Responses
⊗	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 1: How familiar are you with ?

	Very Familiar *	Somewhat Familiar *	Not Very Familiar *	I have not heard of *
⊗	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 2: How satisfied are you with performance overall?

	Very Satisfied *	Somewhat Satisfied *	Neither Satisfied nor Dissatisfied *	Somewhat Dissatisfied *	Very Dissatisfied *	Do Not Know *
⊗	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 3. If a coworker, professional acquaintance, friend or relative were to ask you about and whether they should use their services, would you....

	Definitely Recommend *	Probably Recommend *	Maybe or Maybe Not Recommend *	Probably not Recommend *	Definitely Not Recommend *	Do Not Know *
⊗	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question 4. Have you recommended to a coworker, professional acquaintance, friend or relative?

	Yes *	No *	Do Not Know *
⊗	<input type="text"/>	<input type="text"/>	<input type="text"/>

By submitting this application, I affirm that the information provided is accurate and complete to the best of my knowledge. I understand that the Accredited TDM Organization (ATDMO) designation reflects a commitment to excellence in advancing Transportation Demand Management and acknowledge that any misrepresentation may affect our eligibility.

I recognize the value of this accreditation in highlighting our organization's leadership in building better journeys for everyone, and I am proud to be part of a movement that drives smarter, more sustainable transportation solutions.

Signature

✕

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