



Memorandum

AGENDA ITEM 8

DATE: May 20, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 6/9/2020 Board Meeting: Appropriate \$100,000 in Prop K Sales Tax Funds for Neighborhood Transportation Improvement Program Coordination

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Appropriate \$100,000 in Prop K funds for:</p> <p>1. Neighborhood Transportation Improvement Program (NTIP) Coordination</p> <p>SUMMARY</p> <p>The purpose of the Transportation Authority’s NTIP is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. The subject request will provide support for implementation of the NTIP next fiscal year, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects. Included in the NTIP Coordination allocation request are tables listing all NTIP projects to date, including percent complete, and a summary of remaining NTIP funds by supervisorial district. At the CAC meeting, we will provide a brief overview of two pending NTIP capital projects that aren’t yet sufficiently finalized to present to the CAC, but that we are planning to bring to directly to the Board in June due to time sensitive issues. These include SF Public Works’ Bayshore Boulevard/Cesar Chavez Street/Potrero Avenue Intersection Improvements (the Hairball) (Districts 9 and 10), which needs additional funds to address a cost increase in the construction phase, and funds to design bulb-outs at the Buchanan Mall intersections at Golden Gate Avenue and Turk Street (District 5). More information is provided on these projects below and SF Public Works staff will attend the May 27 CAC meeting to answer any questions the CAC may have.</p>	<p><input checked="" type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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DISCUSSION

Attachment 1 summarizes the subject request, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources)



compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief project description. Attachment 3 highlights any staff recommendations or special conditions of interest. An Allocation Request Form is attached, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

Upcoming NTIP Capital Requests. At the June 9 Transportation Authority Board meeting, we anticipate presenting two NTIP capital requests from SF Public Works for approval. The first request is for additional funds for Bayshore Boulevard/Cesar Chavez Street/Potrero Avenue Intersection Improvements (the Hairball) to cover a cost increase due to unforeseen conditions identified by the contractor in the field. While digging in the project area, the contractor found underground utilities that SF Public Works needs to relocate in order to lower the bike/pedestrian path and discovered that the volume of hazardous soil needing to be removed from the site is greater than expected. Commissioner Ronen and Commissioner Walton have each committed additional NTIP funds to cover a portion of the funding needed. This request is not ready to be considered by the CAC on May 27 because SF Public Works is still finalizing the full funding plan to cover the cost increase.

The second NTIP capital request from SF Public Works is for the design phase for bulb-outs at the Buchanan Mall intersections at Golden Gate Avenue and Turk Street. These improvements were evaluated and recommended through the NTIP-funded Western Addition Community Based Transportation Plan approved in 2017. We are recommending that consideration of this request advance directly to the June Board meetings to support Commissioner Preston's desire for SF Public Works to implement this pedestrian safety project as soon as possible and to facilitate inclusion of the work into the design phase of the Golden Gate and Laguna repaving project which is slated to start construction in Spring/Summer 2021. We've been supporting Commissioner Preston's and SF Public Works' efforts to finalize the locations and funding plan and are in the process of reviewing the request which was just submitted this week, and thus, is not yet ready to present to the CAC.

FINANCIAL IMPACT

The recommended action would appropriate \$100,000 in Prop K funds. The appropriation would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Form.

Attachment 4 shows the approved Prop K Fiscal Year 2020/21 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds will be included in the proposed Fiscal Year 2020/21 budget to accommodate the recommended action.

CAC POSITION

The CAC will consider this item at its May 27, 2020 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 -Summary of Requests



- Attachment 2 - Project Description
- Attachment 3 - Staff Recommendation
- Attachment 4 - Prop K Allocation Summary - FY20/21
- Attachment 5 - Allocation Request Form

Attachment 1: Summary of Requests Received

Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ 100,000	40%	0%	Planning	Citywide
TOTAL				\$ 100,000	\$ 100,000	40%	0%		

Footnotes

- ¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).
- ² Acronym: SFCTA (San Francisco County Transportation Authority)
- ³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.
- ⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Project Description

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ -	The purpose of the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP) is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. This funding request provides support for implementation of the NTIP, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects. Included in the allocation request following the scope description are tables listing all NTIP projects to date, including percent complete, and a summary of remaining NTIP funds by supervisorial district. The NTIP Planning Guidelines are attached to the allocation request form for reference.
TOTAL			\$100,000	\$0	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendation

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendations
44	SFCTA	NTIP Program Coordination	\$ 100,000	\$ -	
TOTAL			\$100,000	\$0	

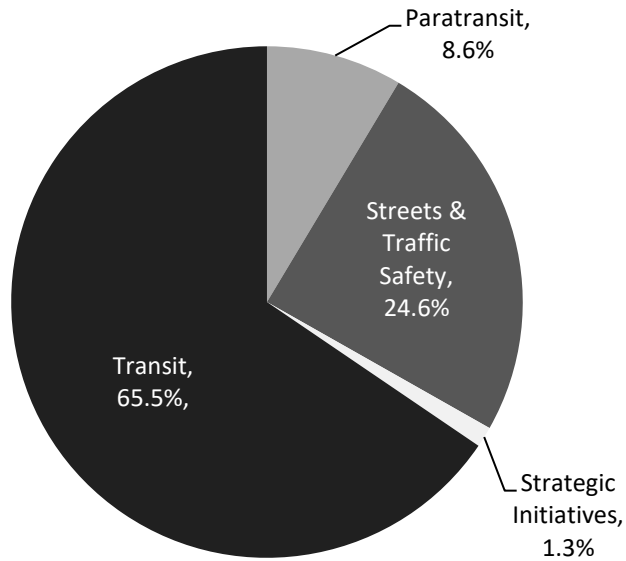
¹ See Attachment 1 for footnotes.

Attachment 4: Prop K Allocation Summary

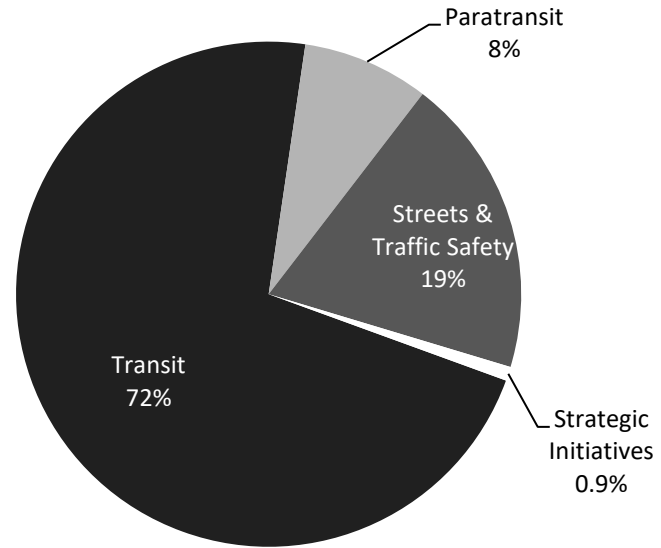
PROP K SALES TAX							
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 3,257,155	\$ 2,821,473	\$ 435,682	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
New Total Allocations	\$ 3,357,155	\$ 2,921,473	\$ 435,682	\$ -	\$ -	\$ -	\$ -

The above table shows maximum annual cash flow for all FY 2020/21 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



Prop K Investments To Date



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation/Land Use Coordination
Current Prop K Request:	\$100,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

The purpose of the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP) is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects that can be funded by Prop K sales tax and/or other sources. This funding request provides support for implementation of the NTIP, including working with district supervisor offices, implementing agencies, and community stakeholders to identify, develop, and support delivery of NTIP planning and capital projects.

Detailed Scope, Project Benefits and Community Outreach

Background: The San Francisco Transportation Plan's equity analysis identified significant unmet demand for pedestrian and bicycle circulation projects and transit reliability initiatives particularly in outlying neighborhoods, and concluded that meeting these transportation needs is an important way to improve mobility in neighborhoods and to address socioeconomic and geographic disparities in San Francisco. As a result of this finding and in response to public and Board input, in 2014 the Transportation Authority developed the Neighborhood Transportation Improvement Program (NTIP). The NTIP has two components: a planning component to fund community-based planning efforts in each Supervisorial district; and a capital component to provide local matching funds for neighborhood-scale projects in each district. NTIP Cycle 1 covered the five-year period of FY 2014/15 through FY 2018/19. Cycle 2 covers the five-year period of FY 2019/20 through FY 2023/24.

Current Request: The requested Prop K funds will enable Transportation Authority staff to work with district supervisor offices, implementing agencies such as the San Francisco Municipal Transportation Agency, and community stakeholders to support Transportation Authority Board members' efforts to identify potential NTIP planning and capital projects and to develop proposed scope, schedule, and budget information to support allocation of NTIP grants, as well as project delivery oversight. It also includes ongoing support of the NTIP program including regular communications with the district supervisors' offices regarding progress on NTIP projects. The NTP Planning Grant Guidelines are attached to this allocation request and provide additional detail on NTIP Planning Grants and the pre-development and program support work that staff will provide.

NTIP Project Status: Over the five-year NTIP Cycle 2 period, each supervisorial district has a total of \$100,000 for NTIP planning grants and \$600,000 intended to serve as local match for one small and one medium-sized neighborhood-scale NTIP capital project. Some districts have not used the full amount of Cycle 1 funds available and carried forward up to \$300,000 in Cycle 1 NTIP funds into Cycle 2. See Table 1 and Table 2 following this scope section for the complete list (including percent complete for each of Cycle 1 and Cycle 2 NTIP projects, respectively, and Table 3 for a summary of remaining NTIP funds by district as of May 19, 2020.

Project Location

Citywide

Project Phase(s)

Planning/Conceptual Engineering (PLAN)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$150,000

Neighborhood Transportation Improvement Program (NTIP) Cycle 1 Projects (as of March 31, 2020)

NTIP Planning Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	District 1 NTIP Planning Project	SFMTA	100%	\$100,000	14/15
2	Managing Access to the "Crooked Street" (1000 Block of Lombard Street)	SFCTA	100%	\$100,000	14/15
3	Kearny Street Multimodal Improvements Study	SFMTA	90%	\$100,000	15/16
4	66 Quintara Reconfiguration Study	SFMTA	100%	\$100,000	16/17
5	Western Addition Community-Based Transportation Plan	SFMTA	100%	\$100,000	14/15
6	Pedestrian Safety in SOMA Youth and Family Zone - Folsom-Howard Streetscape Project	SFMTA	100%	\$48,000	15/16
6	Pedestrian Safety in SOMA Youth and Family Zone - Vision Zero Ramp Intersection Study	SFCTA	100%	\$52,000	15/16
7	Balboa Area TDM Study	Planning	100%	\$100,000	15/16
8	Valencia Street Bikeway Implementation Plan	SFMTA	100%	\$50,000	17/18
9	Alemanya Interchange Improvement Study	SFCTA	100%	\$100,000	14/15
10	District 10 Mobility Management Study	SFCTA	100%	\$100,000	17/18
11	Geneva-San Jose Intersection Study	SFMTA	92%	\$100,000	15/16

NTIP Capital Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	Arguello Blvd Near-Term Improvements	SFMTA	100%	\$188,931	15/16
1	Arguello Blvd Improvements	SFMTA	100%	\$70,700	17/18
1	Fulton Street Safety	SFMTA	65%	\$82,521	18/19
2	Lombard Street Corridor	SFMTA	100%	\$400,000	15/16
2	Lombard Crooked St Reservation & Pricing System Development	SFCTA	100%	\$200,000	16/17
3	Kearny Multimodal Implementation Plan- Traffic Analysis	SFCTA	75%	\$50,000	17/18
3	Jefferson Street Improvements Phase 2	SFPW	20%	\$200,000	17/18
3	Battery and Sansome Bicycle Connections	SFMTA	100%	\$200,000	18/19
4	Sloat/Skyline Intersection Alternatives Analysis	SFMTA	80%	\$250,000	16/17
4	Lower Great Highway Pedestrian Improvements	SFMTA	75%	\$250,000	17/18
5	Frederick/Clayton Traffic Calming	SFMTA	25%	\$175,000	18/19
5	Divisadero Intersection Improvements	SFMTA	80%	\$273,500	18/19
6	Golden Gate Avenue Buffered Bike Lane	SFMTA	100%	\$50,000	15/16
6	Howard Street - Embarcadero to 3rd Street	SFMTA	25%	\$75,000	18/19
6	Bessie Carmichael Crosswalk	SFMTA	100%	\$28,000	15/16
6	South Park Traffic Calming	SFMTA	100%	\$30,000	16/17
6	7th and 8th Streets Freeway Ramp Intersections Near Term Improvements	SFMTA	15%	\$160,000	18/19
7	Lake Merced Bikeway Feasibility	SFMTA	7%	\$150,000	18/19
7	District 7 FY19 Participatory Budgeting Priorities	SFMTA	25%	\$255,000	18/19
8	Elk Street at Sussex Street Pedestrian Safety Improvements	SFMTA	25%	\$482,150	16/17, 18/19
9	Alemanya Interchange Improvement Project Phase 1	SFMTA	30%	\$275,477	16/17
9	Alemanya Interchange Improvement Project Phase 2	SFPW	18%	\$123,392	17/18
9, 10	Hairball Segments F & G	SFPW	40%	\$400,000	16/17, 17/18
10	Cesar Chavez/Bayshore/Potrero Intersection Improvements	SFMTA	100%	\$100,000	14/15
10	Potrero Hill Pedestrian Safety and Transit Stop Improvements	SFMTA	95%	\$60,000	14/15
11	Excelsior Near-Term Traffic Calming	SFMTA	90%	\$600,000	17/18

Neighborhood Transportation Improvement Program (NTIP) Cycle 2 Projects (as of March 31, 2020)

NTIP Planning Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
4	District 4 Mobility Improvements Study	SFCTA	15%	\$100,000	19/20
5	Octavia Traffic Study	SFCTA	10%	\$100,000	19/20
9	Alemanya Realignment Study	SFCTA	5%	\$100,000	19/20
10	District 10 15 Third Street Bus Study	SFCTA	75%	\$30,000	19/20
11	Alemanya Safety Project	SFMTA	60%	\$100,000	19/20

NTIP Capital Projects

District	Project Name	Lead Agency	% Complete	Amount Allocated	Year of Allocation
1	Anza Bike Lanes	SFMTA	1%	\$220,000	19/20
11	District 11 Traffic Calming Cycle 2	SFMTA	35%	\$600,000	19/20

Summary of NTIP Funds Available (as of May 19, 2020)

District	Total Allocated	Total Pending Allocation	Total Remaining NTIP Funds	Total NTIP Funds (Cycles 1 and 2)
1	\$662,152	\$0	\$737,848	\$1,400,000
2	\$700,000	\$0	\$700,000	\$1,400,000
3	\$550,000	\$0	\$850,000	\$1,400,000
4	\$700,000	\$0	\$700,000	\$1,400,000
5	\$648,500	\$0	\$751,500	\$1,400,000
6	\$443,000	\$0	\$957,000	\$1,400,000
7	\$505,000	\$0	\$895,000	\$1,400,000
8	\$532,150	\$0	\$867,850	\$1,400,000
9	\$798,869	\$0	\$601,131	\$1,400,000
10	\$490,000	\$0	\$910,000	\$1,400,000
11	\$1,400,000	\$0	\$0	\$1,400,000
Total	\$7,429,671	\$0	\$7,970,329	\$15,400,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jul-Aug-Sep	2020	Apr-May-Jun	2021
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation/Land Use Coordination	\$0	\$100,000	\$0	\$100,000
Phases in Current Request Total:	\$0	\$100,000	\$0	\$100,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$100,000	\$0	Previous work of similar scope
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$0	\$0	
Operations	\$0	\$0	
Total:	\$100,000	\$100,000	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY

Agency	Program Support	Total
SFCTA	\$ 100,000	\$ 100,000
Total	\$ 100,000	\$ 100,000

DETAILED LABOR COST ESTIMATE - BY AGENCY

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director	150	\$ 102.47	2.5	\$ 256.38	0.07	\$ 38,457
Senior Engineer	20	\$ 75.25	2.5	\$ 188.28	0.01	\$ 3,766
Senior Program Analyst	40	\$ 56.63	2.5	\$ 141.69	0.02	\$ 5,707
Senior Transp. Planner	240	\$ 61.58	2.5	\$ 154.07	0.12	\$ 36,977
Transportation Planner	45	\$ 53.10	2.5	\$ 132.86	0.02	\$ 5,979
Intern	130	\$ 28.00	2.5	\$ 70.06	0.06	\$ 9,115
Total	625				0.30	\$ 100,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$100,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$100,000	Total Prop AA Recommended:	\$0

SGA Project Number:	144-44	Name:	NTIP Program Support - SFCTA
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	12/31/2021
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-144	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Deliverables

1. Quarterly progress reports shall report on work performed for each District Supervisor as well as general NTIP program support.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	NTIP Program Coordination
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$100,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
ER

CONTACT INFORMATION

	Project Manager	Grants Manager
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NEIGHBORHOOD TRANSPORTATION IMPROVEMENT PROGRAM

Planning Guidelines



The Neighborhood Transportation Improvement Program (NTIP) is made possible by the San Francisco County Transportation Authority through grants of Proposition K (Prop K) local transportation sales tax funds. Prop K is the local sales tax for transportation approved by San Francisco voters in November 2003.



PHOTO CREDITS:

Cover photo of pedestrians and cyclists courtesy Lynn Friedman, Flickr Creative Commons

Photo of cyclists on Arguello courtesy SFMTA Photography Department

Contents

Overview	2
Why create a Neighborhood Transportation Improvement Program (NTIP)?	
What do we want to achieve with the NTIP?	
What type of work does the NTIP fund?	
How much funding is available?	
 Eligibility	 2
What types of planning efforts can be funded?	
Who can lead an NTIP planning effort?	
How will proposals be screened for eligibility?	
What specific activities and expenses are eligible for reimbursement?	
 Project Initiation and Scoping	 3
Where do NTIP planning ideas come from?	
How does an idea develop into an NTIP planning grant?	
 What Are the Grant Award Terms?	 5
Are there timely use of funds deadlines?	
What are the monitoring, reporting, and attribution requirements?	
 How Do I Get More Information?	 5
 Grant Process Flow-chart	 6



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County Transportation
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Overview

WHY CREATE A NEIGHBORHOOD TRANSPORTATION IMPROVEMENT PROGRAM (NTIP)?

The Transportation Authority's NTIP was developed in response to mobility and equity analysis findings from the San Francisco Transportation Plan (SFTP) and to public and the Transportation Authority Board's desire for more focus on neighborhoods, especially on Communities of Concern¹ and other underserved neighborhoods. The SFTP, which is the city's 30-year blueprint guiding transportation investment in San Francisco, found that walking, biking and transit reliability initiatives are important ways to address socio-economic and geographic disparities. The NTIP is intended to respond to these findings.

WHAT DO WE WANT TO ACHIEVE WITH THE NTIP?

The purpose of the NTIP is to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community-supported neighborhood-scale projects. The latter can be accomplished through strengthening project pipelines or helping move individual projects more quickly toward implementation, especially in Communities of Concern and other neighborhoods with high unmet needs.

WHAT TYPE OF WORK DOES THE NTIP FUND?

NTIP planning funds can be used for community-based planning efforts in San Francisco neighborhoods, especially in Communities of Concern or other underserved neighborhoods and areas with vulnerable populations (e.g., seniors, children, and/or people with disabilities). Specifically, NTIP planning funds can be used to 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. NTIP planning funds can also be used to complete additional planning/ conceptual engineering for existing planning projects that community stakeholders regard as high-priority. All NTIP planning efforts must be designed to address one or more of the following SFTP priorities:

- 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 vulnerable populations (e.g., seniors, children, and/or people with disabilities).

¹ <https://www.sfcta.org/policies/communities-concern>

Ultimately, NTIP planning efforts should lead toward prioritization of community-supported, neighborhood-scale capital improvements that can be funded by the Transportation Authority's Prop K sales tax for transportation and/or other sources.

HOW MUCH FUNDING IS AVAILABLE?

The NTIP Planning program provides \$100,000 in Prop K funding for each supervisorial district to use over the next five years (Fiscal Years 2019/20 - 2023/24). The \$100,000 can be used for one planning effort or multiple smaller efforts. No local match is required for planning grants, though it is encouraged.

The Transportation Authority has also programmed \$6.6 million in Prop K matching funds for implementation of NTIP planning grant recommendations during the next five years. During this second cycle of the NTIP, the capital match funds can also be used to fund other community-supported, neighborhood-scale projects that already have been identified and are being prepared for delivery in the next five years.

Eligibility

WHAT TYPES OF PLANNING EFFORTS CAN BE FUNDED?

Examples of eligible planning efforts include:

- District-wide or area-wide needs and prioritization processes (e.g., the District 10 Mobility Management Study, Balboa Area TDM Study).
- Site specific needs and prioritization processes (e.g., the Managing Access to the "Crooked Street" (1000 Block of Lombard Street), Alemany Interchange Improvement Study, Geneva-San Jose Intersection Study).
- Project-level plans or conceptual designs for smaller efforts (e.g., advancing conceptual design of a high priority project identified in a prior community planning effort, safety project concepts development, and transportation demand management planning including neighborhood parking management studies).
- Traditional neighborhood transportation plan development (e.g., Western Addition Community-Based Transportation Plan).
- Corridor plans (e.g., Valencia Street Bikeway Implementation Plan).

The expectation is that NTIP funds will be leveraged like other Prop K funds. This leveraging would be necessary to fully fund some of the larger scale and more intensive efforts listed above. (A traditional neighborhood transportation plan might run \$300,000; a corridor

plan could be much more expensive, depending on the scope). Without leveraging, a \$100,000 NTIP planning grant could fund a smaller-scale planning effort.

All NTIP planning efforts must include a collaborative planning process 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 or designs with them, and to utilize their perspective in identifying potential strategies and solutions for addressing transportation needs.

WHO CAN LEAD AN NTIP PLANNING EFFORT?

NTIP planning efforts can be led by Prop K project sponsors, other public agencies, and/or community-based organizations. The grant recipient, however, must be one of the following Prop K-eligible sponsors: the Bay Area Rapid Transit District (BART), the Peninsula Corridor Joint Powers Board (Caltrain) the Planning Department, the San Francisco County Transportation Authority (Transportation Authority or SFCTA), the San Francisco Municipal Transportation Agency (SFMTA), or San Francisco Public Works (SFPW). If a non-Prop K sponsor is leading the NTIP planning project, it will need to partner with a Prop K sponsor or request that a Prop K sponsor act as a fiscal sponsor.

HOW WILL PROPOSALS BE SCREENED FOR ELIGIBILITY?

In order to be eligible for an NTIP Planning grant, a planning effort must satisfy all of the following screening criteria:

- Project sponsor is one of the following Prop K project sponsors: BART, Caltrain, the Planning Department, SFCTA, SFMTA, SFPW—or is partnering with a Prop K-eligible sponsor (either as a partner or a fiscal sponsor).
- Project is eligible for funding from Prop K.
- Project is seeking funds for planning/conceptual engineering phase. A modest amount of the overall grant may be applied toward environmental clearance (typically for categorical exemption types of approvals), but this may not represent a significant portion of proposed expenditures.
- Cumulative NTIP requests for a given supervisorial district do not exceed the maximum amount available for each supervisorial district (i.e., \$100,000).
- Project will address at least one of the SFTP priorities: improve pedestrian and/or bicycle safety, encourage walking and/or biking, improve transit accessibility, and/or improve mobility for Communities of Concern or other underserved neighborhoods and at-risk populations (e.g., seniors, children, and/or people with disabilities).

- Project is neighborhood-oriented and the scale is at the level of a neighborhood or corridor. The project may be district-oriented for efforts such as district-wide prioritization efforts, provided that the scope is compatible with the proposed funding.
- Project must include a collaborative planning process with community stakeholders.
- Planning project is proposed to be completed in two years.

WHAT SPECIFIC ACTIVITIES AND EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

Funds must be used only for planning-related activities. Eligible costs include: community surveys, data gathering and analysis, community meetings, charrettes, focus groups, planning and technical consultants, outreach assistance provided by community-based organizations, developing prioritized action plans, conceptual or 30% design drawings, cost estimates, and bilingual services for interpreting and/or translation services for meetings. Further details on eligible expenses are included in the Prop K Standard Grant Agreement that will be executed by the Transportation Authority and the Prop K grant recipient.

Project Initiation and Scoping

WHERE DO NTIP PLANNING IDEAS COME FROM?

The NTIP sets aside Prop K funds for each district supervisor to direct funds to one or more community-based, neighborhood-scale planning efforts in the next five years. Ultimately, the district supervisor (acting in his/her capacity as a Transportation Authority Board commissioner) will recommend which project(s) will be funded with an NTIP planning grant. All projects must be consistent with the adopted guidelines.

Anyone can come up with an NTIP planning grant idea, including, but not limited to, a District Supervisor, agency staff, a community-based organization, or a community member. There is no pre-determined schedule or call for projects for the NTIP planning grants. Rather, each Transportation Authority Board member will contact the Transportation Authority's NTIP Coordinator when s/he is interested in exploring NTIP proposals. Board members may already have an idea in mind, seek help from agency staff in generating ideas, or solicit input from constituents and other stakeholders. See below for how these ideas are vetted and turned into NTIP planning grants.

HOW DOES AN IDEA DEVELOP INTO AN NTIP PLANNING GRANT?

INITIATING A REQUEST: The District Supervisor initiates the process by contacting the Transportation Authority's or SFMTA's NTIP Coordinator with a planning proposal, a request to help identify potential planning project ideas,

or to help with a formal or informal call for projects for his or her respective district.

The Transportation Authority and the SFMTA have designated NTIP Coordinators who will work collaboratively to implement the NTIP Planning grant program. The NTIP Coordinators will work with the District Supervisor and any relevant stakeholders throughout the NTIP planning proposal identification and initial scoping process. They will be responsible for seeking input from appropriate staff within their agencies, as well as from other agencies depending on the particular topic.

VETTING IDEAS AND SCOPING: Once contacted by a District Supervisor, the SFCTA and SFMTA NTIP Coordinators will establish a dialogue with the relevant District Supervisor and agency staff to develop an understanding of the particular neighborhood’s needs and concerns that could be addressed through a planning effort, to evaluate an idea’s potential for addressing identified issues, and to explore whether complementary planning or capital efforts are underway, in the pipeline, or have already occurred.

This step in the process is necessarily iterative and collaborative in nature. It involves working with the District Supervisor to identify an eligible NTIP planning proposal and reaching agreement on the purpose and need, what organization will lead/support the effort, developing a summary scope, identifying desired outcomes and/or deliverables, and preparing an initial cost estimate and funding plan.

TABLE 1.

Checklist for Developing a Strong NTIP Planning Grant Proposal

DOES YOUR PLANNING PROPOSAL HAVE...?

- ✓ Clear purpose/need statement and goals
- ✓ Clear list of deliverables/outcomes
- ✓ Well-defined scope, schedule, and budget
- ✓ Clear and diverse community support
- ✓ Coordination with other relevant planning efforts
- ✓ Inclusive community engagement strategy
- ✓ Community of Concern or underserved community focus
- ✓ Appropriate funding/leveraging commensurate with proposed scope
- ✓ Implementation model (lead agency; agency and community roles defined)

NTIP planning grant funds are modest, but a great deal can be accomplished depending on how the planning effort is scoped and how it leverages other resources (e.g., existing plans, staff, other fund sources, concurrent planning and design efforts, etc.). The checklist shown in Table 1 reflects elements that are typically necessary to support a strong NTIP planning proposal.

As the project scope begins to solidify, another key aspect to address is determining the lead agency and identifying the roles of other agencies and stakeholders that need to be involved. The SFCTA and SFMTA NTIP Coordinators will assist with this effort, which requires consideration of multiple factors such as how well the NTIP planning proposal matches an agency’s mission and goals, and current priorities; staff resource availability during the proposal timeframe; and availability of consultant resources to address staff resource constraints. The Transportation Authority is willing to provide access to its on-call consultants to assist with NTIP planning efforts if that is found to be a viable approach to a particular planning proposal.

Agreeing upon the lead agency and the timing of the planning effort are important outcomes of the scoping phase. Based on prior experience and feedback from project sponsors, it is clear that implementation agency participation in the project initiation and scoping process and involvement in some form in the planning effort (from leading the effort to strategically providing input and reviewing key deliverables) helps ensure that the recommendations stemming from the study will be prioritized sooner rather than later in that agency’s work program.

The lead agency (or the grant recipient if it is a different entity) should prepare a Prop K allocation request (See next section).

REQUESTING ALLOCATION OF FUNDS: The designated grant recipient needs to complete a Prop K allocation request form that details the agreed-upon scope, schedule, cost and funding plan for the project. Transportation Authority staff will review the allocation request to ensure completeness. Once it is finalized the funding request will go through the next monthly Transportation Authority Board cycle for approval. This involves review and action by the Citizens Advisory Committee, and Transportation Authority Board.

What are the grant award terms?

All NTIP planning projects must adhere to the Prop K Strategic Plan policies and the requirements set forth in the Prop K Standard Grant Agreement. The sections below highlight answers to a few commonly asked questions.

ARE THERE TIMELY USE OF FUNDS DEADLINES?

Planning efforts must be completed within two years of the grant award. If a grant recipient does not demonstrate adequate performance and timely use of funds, the Transportation Authority may, after consulting with the project sponsor and relevant District Supervisor, take appropriate actions, which can include termination or redirection of the grant.

WHAT ARE THE MONITORING, REPORTING, AND ATTRIBUTION REQUIREMENTS?

NTIP planning grants will be subject to the same monitoring, reporting and attribution requirements as for other Prop K grants. Requirements are set forth in the Prop K Standard Grant Agreement and include items such as including appropriate attribution on outreach fliers and reports which will be shared with the district supervisor, and submitting a closeout report upon project completion.

Upon completion of each planning project, project sponsors will report to the Transportation Authority Board on key findings, recommendations, and next steps, including implementation and funding strategy. The Board will accept or approve the final report for the NTIP planning grant.

How do I get more information?

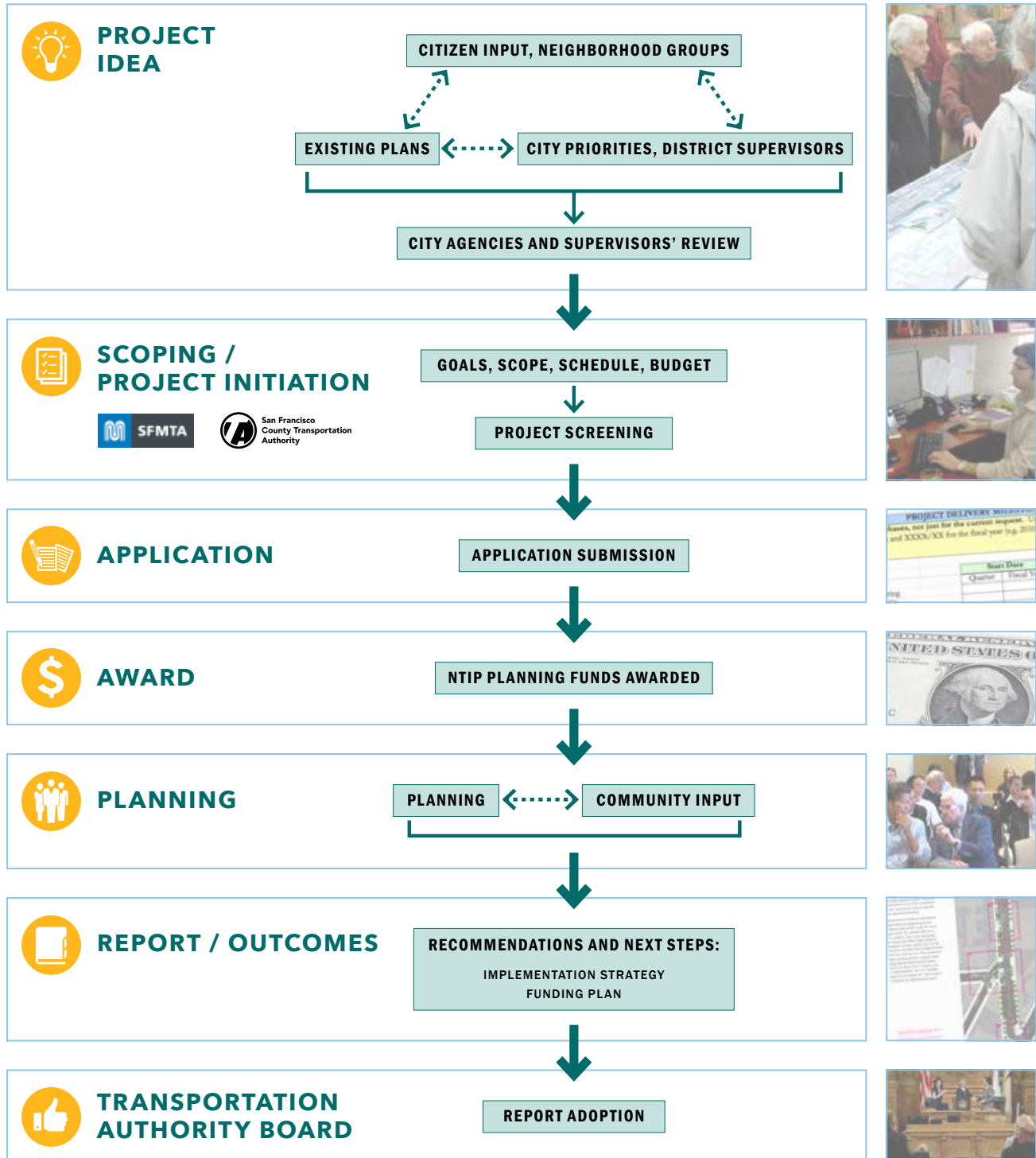
Visit the Transportation Authority's website at: www.sfcta.org/ntip

Or contact one of the NTIP coordinators:

Transportation Authority:
Anna LaForte
415-522-4805
anna.laforte@sfcta.org

SFMTA:
Jamie Parks
415-646-2121
jamie.parks@sfmta.com

NTIP Planning Grant process Flow-chart



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