

Date: October 23, 2002
W.I.: 1311
Referred by: POC

Attachment A
MTC Resolution No. 3440
Page 1 of 5

FY 2002 Community-based Transportation Planning Program Guidelines

Background

The goal of MTC's Community-Based Planning Program is to advance the findings of the Lifeline Transportation Network Report included in the 2001 Regional Transportation Plan (RTP). That report identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended initiation of community-based transportation planning as a first step to address them. The report also requested that, as a first step, Congestion Management Agencies (CMAs) and transit agencies validate routes designated for their respective communities, and identify which gaps are most appropriately met through the provision of additional fixed route transit, or which are most appropriately provided through alternative modes of service. Likewise, the Environmental Justice Report included in the 2001 RTP also identified the need for MTC to support local planning efforts in low-income communities throughout the region.

As a result of this planning program, potential transit improvements specific to each low-income community will be identified, and cost-estimates developed to implement these improvements. This information, including prioritization of improvements considered most critical to address, will be forwarded to applicable transit agencies, CMAs and MTC for consideration in future investment proposals such as countywide expenditure plans, RTP updates, gas tax or bridge toll initiatives, etc.

Under the auspices of the CMA, a collaborative planning process will be established in each county to ensure the participation of local transit operators as well as residents and community-based organizations providing services within low-income neighborhoods. The plans are intended to result in the following:

- Confirmation of Lifeline Transit Routes and subsequent service gaps identified for these communities
- Prioritization of temporal and spatial gaps most critical for that community to address
- Identification of gaps that are best met through the provision of additional fixed route service
- Identification of other strategies and solutions to address the gaps

MTC intends to support planning efforts in each of the nine Bay Area counties, focusing on the most impoverished communities as identified through the Lifeline/Environmental Justice reports, including:

Alameda County

Hayward, San Leandro (Cherryland), East Oakland, West Oakland, Berkeley/West Berkeley

Contra Costa County

Richmond, North Richmond/San Pablo, Martinez, West Pittsburg/Pittsburg, Monument Corridor (Concord)

San Francisco

Civic Center, Mission, Bay View/Hunters Point

Marin County

Canal Area—San Rafael, Marin City

Napa

City of Napa

San Mateo County

Daly City, East Palo Alto

Santa Clara County

East San Jose, Milpitas, Gilroy

Solano County

Cordelia, Dixon, Downtown Vallejo

Sonoma County

Santa Rosa (west of Highway 101)

Program Guidelines

The following guidelines will apply to the Community-Based Transportation Planning Process:

1. MTC will initiate a pilot program to begin the planning process in a few selected locations. The results of the pilot program will be evaluated, and subsequent revisions to these guidelines considered based upon the experience of those initial planning processes.
2. Using MTC's Lifeline Transportation Network Report and its subsequent findings as a starting point, each county will conduct a comprehensive planning effort to identify transit needs in disadvantaged communities. Each CMA will serve as lead agency for its respective county, and as such will serve as grantee and fiscal agent of the funds, and will assume overall responsibility for project oversight. Funding will be provided by MTC for planning efforts to include communities identified through the Lifeline/Environmental Justice reports as indicated above. CMAs may choose to include additional impoverished communities, but resources necessary to expand the scope will be the responsibility of the CMA. CMAs may, based on agreement with MTC and respective stakeholders, recommend modifications to the identified communities.

3. MTC will help provide financial assistance for each planning project, and incorporate a corresponding scope of work into its funding agreement with the CMA.
4. Project activities may be implemented directly by the CMA, either in-house or under contract for consultant assistance, or through MTC via consultant assistance.
5. A collaborative planning process will be established with community stakeholders such as residents, business proprietors, transit agencies, human service agencies, neighborhood associations, non-profit or other community-based organizations and faith-based organizations. The purpose of this collaboration is to solicit comments from these stakeholders, review preliminary findings with them, and to utilize their perspective in identifying potential strategies and solutions for addressing service gaps.
6. Each planning project will include a community outreach component. The CMA will collaborate with community-based organizations (CBOs) located within the study area to identify specific strategies to be undertaken in order to engage the direct participation of residents in the project area. The CBO(s) will receive funding to carry out tasks specific to the community outreach component, as agreed with the project sponsor.
7. The goal will be to complete the planning project within one year. The CMA will commit to begin the project immediately following execution of a funding agreement, and to ensure timely completion of project milestones. Counties with multiple impoverished communities may complete the project in phases.
8. Each planning project will include the following tasks:
 - Provide a demographic and geographic description and map of project area
 - Review the findings of the Lifeline Transportation Network Report that correspond to the project area (i.e. designation of Lifeline Transit Routes and identification of spatial and temporal service gaps)
 - Develop a set of Lifeline routes, consistent with the following criteria:
 - Route provides direct service to a neighborhood with high concentration of low-income households;
 - Route provides service directly to areas with high concentrations of essential destinations;
 - Route provides core trunkline service as identified by the transit operator; or
 - Route serves as a key regional link.
 - Compare the findings with Lifeline Transportation Network Report that correspond to the project area (i.e. designation of Lifeline Transit Routes and identification of spatial and temporal service gaps), note differences and/or similarities resulting from these analyses.

- Implement a community outreach plan to solicit input from affected residents and other stakeholders in project area. To reach a significant, diverse cross-section of the community, the following strategies¹ may be among those utilized:
 - Hosting project-specific public meetings and workshops
 - Attending regularly scheduled CBO meetings in project area to present project information and solicit feedback
 - Attending public events based in project area
 - Conducting focus groups and interviews
 - Soliciting survey responses
 - Establishing project-related telephone hotlines/websites.

Depending on strategies utilized, project sponsor will document results of outreach efforts, including meeting attendance, size of mailing lists used for meeting announcements, number of web site visits and phone calls received, number of surveys collected and interviews conducted, participation levels of traditionally under-represented groups and other measurements as applicable.

- Prioritize gaps in order of importance of unmet need based on community input.
 - Identify gaps that could most appropriately be met through the provision of additional fixed-route service, taking into consideration potential patronage, days and hours of expanded service, cost-effectiveness, operating and capital capabilities and service planning priorities for local transit operators. Provide cost estimate to fill gap with additional fixed-route service.
 - Identify strategies or solutions other than fixed-route service to address gaps and evaluate their potential effectiveness. Review and consider solutions proposed through MTC Welfare to Work Transportation Plan for each County. Provide cost estimate for filling gaps with non fixed-route transit service.
 - Prepare final community-based transportation plan for the project area. Primary elements of the plan will include:
 - A clear work product from which implementation can take place
 - Viable public and private sector funding options for implementation (e.g. MTC's LIFT and Transportation for Livable Communities programs, Jobs Access and Reverse Commute funds, etc.)
 - Identified stakeholders committed to implementing the plan.
9. CMAs will share the community-based transportation plan final draft with participating CBOs for review and input before finalizing the plan. Once the plan is finalized, CMA staff will participate in regional forums to report on project findings, or to otherwise share information resulting from the planning process. MTC will make the results from each community-based planning effort available to all CMAs and transit agencies.
10. Upon completion of the planning project, CMA staff will report to the Commission on resulting key findings and recommendations.

¹ Materials and meetings will be translated when appropriate.

11. Project findings will be forwarded to applicable local or county-level policy boards and to MTC. Recommended service improvements will be forwarded to transit policy boards for consideration and subsequent incorporation into Short Range Transit Plans (SRTPs) and/or other future service expansion plans and to CMA policy boards for planning, funding and implementation discussions.