



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
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SUBJECT: Community Based Transportation Plan Scope of Work and Timeline

RECOMMENDATION

That the Technical Advisory Committee (TAC) review and comment on the NVTA Community Based Transportation Plan (CBTP) Scope of Work and Timeline.

EXECUTIVE SUMMARY

The purpose of the CBTP is to improve mobility options and close transportation gaps for low-income and disadvantaged communities in Napa County. The plan will also review census data and other data sources to determine where resources are most needed and identify additional communities of concern, beyond those identified by the Metropolitan Transportation Commission (MTC).

The plan is intended to identify projects that: 1) are developed through a collaborative and inclusive planning process; 2) improve transportation choices; 3) address and identify transportation gaps; and 4) focus on transportation needs specific to elderly, disabled, and low-income communities. This memo provides an outline for the scope of work and timeline that will be completed as part of the Community Based Transportation Plan (CBTP) for Napa County.

FINANCIAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

MTC requires that Napa Valley Transportation Authority (NVTA), as a Congestion Management Agency (CMA), regularly analyze local conditions to improve mobility options and close transportation gaps for low-income and disadvantaged communities. This plan will be an update to NVTA's previously prepared CBTP in 2015. This update will incorporate MTC's updated guidelines to include simple and clear program goals,

incorporate a list of priority projects in coordination with other agency planning efforts, and involve a steering committee inclusive of social service and community based organization/non-profit representation that work with low-income and other underserved residents. NVTA has reached out to housing, low-income and senior representatives to serve on the steering committee.

This plan will build on the data in the 2015 plan as well as engage with the local community to understand and evaluate their transportation needs. MTC specifically requires coordination with organizations and government agencies that provide services to low income communities. To meet this requirement, NVTA formed a steering committee that will meet beginning in May to provide input and help with outreach during the planning process. Committee members include the following representatives:

- Josefina Hurtado, Puertas Abiertas Community Resource Center
- Larry Kromann, Calistoga Affordable Housing (CAH)
- Tammy Manning, Napa Valley Community Housing (NVCH)
- Julie Spencer, Rianda House
- Robin Schabes, Citizen

Scope of Work

The CBTP will gather existing, available information about Napa Valley transportation services, employment, schools, and neighborhoods, and review with the steering committee to identify data gaps and research questions. Importantly, this CBTP will establish what constitutes an eligible project and include specific projects in the plan. As part of the community outreach the CBTP will establish a ranking for assessing and prioritizing projects in the plan.

The Community Based Transportation Plan is expected to inform multiple planning and programming efforts by NVTA and its member jurisdictions. For example, the CBTP will be used to inform the next iteration of the Short Range Transit Plan and Countywide Transportation Plan as well as frame certain funding programs such as the Lifeline Program.

Timeline

Date	Subject
April – May 2018	Take Draft Scope and Approach to TAC, CAC, PCC, ATAC, NVTA Board
May 2018	Kick-off Steering Committee Meeting
May-June 2018	Kick-off Plan and finalize schedule
August – October	Conduct outreach events, survey residents
November-December 2018	Prepare analysis on demographics, trends and priorities

January – February 2019	Identify needs, set project priorities and ranking criteria; identify potential projects
March 2019	Committee Review Draft CBTP and Public Review
April – May 2019	Board Review and Final CBTP

SUPPORTING DOCUMENTS

Attachments: (1) Community Based Transportation Scope of Work and Timeline
(2) Napa County Identified Communities of Concern
(3) Additional census tracts to be included in the CBTP
(4) MTC Community Based Transportation Guidelines
(5) 2015 Community Based Transportation Plan:
<http://www.nvta.ca.gov/sites/default/files/CBTP%202015.pdf>

SCOPE OF WORK

Introduction-Community Based Transportation Plan

This plan will be an update to the previously prepared plan in 2015. This update will incorporate MTC's updated guidelines to include simple and clear program goals, incorporate a list of priority projects in coordination with other agency planning efforts, and involve a steering committee inclusive of social service and community based organization/non-profit representation that work with low-income and other underserved residents.

Complete a review of the 2015 Community Based Transportation Plan (CBTP) and build on the data received as well as engage with the local community in understanding and evaluating their transportation needs. This purpose of this plan is to improve mobility options for low-income communities in Napa County. The plan will also review census data and other data sources to determine where resources are most needed and identify additional communities of concern, beyond those identified by MTC.

Scope of Work

- Agency staff to solidify a schedule for completing the project.
- Work with Steering Committee and various committees such as the NVTVA Citizen Advisory Committee (CAC) and Paratransit Coordinating Council (PCC) to gain feedback on community needs.
- Gather existing, available information about Napa Valley transportation services, employment, schools, and neighborhoods, and review with the steering committee to identify data gaps and research questions.
- Establish what constitutes an eligible project and include specific projects in the plan.
- Establish a ranking of projects based on need and priority.
- Incorporate and define performance measures for project funding and construction.
- Agency staff and Steering Committee will work to design an approach for obtaining desired outcomes to improve mobility; data sources may include but are not limited to the following:
 - Census and American Community Survey
 - Survey of the population
 - Outreach events and feedback
- Collect and analyze data, reaching conclusions about:
 - Demographic trends
 - Transit use
- Identify Communities of Concerns.
- Identification of possible funding sources

- List of stakeholders to implement the plan
- Documented results of community outreach strategies
- Identify gaps in service, access, and needs of residents.
- Review the collected data and proposed conclusions with all committees.
- Prepare and provide edits for an Administrative Draft report for review and comment, a Public Draft, and a Final Report for approval of the NVTA Board.

The Community Based Transportation Plan is expected to provide the basis for multiple planning efforts by NVTA and its member jurisdictions within the County. For example, to inform planning efforts such as the Countywide Transportation Plan and Short Range Transit Plan.

CBTP Steering Committee Representation:

- Josefina Hurtado, Puertas Abiertas Community Resource Center
- Larry Kromann, Calistoga Affordable Housing (CAH)
- Tammy Manning, Napa Valley Community Housing (NVCH)
- Julie Spencer, Rianda House
- Robin Schabes, Citizen

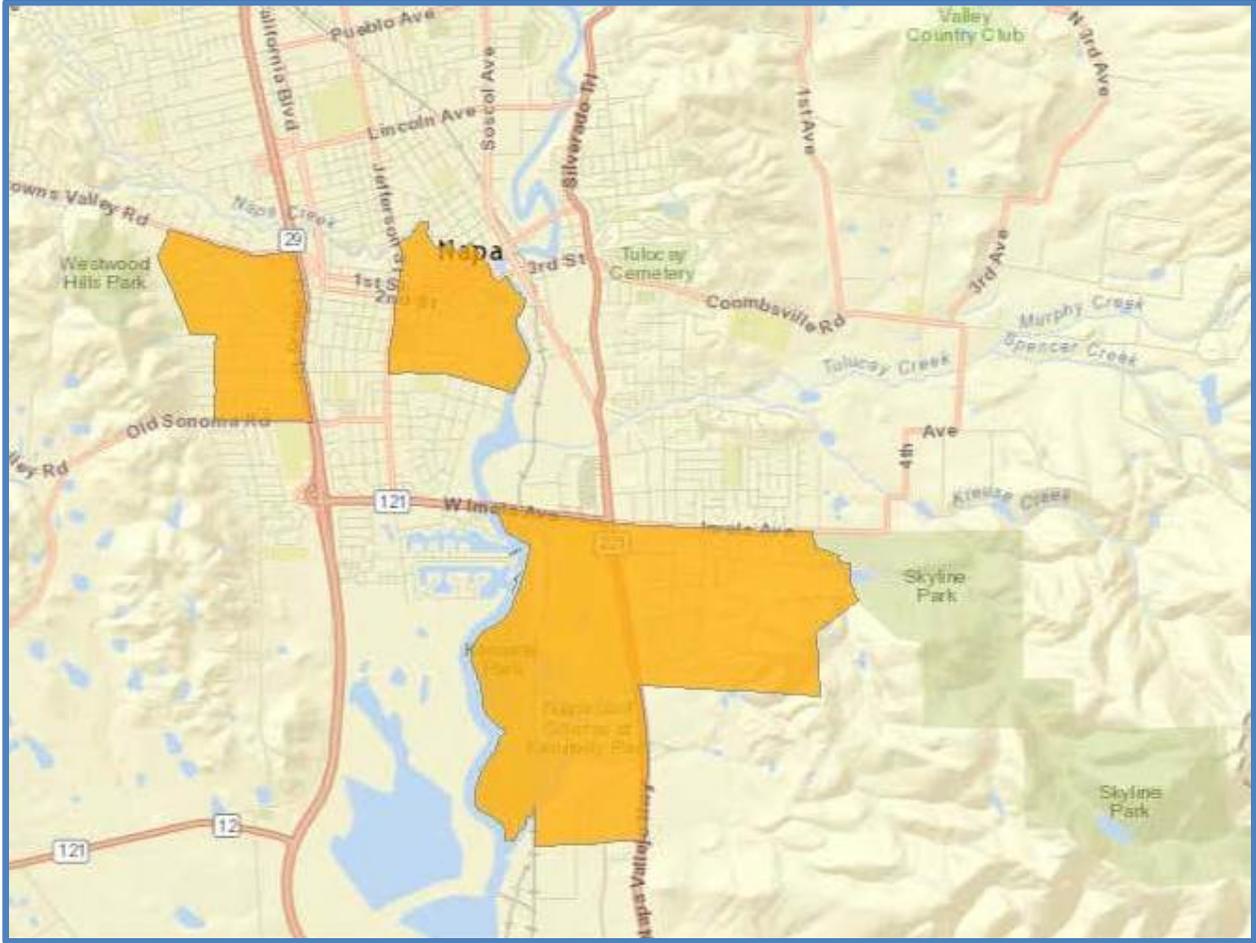
Community Based Transportation Plan Timeline/Meeting Dates

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April-May 2018	Take Draft Scope of Work to TAC, CAC, PCC, ATAC, NVTA Board
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Napa County Communities of Concern by Census Tract

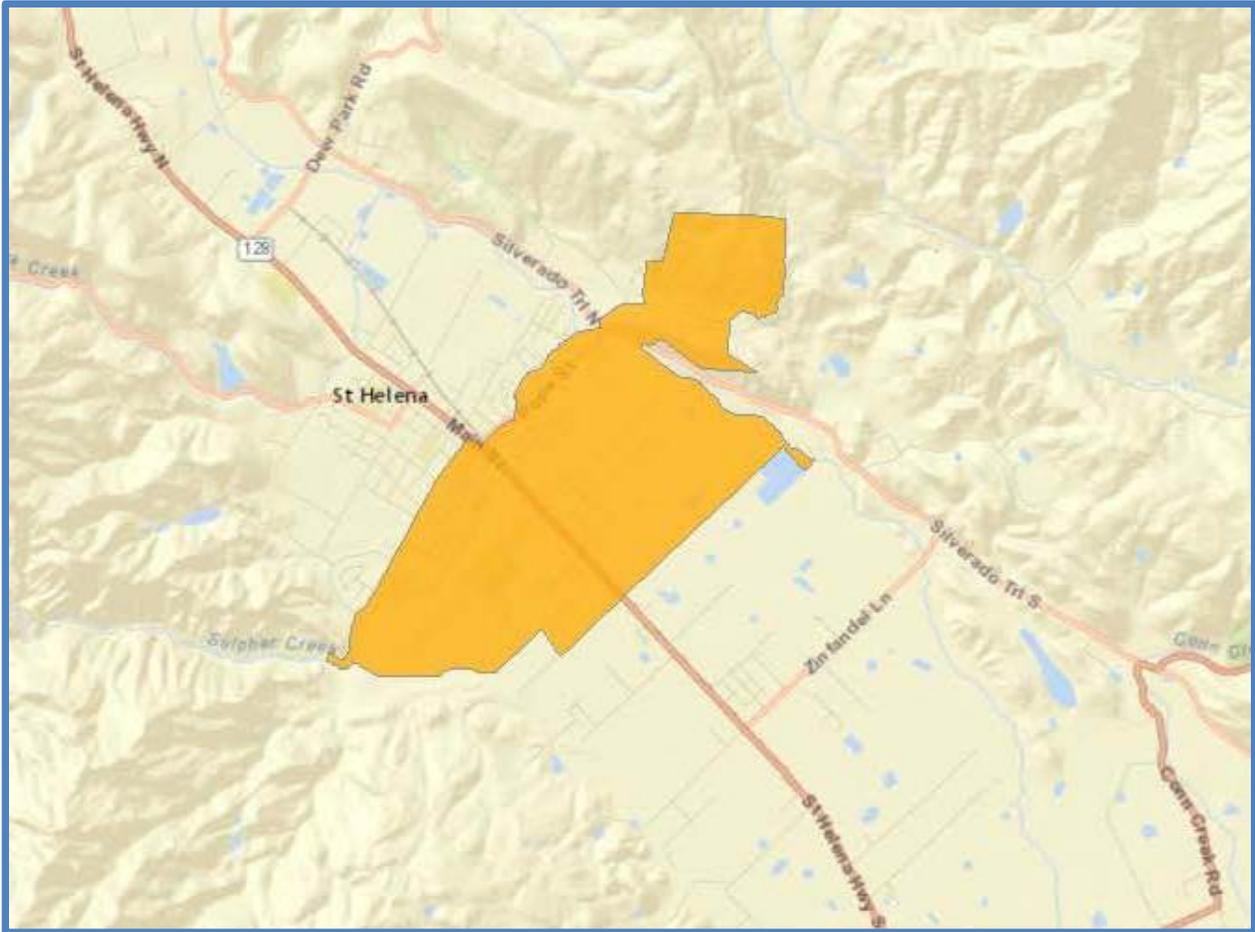
Census Tract	Neighborhood Name	Number of Criteria Met
2002.02	South Downtown Napa	4
2008.04	Westwood Neighborhood	4
2016.01	South St. Helena	5
2009	East Imola	4

City of Napa COCs



Source: MTC’s Communities of Concern Tracts Plan Bay Area 2017

St. Helena COC



Source: MTC's Communities of Concern Tracts Plan Bay Area 2017

Additional census tract to be included in the CBTP

Census Tract	Neighborhood Name	Criteria
2020	Calistoga	Low Income, Senior, and Disabled populations

Calistoga COC

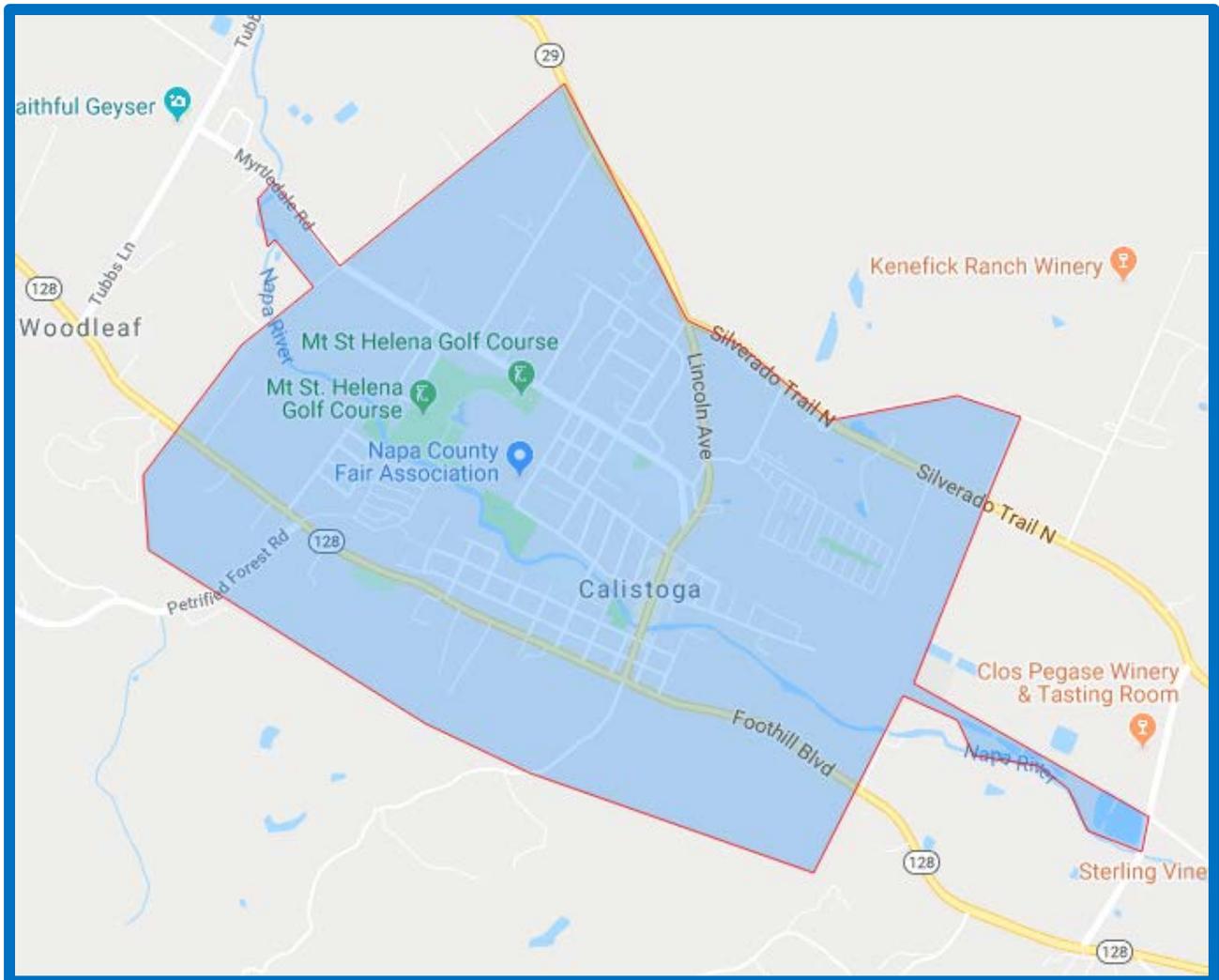


Figure 1: Census Tract 2020

Date: January 24, 2018
W.I.: 1311
Referred by: Planning
Attachment A
MTC Resolution No. 4316
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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 population¹ (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

¹ 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. ***Steering Committee*** - CMAs must establish a steering committee that includes social service agency and CBO and/or non-profit representatives to ensure a collaborative and inclusive CBTP planning process.
5. ***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.
6. ***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).
7. ***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).
8. ***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 after consideration and approval by MTC staff. 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.
9. ***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.
10. ***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 and funding provided for implementation (for each initiative, project and/or program), establish monitoring protocols, etc.

Plan Bay Area 2040 Communities of Concern Map

