



# Memorandum

**Date:** 01.16.14 **RE:** Citizens Advisory Committee  
January 22, 2014

**To:** Citizens Advisory Committee

**From:** Maria Lombardo – Chief Deputy Director for Policy and Programming *mel*  
Elizabeth Sall – Interim Deputy Director for Planning *ES*

**Subject:** **INFORMATION** – Draft Neighborhood Transportation Improvement Program Planning Guidelines

## Summary

The San Francisco Transportation Plan's (SFTP's) needs assessment identified significant unmet demand for pedestrian and bicycle circulation and safety projects and transit reliability initiatives, and that meeting these transportation needs is an important way to improve mobility in neighborhoods and address socio-economic and geographic disparities in San Francisco. As a result of this finding and in response to public and Board input, we developed the Neighborhood Transportation Improvement Program (NTIP) as part of the SFTP Early Action Program, which provides Prop K funds for NTIP community-based planning and for development and implementation of neighborhood-scale capital projects in each district over the next five fiscal years. The overall intent of the NTIP is to strengthen project pipelines and build community awareness of/capacity to provide input into the transportation planning process, especially in Communities of Concern and other neighborhoods with high unmet needs. The focus of this memorandum is to present draft NTIP planning grant guidelines. Recognizing the different transportation challenges facing San Francisco's neighborhoods, we have drafted guidelines that allow NTIP planning grants to be tailored to meet each district's or neighborhood's specific needs with all efforts leading toward prioritization of community-supported neighborhood-scale capital improvements that could be funded by Prop K and/or other sources. The draft guidelines include a menu of options for different types of planning efforts ranging from district-wide needs assessments to corridor or neighborhood-scale transportation planning studies to project-level or smaller planning efforts. We also are developing examples of different implementation models and types of technical support that we can provide. We are currently proposing \$100,000 for each district in the next five years, ideally to be leveraged with other funds. We anticipate bringing the finalized guidelines to the Board for approval in March or April 2014. **We are seeking input and guidance from the Citizens Advisory Committee. This is an information item.**

## BACKGROUND

The San Francisco Transportation Plan's (SFTP's) needs assessment identified significant unmet demand for pedestrian and bicycle circulation and safety projects and transit reliability initiatives, and that meeting these transportation needs is an important way to improve mobility and address socio-economic and geographic disparities that exist in San Francisco. This finding was reinforced by public input and comments from the Transportation Authority Board underscoring the need to prioritize investment in these areas at the neighborhood level in each district. In response to this finding and the related public and Board input, we developed the Neighborhood Transportation Improvement Program (NTIP) as part of the SFTP Early Action Program.

The NTIP is one of the highlights of the SFTP's Early Action Program, which covers the first five years of SFTP implementation starting in Fiscal Year 2014/15. The overall intent of the NTIP is to strengthen project pipelines and build community awareness of/capacity to provide input into the transportation planning process, especially in Communities of Concern and other neighborhoods with high unmet needs. The NTIP has two arms: planning grants and capital grants. The latter are intended

to provide matching funds to support project development and implementation of two small- to mid-sized capital projects in each district in the next five years. In December we presented a list of potential NTIP capital projects to the Citizens Advisory Committee (CAC) which reflected coordination with Board members and Prop K project sponsors, primarily the San Francisco Municipal Transportation Agency. Funding for the NTIP planning and capital projects will be included in the SFTP Early Action Program through the 2013 Prop K Strategic Plan and 5-Year Prioritization Program updates, anticipated to be approved this spring.

The purpose of this memorandum is to present the draft NTIP planning guidelines and to seek input and guidance from the CAC.

## **DISCUSSION**

This memorandum presents initial draft guidelines for NTIP Planning grants. We welcome input from the CAC and other interested parties. We have received some preliminary input from agency staff and interested individuals and are concurrently researching other similar programs to inform development of the guidelines. At the January 22 CAC meeting, we will provide a presentation on the draft guidelines, highlights of which are provided below. We anticipate returning to the CAC with final guidelines for approval in February or March, depending upon the amount and type of input received.

**Goals and Outcomes:** NTIP planning funds are intended to be used for community-based planning efforts in San Francisco neighborhoods, especially in Communities of Concern<sup>1</sup> or other underserved neighborhoods and at-risk populations, (e.g., seniors, children, and/or people with disabilities) with high unmet needs to undertake neighborhood transportation planning. Specifically, the NTIP planning funds should support neighborhood-scale efforts that identify a community's top transportation needs, identify and evaluate potential solutions, and recommend next steps for meeting the identified needs of the community.

NTIP planning efforts should be designed to address needs and identify solutions that help advance one or more of the following areas consistent with the SFTP:

- Improve pedestrian and/or bicycle safety
- Encourage walking and/or biking
- Improve transit accessibility
- Improve mobility for Communities of Concern or other underserved neighborhoods and at-risk populations (e.g., seniors, children, and/or people with disabilities)

Ultimately, NTIP planning efforts should lead toward prioritization of community-supported neighborhood-scale capital improvements that could be funded by Prop K and/or other sources. Given the size of the NTIP planning grants, barring significant leveraging, we anticipate that most efforts would result in identification of some prioritized recommendations and some level of conceptual engineering for the highest priorities. This groundwork, built on a strong foundation of community engagement and support will position the projects well for future funding from Prop K and discretionary sources. Most would likely need additional conceptual engineering and planning prior to seeking design funds. The Transportation Authority Board will adopt the recommendations from the NTIP planning projects and

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<sup>1</sup> Communities of Concern in San Francisco include Downtown/Chinatown/North Beach/Treasure Island, Tenderloin/Civic Center, South of Market, Western Addition/Haight/Fillmore, Inner Mission/Potrero Hill, Bayview/Hunters Point/Bayshore, Outer Mission/Crocker-Amazon/Ocean View. Local San Francisco agencies plan to revisit and potentially adjust these designations in the coming year.

we would prioritize funding of NTIP planning recommendations in the Prop K 5-Year Prioritization Programs, providing placeholders for future NTIP capital projects.

We also appreciate that in order to ensure that NTIP plans don't sit on a shelf, we will need to engage implementing agencies such as the San Francisco Municipal Transportation Agency and the Department of the Public Works from the very beginning of an NTIP planning effort and ensure an appropriate level of involvement of agency staff throughout. We have already initiated conversations with San Francisco project sponsors along these lines.

**Types of Planning Efforts:** Recognizing the different transportation challenges facing San Francisco's neighborhoods, we have developed draft NTIP planning grant guidelines that allow for the NTIP planning funds to be tailored to meet each district's or neighborhood's specific needs. The menu also enables scaling of the effort to match available funding. Potential types of planning efforts include:

- District-wide needs and prioritization processes (e.g. District 4 Sunset Blueprint);
- Traditional neighborhood transportation plan development (e.g. Tenderloin-Little Saigon Neighborhood Transportation Plan, Mission District Streetscape Plan, ,);
- Corridor plans (e.g. Leland Avenue Street Design Project, McLaren Park Needs Assessment/Mansell Corridor Improvements, and Columbus Avenue Neighborhood Transportation Study); and
- Project-level plans or smaller efforts (e.g. Bayview Shuttle Project, community mini-grants, safety project concepts development, and transportation demand management planning including neighborhood parking analysis).

We have proposed programming \$100,000 for each supervisorial district for NTIP planning efforts over the next five years. This amount of funding is sufficient for certain types of projects, such as a district-wide needs analysis or multiple small scale, focused efforts (e.g. mini grants). However, this level of funding may not be enough to complete a traditional neighborhood transportation plan that results in conceptual engineering work to support the highest priority recommendations. Larger efforts may be supported by leveraging of other funds (e.g. Caltrans Community-Based Planning grants, Metropolitan Transportation Commission Community Based Planning grant) and/or by coordinating with another effort (e.g. provide focused community input to a planned public agency effort in the neighborhood).

As part of the NTIP, we will work with Commissioners and involved agency and community parties to ensure that the proposed NTIP planning scopes are commensurate with the available budget and assist with identification of additional funds as necessary. We would also sit down with all parties to go through a detailed planning checklist to ensure that any NTIP planning effort has a well-developed scope, schedule, budget, funding plan and implementation approach/project team to ensure a successful planning effort.

Examples of the types of work eligible for NTIP planning funds include: community surveys, data gathering and analysis, community meetings, charrettes, focus groups, planning and technical consultants, developing prioritized action plans, conceptual or 30% design drawings, cost estimates, and bilingual services for interpreting and/or translation services for meetings.

**Implementation Models/Eligible Grant Recipients:** Either a public agency or a community-based organization can lead a NTIP planning effort. The grant recipient of the NTIP planning funds must be a Prop K-eligible sponsor, such as the San Francisco Municipal Transportation Agency, Department of Public Works, Planning Department, Bay Area Rapid Transit, and Peninsula Corridor Joint Powers Board (Caltrain). However, projects can be delivered by Prop K sponsors, other public agencies, and/or

community-based organizations. Prop K sponsors would need to partner with or act as a fiscal sponsor for agencies that are ineligible to apply directly for Prop K funding. We are consulting with project sponsors on the best ways to ease the administration of any contracts while ensuring transparency and accountability and compliance with the Prop K NTIP grant program.

Currently, we propose two options for determining what the NTIP planning effort or efforts will be in a given district, with the choice of approach up to the district supervisor/Transportation Authority Commissioner. The first option is for a Commissioner to make a proposal to Transportation Authority staff. This recognizes that in some districts, the Commissioner already has an idea for a NTIP planning effort, but lacks sufficient funding. The second approach would be for staff to issue a competitive call for projects in a given district. Under either option, we would work closely with the Commissioner, agency and community to go through the NTIP Planning checklist and provide assistance as needed to ensure that the proposed NTIP planning effort meets the program intent and guidelines.

**Funding:** NTIP Planning grants will be funded from the Prop K Transportation/Land Use Coordination category. This category explicitly funds neighborhood transportation planning. We are also evaluating whether the Transportation/Land Use category can further advance funds to enable larger NTIP planning grants while meeting other projects proposed to be funded from the category in the Strategic Plan update.

**Next Steps:** We will continue working with Board members, CAC members, interested groups and citizens, and project sponsors to refine NTIP planning guidelines. We anticipate adoption of the NTIP Planning guidelines in March or April 2014 and will return to the CAC for action on the final draft guidelines the month before Board adoption is scheduled.

**We are seeking input and guidance from the CAC. This is an information item.**

#### **ALTERNATIVES**

None. This is an information item.

#### **FINANCIAL IMPACTS**

None. This is an information item.

#### **RECOMMENDATION**

None. This is an information item.