



## *Memorandum*

TO: Planning Committee

DATE: December 6, 2017

FR: Executive Director

W.I. 1311

RE: MTC Resolution No. 4316: Community-Based Transportation Planning (CBTP) Program Guidelines

### **Background**

Launched in 2002, the CBTP Program evolved out of two regional studies completed in 2001: one on the Lifeline Transportation Network (LTN), and the other on Environmental Justice (EJ). The LTN study identified travel needs and challenges in low-income communities, and recommended establishing a regional program to fund community-based planning in disadvantaged communities. Similarly, the EJ study identified the need for MTC to support local planning efforts in low-income communities.

Since 2002, the CBTP Program has provided roughly \$2.6 million in funding for over 40 collaborative planning processes in low-income communities<sup>1</sup> across the region. These processes have:

- Meaningfully engaged residents and other stakeholders, including community and faith-based organizations, local jurisdictions, transit operators, county Congestion Management Agencies (CMAs) and MTC; and
- Resulted in plans that include locally-identified transportation needs, solutions and priorities.

Each plan reflects the following three goals and objectives of the regional program:

- Emphasize resident participation in the plan development process;
- Foster collaboration between residents, community organizations, local jurisdictions, transit operators, CMAs and MTC; and
- Build local capacity by engaging community-based organizations throughout the process.

### **Planning Grants**

MTC has funded multiple cycles of CBTP grants. Starting in the 2002-2003 cycle, MTC funded five CBTPs,<sup>2</sup> as a pilot. CMAs received \$60,000 in State Transit Assistance (STA) funds for each CBTP for resident engagement, needs assessment, and developing a priority list of projects within the planning area. Projects identified in CBTPs were eligible to compete for funding through MTC's Lifeline Transportation Program.<sup>3</sup> Over two more cycles, MTC funded 35 CBTPs at \$60,000 each<sup>4</sup>.

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<sup>1</sup> MTC defined low-income communities as Communities of Concern even though the CoCs are identified using many other factors such as race/ethnicity, age (over 65 years), disability, rent burden, linguistic isolation, and vehicle ownership.

<sup>2</sup> The 2001 Regional Transportation Plan (RTP) designated forty one CoCs.

<sup>3</sup> For more information on MTC's Lifeline Transportation Program, see: <https://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/transit-21st-century/lifeline-transportation>

<sup>4</sup> TAM funded the CBTP in Novato, as it is not an MTC-designated CoC.

In November 2015, the MTC Commission set aside \$1.5 million from the second round of the One Bay Area Grant (OBAG) Program for a fourth cycle of CBTPs.

Draft guidelines for the 2017-2021 cycle of the CBTP Program are included as Attachment A of MTC Resolution No. 4316 for review and comment. A summary of the key elements and revisions to the guidelines include:

- Funding distributed by low-income population to each county with a minimum of \$75,000 and a maximum of \$300,000;
- More flexibility to coordinate with other planning efforts, and develop CBTPs more multiple CoCs;
- New use it or lose it provisions to ensure plans are delivered in a timely manner;
- New requirements for local match and set asides for community engagement;
- More flexibility for CMAs to designate additional disadvantaged communities to reflect local conditions; and
- New requirements for CMAs to update the needs assessment components of CBTPs every five years and to track and report progress on implementation of projects and programs identified in CBTPs.

A map of CoCs from PBA 2040 is included in Attachment A of MTC Resolution No. 4316. A list of CBTPs funded through the previous three cycles is included as an attachment to this memo.

#### **Next Steps**

Staff is requesting the Planning Committee refer MTC Resolution No. 4316 – the draft guidelines, for the 2017-2021 cycle of the CBTP Program, included in Attachment A of MTC Resolution No. 4316 – to the Commission for approval.



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Steve Heminger

#### **Attachments:**

- Attachment A: List of Funded and Completed CBTPs (2002 to 2017)
- MTC Resolution No. 4316, 2017-2021 CBTP Program Guidelines

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**Attachment: List of Funded and Completed CBTPs**

|              | <i>Community of Concern</i>           | <i>County CMA</i> | <i>Year Funded</i> | <i>Amount</i>  | <i>Year Completed</i> |
|--------------|---------------------------------------|-------------------|--------------------|----------------|-----------------------|
| 1            | Ashland/Cherryland                    | ACTC              | 2002-01            | \$60,000       | 2004                  |
| 2            | Richmond/San Pablo                    | CCTA              | 2002-01            | \$60,000       | 2004                  |
| 3            | Napa                                  | NVTA              | 2002-01            | \$60,000       | 2004                  |
| 4            | East Palo Alto                        | C/CAG             | 2002-01            | \$60,000       | 2004                  |
| 5            | Dixon                                 | STA               | 2002-01            | \$60,000       | 2004                  |
| 6            | West Oakland                          | ACTC              | 2004-05            | \$60,000       | 2007                  |
| 7            | Monument Corridor Concord             | CCTA              | 2004-05            | \$60,000       | 2007                  |
| 8            | Canal District/San Rafael             | TAM               | 2004-05            | \$60,000       | 2007                  |
| 9            | Gilroy                                | VTA               | 2004-05            | \$60,000       | 2007                  |
| 10           | South/West Berkeley                   | ACTC              | 2004-05            | \$60,000       | 2007                  |
| 11           | East Oakland                          | ACTC              | 2004-05            | \$60,000       | 2007                  |
| 12           | Pittsburg/Bay Point                   | CCTA              | 2004-05            | \$60,000       | 2007                  |
| 13           | Tenderloin/Little Saigon              | SFCTA             | 2004-05            | \$60,000       | 2007                  |
| 14           | Mission/Geneva                        | SFCTA             | 2004-05            | \$60,000       | 2007                  |
| 15           | Roseland-Santa Rosa                   | SCTA              | 2004-05            | \$60,000       | 2007                  |
| 16           | Daly City/Bayshore                    | C/CAG             | 2004-05            | \$60,000       | 2008                  |
| 17           | Cordelia                              | STA               | 2004-05            | \$60,000       | 2008                  |
| 18           | Vallejo                               | STA               | 2004-05            | \$60,000       | 2008                  |
| 19           | Downtown Martinez                     | CCTA              | 2004-05            | \$60,000       | 2009                  |
| 20           | Marin City                            | TAM               | 2004-05            | \$60,000       | 2009                  |
| 21           | Milpitas                              | VTA               | 2004-05            | \$60,000       | 2009                  |
| 22           | East San Jose                         | VTA               | 2004-05            | \$60,000       | 2009                  |
| 23           | Bayview/Hunters Point                 | SFCTA             | 2004-05            | \$60,000       | 2010                  |
| 24           | Alameda                               | ACTC              | 2008-09            | \$60,000       | 2009                  |
| 25           | Southwest Healdsburg                  | SCTA              | 2008-09            | \$60,000       | 2009                  |
| 26           | Guerneville/Monte Rio                 | SCTA              | 2008-09            | \$60,000       | 2009                  |
| 27           | North Vacaville                       | STA               | 2008-09            | \$60,000       | 2010                  |
| 28           | Central Sonoma Valley                 | SCTA              | 2008-09            | \$60,000       | 2010                  |
| 29           | North Central San Mateo               | C/CAG             | 2008-09            | \$60,000       | 2011                  |
| 30           | South of Market                       | SFCTA             | 2008-09            | \$60,000       | 2012                  |
| 31           | S. San Francisco/San Bruno            | C/CAG             | 2008-09            | \$60,000       | 2012                  |
| 32           | Central/East Fairfield                | STA               | 2008-09            | \$60,000       | 2012                  |
| 33           | Alviso/Shoreline/Sunnyvale            | VTA               | 2008-09            | \$60,000       | 2013                  |
| 34           | Potrero Hill/Inner Mission            | SFCTA             | 2008-09            | \$60,000       | 2015                  |
| 35           | Chinatown/North Beach/Treasure Island | SFCTA             | 2008-09            | \$60,000       | 2015                  |
| 36           | Novato <sup>1</sup>                   | TAM               | -                  | \$0            | 2015                  |
| 37           | Rodeo/Crocket/Hercules                | CCTA              | 2008-09            | \$60,000       | 2017                  |
| 38           | Western Addition/Fillmore             | SFCTA             | 2008-09            | \$60,000       | 2017                  |
| 39           | East Santa Clara                      | VTA               | 2008-09            | \$60,000       | 2019                  |
| 40           | East Brentwood                        | CCTA              | 2008-09            | \$60,000       | Not started           |
| 41           | Mountain View                         | VTA               | 2008-09            | \$60,000       | Not started           |
| 42           | South San Jose/Morgan Hill            | VTA               | 2008-09            | \$60,000       | Not started           |
| <b>Total</b> |                                       |                   |                    | <b>\$2.6 M</b> |                       |

<sup>1</sup> Funded by TAM through OBAG. Not an MTC-designated CoC.

Date: December 20, 2017  
W.I.: 1311  
Referred by: Planning

ABSTRACT

Resolution No. 4316

This Resolution adopts program guidelines for the 2017-2021 cycle of the Community-based Transportation Planning Program.

Date: December 20, 2017  
W.I.: 1311  
Referred by: Planning

RE: Community-based Transportation Planning Program Guidelines - 2017-2021 Cycle

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 4316

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, the Lifeline Transportation Network and the Environmental Justice Reports as components of the 2001 Regional Transportation Plan, identify transit needs in economically disadvantaged communities throughout the San Francisco Bay Area and recommend the initiation of community-based transportation planning as a first step to address them; and

WHEREAS, MTC established guidelines to launch and implement the Community-based Transportation Planning (CBTP) Program in 2002 in response to the recommendations outlined in the Lifeline Transportation Network and the Environmental Justice Report; and

WHEREAS, the CBTP Program has provided roughly \$2.5 million in funding for over 40 collaborative planning processes in low-income communities<sup>1</sup> across the region since 2002; and

WHEREAS, lessons learned through the CBTP Program since the guidelines were first established in 2002 warrant updating the guidelines in advance of a new CBTP funding cycle; now therefore be it

RESOLVED, that MTC approves the guidelines for the 2017-2021 cycle of the CBTP Program, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that Attachment A of this Resolution may be amended from time to time.

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<sup>1</sup> MTC defined low-income communities as Communities of Concern even though the CoCs are identified using many other factors such as race/ethnicity, age (over 65 years), disability, rent burden, linguistic isolation, and vehicle ownership.

METROPOLITAN TRANSPORTATION COMMISSION

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Jake Mackenzie, Chair

The above resolution was adopted by the  
Metropolitan Transportation Commission  
at a regular meeting of the Commission held  
in San Francisco, California, on December 20, 2017.

### Community-Based Transportation Planning Program Guidelines - 2017-2021 Cycle

The following guidelines shall apply to the 2017-2021 Community-Based Transportation Planning (CBTP) Program:

1. **Program Goals** – in developing the CBTPs, the County Congestion Management Agencies (CMAs) must address the following two goals of the regional program:
  - Improve access and mobility for low-income communities, for commute as well as non-commute trips; and
  - Engage residents and community organizations in conducting the analysis and shaping the recommendations.

In addition, CMAs are encouraged to consider non-traditional solutions to meet travel needs of low-income communities. Non-traditional solutions may include car share, bike share, ride-sharing, van- and/or car-pooling, and on-demand, flex-route transit, among others.

2. **Funding allocation** – each county shall receive a CBTP planning grant based on its share of the region's low-income population<sup>2</sup> (U.S. Census American Community Survey, 2015). The grants shall be limited to a maximum funding amount equal to 20 percent of the total funds, or \$300,000, and a minimum of \$75,000. The total funding available for the CBTP program is \$1.5 million through the second round of the One Bay Area Grant Program (OBAG 2.0). Of this total, \$35,000 shall be set aside by MTC for conducting a program evaluation in 2021. County allocations are laid out in the table below.

Table 1: Proposed CBTP Funding Allocation

| County        | Population – Low-Income Share | Low-Income – Share in Region | Low-Income Population | Funding Proportional to Low-Income Population | Adjusted CBTP Grants (max. \$300,000 and min. \$75,000 per county) |      |
|---------------|-------------------------------|------------------------------|-----------------------|---|--|------|
| Alameda       | 27%                           | 23%                          | 426,642               | \$337,987                                     | \$300,000  | 20%  |
| Contra Costa  | 25%                           | 15%                          | 272,721               | \$216,051                                     | \$215,000  | 14%  |
| Marin         | 20%                           | 3%                           | 49,052                | \$38,859                                      | \$75,000   | 5%   |
| Napa          | 28%                           | 2%                           | 38,553                | \$30,542                                      | \$75,000   | 5%   |
| San Francisco | 27%                           | 12%                          | 225,756               | \$178,845                                     | \$175,000  | 12%  |
| San Mateo     | 21%                           | 8%                           | 155,274               | \$123,009                                     | \$120,000  | 8%   |
| Santa Clara   | 23%                           | 22%                          | 415,848               | \$329,436                                     | \$300,000  | 20%  |
| Solano        | 30%                           | 7%                           | 122,735               | \$97,231                                      | \$95,000   | 6%   |
| Sonoma        | 29%                           | 8%                           | 142,693               | \$113,042                                     | \$110,000  | 7%   |
| Bay Area      | 25%                           | 100%                         | 1,849,272             | \$1,465,000                                   | \$1,465,000  | 100% |

Source: U.S. Census American Community Survey, 2011-2015, 5-year average, MTC analysis

<sup>2</sup> Population in households earning less than 200 percent of the federal poverty level in 2015.

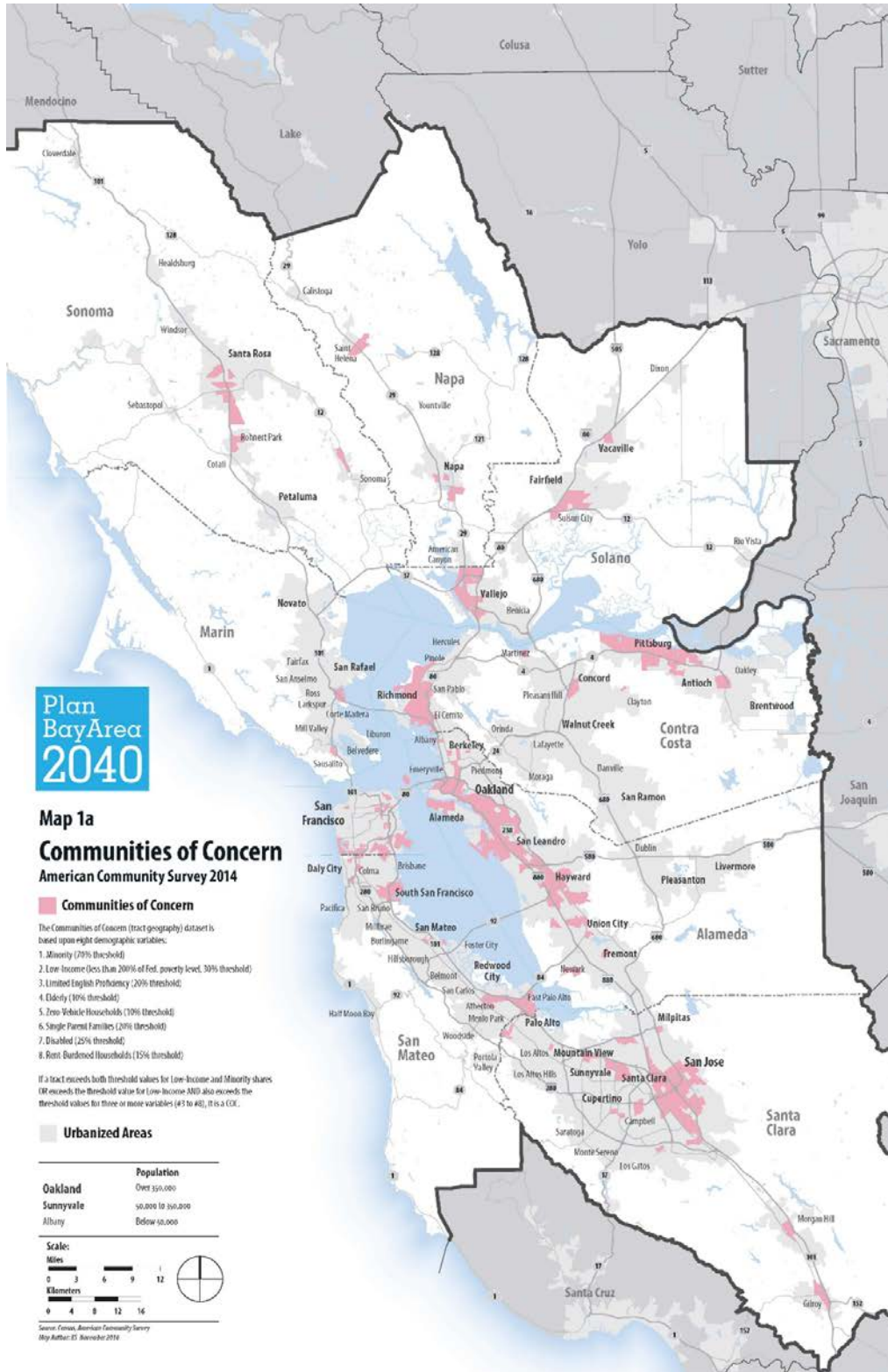
3. ***Coordination with other planning efforts*** – CMAs may combine CBTPs for more than one CoC, or develop a countywide plan for all CoCs. CBTPs may be developed as part of an existing planning effort (for e.g., planning for Priority Development Areas, county-wide investment and growth strategy, county-wide transportation program, or local jurisdiction general or specific plan). All program guidelines for the 2017-2021 CBTP Program shall still apply to the CBTP component of these planning efforts. If developing standalone CBTPs per CoC, CMAs may spend no more than \$100,000 of the planning grant on each plan.
4. ***Use it or lose it provision*** – CMAs shall administer the CBTP program and must initiate the planning process for each plan within nine months of executing a grant agreement (or MoU amendment) with MTC, and adopt the plan within three years of initiating the planning process. Any funds not used within this time period shall be repurposed by MTC at its discretion for other CBTPs.
5. ***Local match*** – CMAs must provide a ten percent match for the CBTP planning grants, which may be in the form of in-kind staff time (source of CBTP funding is the State Transit Assistance program).
6. ***Incentives for community engagement*** – CMAs are highly encouraged to set aside up to 10 percent of the planning grant towards direct financial support to local community-based organizations (CBOs). This funding may be used by the CBO(s) to provide services (for e.g., translation, outreach or meeting coordination) and/or to participate in the planning process (for e.g., as stipends).
7. ***Eligible uses*** – eligible uses for CBTP planning grants include, consultant services, direct costs or stipends associated with plan development and adoption, stakeholders engagement, and, if applicable, an implementation plan. The individual plans must be developed for MTC-designated CoCs (see map of CoCs below). CMAs may designate additional transportation disadvantaged areas (TDAs), which would also be eligible for CBTP planning grants. The criteria for identifying additional TDAs must include at least one of the following three demographic characteristic: income, age (youth or seniors) and disability. In the North Bay, CMAs may designate areas affected by recent wildfires as a TDA. CMAs must designate TDAs before executing a grant agreement (or MoU amendment) with MTC.
8. ***Prioritizing planning areas*** – CMAs are encouraged to prioritize CBTPs for areas that do not currently have a plan, areas where the plan is more than 5 years old, and areas that have the highest concentration of low-income populations.
9. ***Key components and deliverables*** – CBTPs must include key components and deliverables identified in Table 2 below. Some components may be rolled into a broader effort (for e.g., outreach and engagement for a general plan update could count towards component A.). All components may or may not be completed at the same scale (for e.g., a countywide baseline conditions analysis and needs assessment for all CoCs may be followed by separate recommendations for each CoC).



*Table 2: Key Components and Deliverables for CBTP Plans*

| <i>Plan Components</i>              | <i>Guidance and Description</i>  |
|-------------------------------------|--|
| <i>A. Outreach and Engagement</i>   | Identify key stakeholders (for e.g., partner agencies, CBOs and disadvantaged/ under-represented populations), describe outreach activities (for e.g., interviews, workshops, forums, focus groups, surveys, and polls), develop multi-lingual collateral materials (for e.g., newsletters, flyers, and website), and document residents and community feedback.             |
| <i>B. Baseline Conditions</i>       | Create a map of the planning area (showing community facilities and amenities, major transportation infrastructure, regional context, CoCs, and if applicable TDAs), summarize demographic characteristics (current conditions and recent trends, if relevant), document existing transportation services (by mode, spatial distribution and temporal characteristics), etc. |
| <i>C. Needs Assessment</i>          | Identify key local, sub-regional and regional destinations for residents and workers in CoCs and TDAs (for e.g., job centers, medical and community facilities, grocery stores, etc.), gaps in existing transportation services and infrastructure to access these destinations, and barriers to filling these gaps, etc.  |
| <i>D. Recommendations</i>           | Identify potential solutions, innovative approaches, or best practices from other regions; address the role of emerging technologies; and develop a prioritized list of initiatives, projects and/or programs, etc.  |
| <i>E. Implementation</i>            | Develop an implementation plan for key recommendations, as needed.   |
| <i>F. Monitoring and Evaluation</i> | Develop a process and institute a mechanism to track progress (for each initiative, project and/or program), establish monitoring protocols, etc.  |

## Plan Bay Area 2040 Communities of Concern Map





An aerial photograph of a region, possibly a coastal or mountainous area, with a white outline highlighting a specific geographical area. The text is overlaid on the left side of the image.

# Community-Based Transportation Planning Program

## **Planning Committee**

December 8, 2017



METROPOLITAN TRANSPORTATION COMMISSION



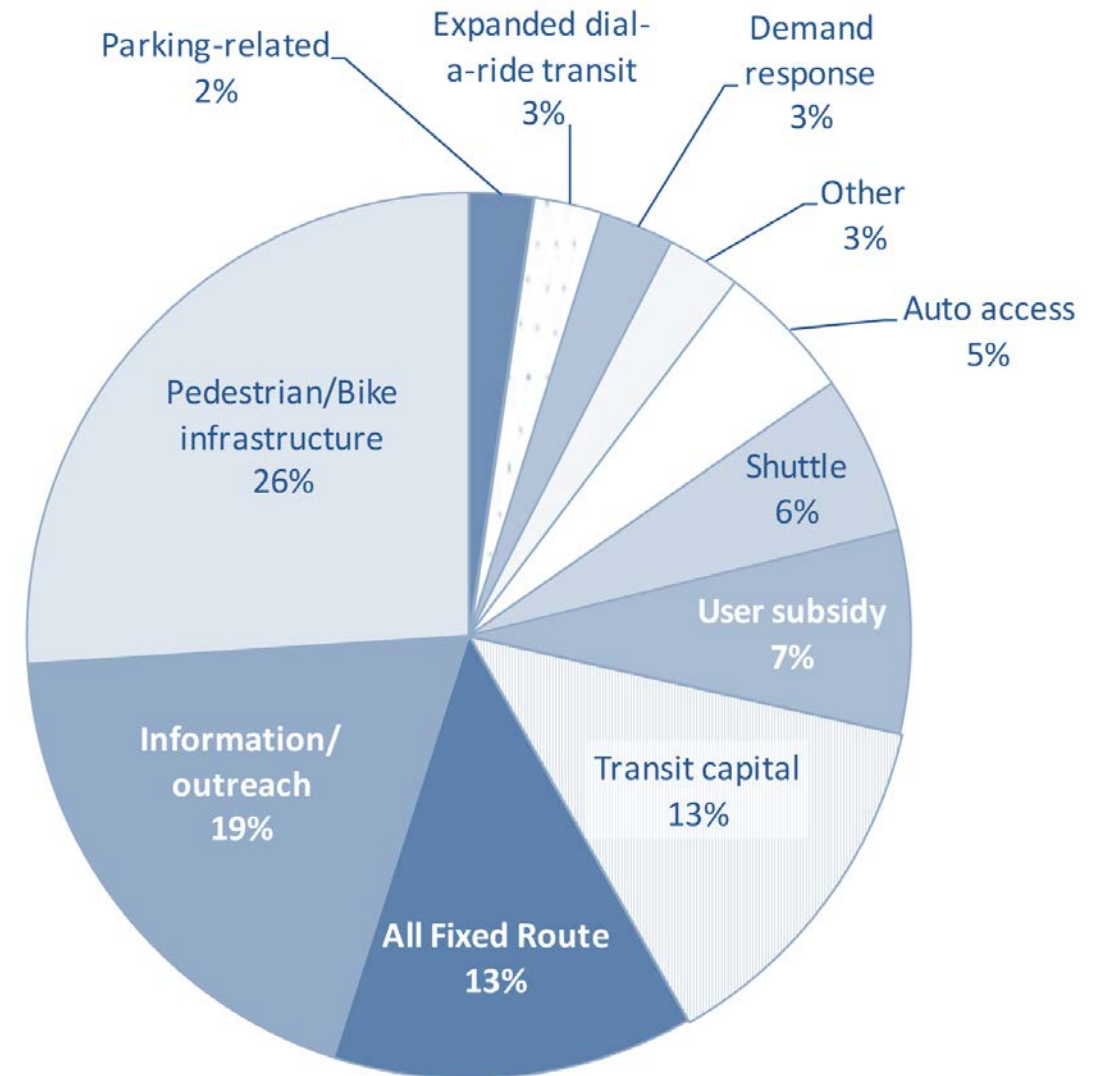
# Background

- Established in 2002 along with the Lifeline Transportation Program.
- Funds planning in MTC-designated Communities of Concern.
- Emphasizes meaningful community outreach and engagement.
- Identifies projects/programs that improve access and mobility for low-income residents.
- Administered by CMAs.



# Accomplishments

- Funded plans in over 40 communities, with approximately \$2.6 million in grants.
- Improved understanding of access and mobility needs of low-income residents.
- Built capacity among partners to plan for and deliver improved services.
- Informed funding allocation for the Lifeline Transportation Program.





# Areas for Improvement

- *Funding* – the program provided \$60,000 per plan though most cost more than \$75,000.
- *Flexibility* – CMAs/cities were not able to integrate CBTPs into local planning initiatives such as PDA plans.
- *Resident Engagement* – community-based organizations could have played a stronger role in outreach activities.
- *Defining CoCs* – CMAs were not able to designate additional disadvantaged communities to reflect local conditions.
- *Understanding Needs* – some CBTPs did not tackle the broader access and mobility needs of low-income residents.
- *Timeline* – six plans took more than five years to complete while three have not yet started.
- *Tracking Implementation* – county plans only reference CBTPs.

# Updated Guidelines

- Clearer and simpler program goals;
- Flexibility to coordinate with other planning efforts;
- Flexibility to combine CBTPs across multiple CoCs;
- Use it or lose it provision;
- 10 percent local match requirement;
- 10 percent set aside for community engagement;
- Ability to designate additional disadvantaged areas (including fire-affected areas in the North Bay);
- Commitment to regularly update the needs assessment component; and
- Commitment to track project/program implementation.



*Source: East Bay Times*



*Source: Safe Routes to School, Marin*



# Funding Allocation

| County          | Population – Low-Income Share | Low-Income – Share in Region | Low-Income Population | Funding Proportional to Low-Income Population | Adjusted Grants (max. \$300,000 and min. \$75,000) |             |
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Source: U.S. Census American Community Survey, 2011-2015, 5-year average, MTC analysis



# Next Steps

| <i>Milestones</i>              | <i>Timeline</i> |
|--------------------------------|-----------------|
| Planning Committee (review)    | December 2017   |
| MTC Commission (approval)      | December 2017   |
| Funding Available (per OBAG 2) | October 2018    |
| Anticipated Start Date         | January 2019    |
| Anticipated Completion Date    | December 2020   |

