Santa Clara Countywide VMT Evaluation Tool – *Version 2*: Quick Start Guide
(September 24, 2021)

Thank you for your interest in the Santa Clara Countywide Vehicle Miles Traveled Evaluation Tool (VMT Evaluation Tool), brought to you by the Santa Clara Valley Transportation Authority (VTA), in collaboration with the 15 cities and towns of Santa Clara County, and the County of Santa Clara. Version 2 of the tool, released in September 2021, can be accessed at vmttool.vta.org.

WHAT DOES THIS TOOL DO?

The VMT Evaluation Tool is designed to assist you in screening and estimating project-generated VMT for certain types of land use projects in Santa Clara County, and calculating VMT reductions associated with certain VMT-reducing measures. The tool is intended for use on three primary land uses:

- Residential
- Office
- Industrial

The tool evaluates projects with one or a combination of these uses, with or without local-serving retail.

LIMITATIONS OF THE VMT EVALUATION TOOL

The VMT Evaluation Tool only covers some of the possible screening criteria that a city or county may establish for land use project VMT analysis per California Senate Bill 743. Other land uses types, large or complex projects, or long-range land use plans will likely require other methods for VMT analysis. Before making any decisions using the information provided by the VMT Evaluation Tool, it is recommended that you contact the city/town/county in which the proposed development is located. Please refer to the *User Agreement* dated May 20, 2020 (available within the tool at vmttool.vta.org) for more information.

RUNNING THE VMT EVALUATION TOOL – 4 BASIC STEPS

The following are the four basic steps involved in running the VMT Evaluation Tool:

1. Select Project Area Choose what "rules" to follow, select the parcel(s) that make up your project site, and view related map layers		**2. Determine Screening Inputs** Select what land uses to analyze, data and threshold to use, and other parameters	
3. Land Use Info & VMT Reductions Enter residential units and non-residential square footage, and select VMT reduction strategies		**4. Results / Report** View results in table and bar chart form, download a PDF report, and export CSV data tables	

If you only wish to screen a site (i.e., determine whether it is in proximity to transit and/or in a low-VMT area) you may skip Step 3 by clicking the "Project Screening Only" button on the second screen.

READING THE REPORT & EXPORT FILES

The VMT Evaluation Tool produces two types of outputs: a formatted report, which shows up on the Results screen and can be downloaded as an accessible PDF file, and data tables including all the user-provided inputs and the back-end data which can be downloaded as CSV files.

Key things to look for in the report / PDF:

- **Whether the project falls in proximity to transit** (within ½ mile of a Major Transit Stop, or ½ mile of a stop along a High-Quality Transit Corridor as defined in state law): Look for the 'Proximity to Transit Screening' section on Page 1 of the report.

Proximity to Transit Screening	
Inside a transit priority area?	Yes (Pass)

- **Whether the project falls in a low-VMT area** (i.e., below the VMT threshold specified by the city/town/county): Look for the 'Low VMT Screening Analysis' row on the Screening Results page(s) of the report, starting on page 2. There will be Low-VMT Screening results for each land use you select.

	Without Project	With Project & Tier 1-3 VMT Reductions	With Project & All VMT Reductions
Project Generated Vehicle Miles Traveled (VMT) Rate	14.99	13.28	12.49
Low VMT Screening Analysis	No (Fail)	No (Fail)	Yes (Pass)

The CSV files are intended to help the user understand how the VMT reduction results were obtained; the data in the files, along with the formulas in the forthcoming User Manual, should help confirm the results.

TIPS FOR SUCCESS

- Fields that require an input are generally marked with an asterisk (*). Look for the "tool-tips" ⓘ across the tool to help you understand the input fields.

- The tool may take 3 to 5 minutes to run a report; if you've waited much longer, refresh and try again. You may want to avoid running other processes while the tool is generating the report.

- If you are running variations of a project, use the back arrows in the upper-left of each screen (such as ‹ EDIT INPUTS) to go back, vary some inputs, and run the report again.

- To start a completely new analysis while staying in the tool, use the button in the upper-right of the Results screen. ↺ NEW ANALYSIS

- The tool is optimized for Chrome, Firefox, Edge or Safari on a Windows or Mac computer, although you may also access it from a tablet or another browser.

- Please fill out the short feedback form by clicking on the link REPORT A PROBLEM/FEEDBACK in the upper-right of the screen. You may report errors, rate the tool, and offer suggestions for future improvements.

FOR MORE INFORMATION

VTA has provided further documentation of the VMT Evaluation Tool in a Frequently Asked Questions (FAQ) document, and we anticipate releasing a full User Manual in late 2021.   All documentation will be posted at https://www.vta.org/programs/congestion-management-program/technical-resources.
VTA has also provided summary tables and documentation of the base VMT data from the VTA travel demand model, which are used in the VMT Tool, to staff at the cities and County. If you have questions about the VMT Evaluation Tool or base VMT data, you may email vta.los.vmt@gmail.com.
For any inquiries about how the tool may be applied in a land use review and approval process, please contact staff at the city/town/county in which the project is located.

Valley Transportation Authority