



Memorandum

AGENDA ITEM 10

DATE: April 22, 2021
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 05/11/2021 Board Meeting: Allocate \$640,000 in Prop K Funds, with Conditions, for Two Requests

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Allocate \$400,000 in Prop K funds to San Francisco Public Works (SFPW) for:</p> <ol style="list-style-type: none"> Minnesota and 25th Street Intersection Improvements [NTIP Capital] <p>Allocate \$240,000 in Prop K funds, with conditions, to the San Francisco Municipal Transportation Agency (SFMTA) for:</p> <ol style="list-style-type: none"> Safe Routes to Schools Program Administration <p>SUMMARY</p> <p>Attachment 1 lists the requests, including phase(s) of work and supervisorial district(s). Attachment 2 provides a brief description of the projects. Attachment 3 contains the staff recommendations. Project sponsors will attend the meeting to answer any questions the Board may have.</p>	<p><input checked="" type="checkbox"/> Fund Allocation</p> <p><input checked="" 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 allocation requests, 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 brief project descriptions. Attachment 3 summarizes the staff recommendations for each request, highlighting special conditions and other items of interest. An Allocation Request Form for each project is attached, with more detailed information on scope, schedule, budget, funding, deliverables and special conditions.

FINANCIAL IMPACT

The recommended action would allocate \$640,000 in Prop K funds. The allocations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Forms.



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 allocation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the proposed amended Fiscal Year 2020/21 annual budget that is anticipated to receive final approval by the Board at its April 27 meeting. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distributions for those respective fiscal years.

CAC POSITION

The CAC will consider this item at its April 28, 2021 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Summary of Requests
- Attachment 2 - Project Descriptions
- Attachment 3 - Staff Recommendations
- Attachment 4 - Prop K Allocation Summaries - FY 2020/21
- Attachment 5 - Allocation Request Forms (2)

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	38	SFPW	Minnesota and 25th Street Intersection Improvements [NTIP Capital]	\$ 400,000	\$ 450,000	51%	11%	Construction	10
Prop K	43	SFMTA	Safe Routes to Schools Program Administration	\$ 240,000	\$ 240,000	54%	0%	Construction	Citywide
TOTAL				\$ 640,000	\$ 690,000	52%	7%		

Attachment 1: Summary of Requests Received

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) or the Traffic Congestion Mitigation Tax (TNC Tax) category referenced in the Program Guidelines.
- ² Acronyms: SFMTA (San Francisco Municipal Transportation Agency); SFPW (San Francisco Public Works)
- 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: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
38	SFPW	Minnesota and 25th Street Intersection Improvements [NTIP Capital]	\$ 400,000	SFPW will construct a new bulb-out and curb ramps on the eastern side of the Minnesota and 25th streets intersection, creating a shorter, safer, and accessible crossing at this busy intersection. The pedestrian safety improvements are part of a larger Minnesota Streetscape project that will provide street repair, a new sidewalk, streetscape upgrades and extend the Minnesota Grove along Minnesota Street, between 23rd and 25th streets; and along 23rd Street, from Minnesota to Tennessee streets. These improvements were recommended in the Central Waterfront/Dogpatch Public Realm Plan. Commissioner Walton is supportive of using \$400,000 in District 10 Neighborhood Transportation Improvement Program funds to construct the pedestrian safety improvements. The project will be open for use by June 2022.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
43	SFMTA	Safe Routes to Schools Program Administration	\$ 240,000	<p>Funds are for administration of the SF Safe Routes to School program for a four month period, from May-August 2021. This request funds SFMTA staff time during the remaining portion of the second and final year of the One Bay Area Grant funding cycle. The SFMTA oversees and coordinates San Francisco's school transportation programs which are focused on the core goals of safety and mode shift. The attached allocation request form includes a description of the SRTS: Equity Plan providing additional details on how SFMTA identifies and supports equity schools with additional in-person resources.</p> <p>On March 23, 2021, the Transportation Authority Board nominated the SFMTA's Safe Routes to School Non-Infrastructure Program for \$2,100,000 from MTC's Safe and Seamless Mobility Quick-Strike Program. On April 23, MTC staff presented their recommendation to partially fund the program with \$1,800,000. If approved, SFMTA will receive Authorization to Proceed with construction in fall 2021. With a partial Quick-Strike award, SFMTA anticipates returning in the fall to request additional Prop K funds to continue staff support. MTC has some additional federal relief funds to distribute and the staff recommendation includes directing some of these funds to the Quick-Strike Program so it is possible the project will receive more than currently recommended.</p>
TOTAL			\$640,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
38	SFPW	Minnesota and 25th Street Intersection Improvements [NTIP Capital]	\$ 400,000	
43	SFMTA	Safe Routes to Schools Program Administration	\$ 240,000	Deliverable: By September 2021, SFMTA staff will provide a report on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals of reducing single family vehicle trips by 37% and school-related collisions by 50% by 2030, consistent with the required deliverable for the One Bay Area Grant.
TOTAL			\$ 640,000	

¹ See Attachment 1 for footnotes.

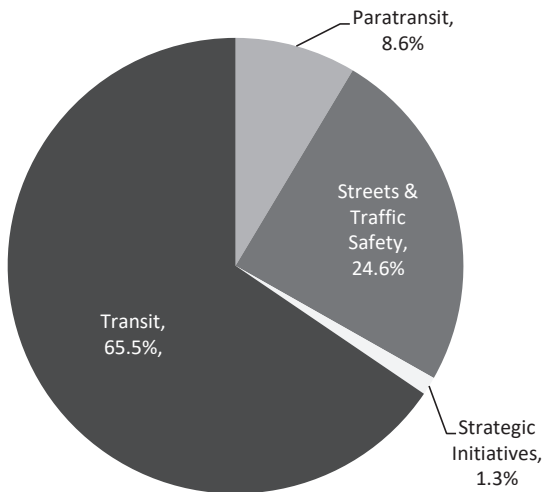
**Attachment 4.
Prop K Allocation Summary - FY2020/21**

PROP K SALES TAX

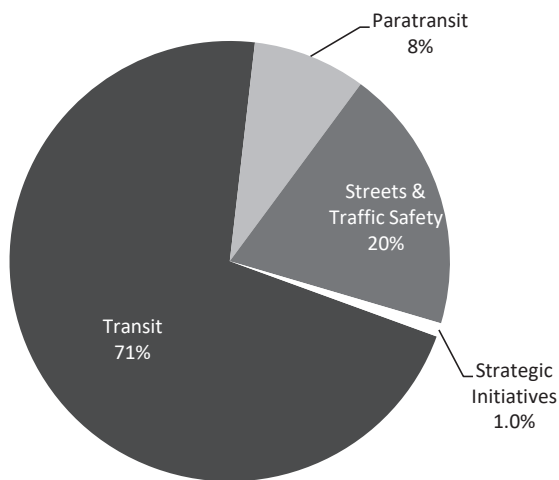
FY2020/21	Total	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 78,814,291	\$ 18,842,802	\$ 32,735,179	\$ 20,459,635	\$ 6,360,718	\$ 415,957	\$ -
Current Request(s)	\$ 640,000	\$ -	\$ 540,000	\$ 100,000	\$ -	\$ -	\$ -
New Total Allocations	\$ 79,454,291	\$ 18,842,802	\$ 33,275,179	\$ 20,559,635	\$ 6,360,718	\$ 415,957	\$ -

the current recommended allocation(s).

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



Prop K Investments To Date



San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Minnesota and 25th Street Intersection Improvements [NTIP Capital]
Grant Recipient:	Department of Public Works

EXPENDITURE PLAN INFORMATION

PROP K Expenditure Plans	Traffic Calming
Current PROP K Request:	\$400,000
Supervisory District	District 10

REQUEST

Brief Project Description

The project will construct a new bulb-out and curb ramps on the eastern side of the Minnesota St and 25th St intersection, creating a shorter, safer, and accessible crossing at this busy intersection. These pedestrian safety improvements are part of a larger Minnesota Streetscape project that will provide much needed street repair, new sidewalk, streetscape upgrades and extend the Minnesota Grove along Minnesota St, between 23rd and 25th St; and along 23rd St, from Minnesota St. to Tennessee St. These improvements are a recommendation of the Central Waterfront/Dogpatch Public Realm Plan.

Detailed Scope, Project Benefits and Community Outreach

At the request of District 10 Supervisor Shamann Walton, SF Public Works requests Prop K Neighborhood Transportation Improvement Program (NTIP) funds to build a bulb-out and curb ramps on the eastern side of the Minnesota St and 25th St intersection, creating a shorter, safer, and accessible crossing, as recommended in the Central Waterfront/Dogpatch Public Realm Plan. The Transportation Authority's NTIP is intended to strengthen project pipelines and advance the delivery of community supported neighborhood-scale projects, especially in Communities of Concern and other neighborhoods with high unmet needs.

The stretch of Minnesota St. from 23rd to 25th, and 23rd St. from Minnesota to Tennessee serves as a cultural and social hub for Dogpatch with art galleries, the Minnesota Grove, and coffee shops in addition to serving multiple industrial businesses. The street is currently in poor condition with fragmentary lengths of sidewalk and lacking an accessible path of travel for pedestrians.

The requested Prop K District 10 NTIP funds will support construction of a new bulb-out and curb ramps at the intersection of Minnesota St and 25th Street. Currently, there are no ADA ramps for pedestrians to cross the nearly 50' wide north-south crossing at 25th Street. The improvements at the intersection include:

- Path of Travel & Accessibility Improvements, including a new ADA-compliant path of travel on the east side of Minnesota St. starting at 25th St. where currently there is none.
- Bulb-out & Curb Ramps (25th NE corner)

- Curb Ramps (25th SE corner)

These improvements are part of the larger Minnesota Streetscape project, which includes landscaping, lighting, ADA access improvements through the Minnesota Grove, extension of the Minnesota Grove, new sidewalk and paving along Minnesota Street, between 23rd and 25th Street, as well as additional bulb-outs, curb ramps and sidewalk improvements on 23rd St, between Minnesota St and Tennessee St. This scope of work will be delivered through one joint contract that will include other streetscape and paving improvements. This project is also coordinating with a private entity that will construct a new sidewalk along the west side of Minnesota St. from 25th to approximately 260' north.

This project is a recommendation of the Central Waterfront/Dogpatch Public Realm Plan that was developed as part of a planning effort from Summer 2015 through Spring 2017. Additional outreach was conducted during the design phase including meeting with members of the community on December 15, 2020, and by working with the Dogpatch & NW Potrero Hill Green Benefit District and the Dogpatch Neighborhood Association to facilitate the designs for parking legislation changes that are now in place. SFPW will implement a project website to provide construction updates along with staff contact details for the community. Additionally, SFPW will continue working with the Dogpatch & NW Potrero Hill Green Benefit District and the Dogpatch Neighborhood Association.

Project Location

Minnesota St. and 25th St.

Project Phase(s)

Construction (CON)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
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:	\$400,000

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Minnesota and 25th Street Intersection Improvements [NTIP Capital]
Grant Recipient:	Department of Public Works

ENVIRONMENTAL CLEARANCE

Environmental Type:	Negative Declaration
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)	Jul-Aug-Sep	2018	Apr-May-Jun	2020
Environmental Studies (PA&ED)	Jan-Feb-Mar	2020	Oct-Nov-Dec	2020
Right of Way				
Design Engineering (PS&E)	Apr-May-Jun	2020	Jul-Aug-Sep	2021
Advertise Construction	Jul-Aug-Sep	2021		
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2021		
Operations (OP)				
Open for Use			Oct-Nov-Dec	2022
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2023

SCHEDULE DETAILS

This scope of work will be delivered through one joint contract that will include other streetscape and paving improvements. This project is also coordinated with a private entity that will construct a new sidewalk along the west side of Minnesota St. from 25th to approximately 260' north.

SFPW will implement a project website to provide construction updates along with contact details for SFPW staff for the community. SFPW will continue working with the Dogpatch & NW Potrero Hill Green Benefit District and the Dogpatch Neighborhood Association.

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Minnesota and 25th Street Intersection Improvements [NTIP Capital]
Grant Recipient:	Department of Public Works

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
EP-138: Traffic Calming	\$0	\$400,000	\$0	\$400,000
DEVELOPER IMPACT FEES	\$0	\$0	\$50,000	\$50,000
Phases In Current Request Total:	\$0	\$400,000	\$50,000	\$450,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
DEVELOPER IMPACT FEES	\$0	\$0	\$50,000	\$50,000
Funding Plan for Entire Project Total:	\$0	\$0	\$50,000	\$50,000

COST SUMMARY

Phase	Total Cost	PROP K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0		
Environmental Studies	\$0		
Right of Way	\$0		
Design Engineering	\$50,000		Actual cost and cost to complete
Construction	\$450,000	\$400,000	70% engineer's estimate
Operations	\$0		
Total:	\$500,000	\$400,000	

% Complete of Design:	75.0%
As of Date:	04/13/2021
Expected Useful Life:	10 Years

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET - Minnesota and 25th Street Intersection Improvements [NTIP Capital]

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)					
Budget Line Item	Totals	% of contract	SFPW	SFMTA	Contractor
1. Contract					
Asphalt Concrete	\$ 30,000				\$ 30,000
Concrete Base	\$ 90,000				\$ 90,000
Curb & Gutter	\$ 20,000				\$ 20,000
Sidewalk	\$ 50,000				\$ 50,000
Curb Ramp	\$ 20,000				\$ 20,000
Catchbasin	\$ 10,000				\$ 10,000
Culvert	\$ 25,000				\$ 25,000
Manhole	\$ 10,000				\$ 10,000
2. Mobilization	\$ 15,000				\$ 15,000
3. Traffic Routing	\$ 30,000				\$ 30,000
Subtotal	\$ 300,000				\$ 300,000
4. Contingency	\$ 35,000	12%	\$ 35,000		
5. Construction Management/Support (SFPW)	\$ 90,000	30%	\$ 90,000		
6. Construction Management/Support (SFMTA)	\$ 10,000	3%		\$ 10,000	
7. Other Direct Costs (Materials Testing)	\$ 5,000	2%	\$ 5,000		
8. Other Direct Costs (Striping & Signage)	\$ 10,000	3%		\$ 10,000	
TOTAL CONSTRUCTION PHASE	\$ 450,000		\$ 130,000	\$ 20,000	\$ 300,000

Construction Management/Support cost includes the Construction Management, Inspection, Engineering Support, Project Management, and Public Outreach costs. This scope of work has complexity due to the coordination of bulb-out design, curb ramps, updated drainage, Auxiliary Water Supply System monitoring, and street rehabilitation.

Improvement	Cost
NE Bulb-out	\$ 360,000
SE Curb Return	\$ 90,000
Total	\$ 450,000

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Minnesota and 25th Street Intersection Improvements [NTIP Capital]
Grant Recipient:	Department of Public Works

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total PROP K Requested:	\$400,000	Total PROP K Recommended	\$400,000

SGA Project Number:		Name:	Minnesota and 25th St Intersection Improvements [NTIP Capital]
Sponsor:	Department of Public Works	Expiration Date:	12/31/2023
Phase:	Construction	Fundshare:	88.89%

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-138	\$0	\$300,000	\$100,000	\$0	\$0	\$400,000

Deliverables

1. Quarterly progress reports (QPRs) shall include % complete to date, upcoming project milestones (e.g. ground-breaking, ribbon-cutting), and delivery updates including work performed in the prior quarter, work anticipated to be performed in the upcoming quarter, and any issues that may impact delivery, in addition to all other requirements described in the Standard Grant Agreement.

2. With the first QPR, Sponsor shall provide 2-3 photos of typical before conditions; with the first quarterly report following initiation of work, Sponsor shall provide a photo documenting compliance with the Prop K attribution requirements as described in the SGA; quarterly reports shall include photos of work being performed; and on completion of the project Sponsor shall provide 2-3 photos of completed work.

Special Conditions

1. The recommended allocation is contingent upon amendment of the Prop K Traffic Calming 5YPP. See attached 5YPP amendment for details.

Notes

1. Quarterly progress reports will be shared with the District Supervisor for this NTIP project.

Metric	PROP K	PROP AA	TNC TAX
Actual Leveraging - Current Request	0.89%	No PROP AA	No TNC TAX
Actual Leveraging - This Project	No PROP K	No PROP AA	No TNC TAX

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Minnesota and 25th Street Intersection Improvements [NTIP Capital]
Grant Recipient:	Department of Public Works

EXPENDITURE PLAN SUMMARY

Current PROP K Request:	\$400,000
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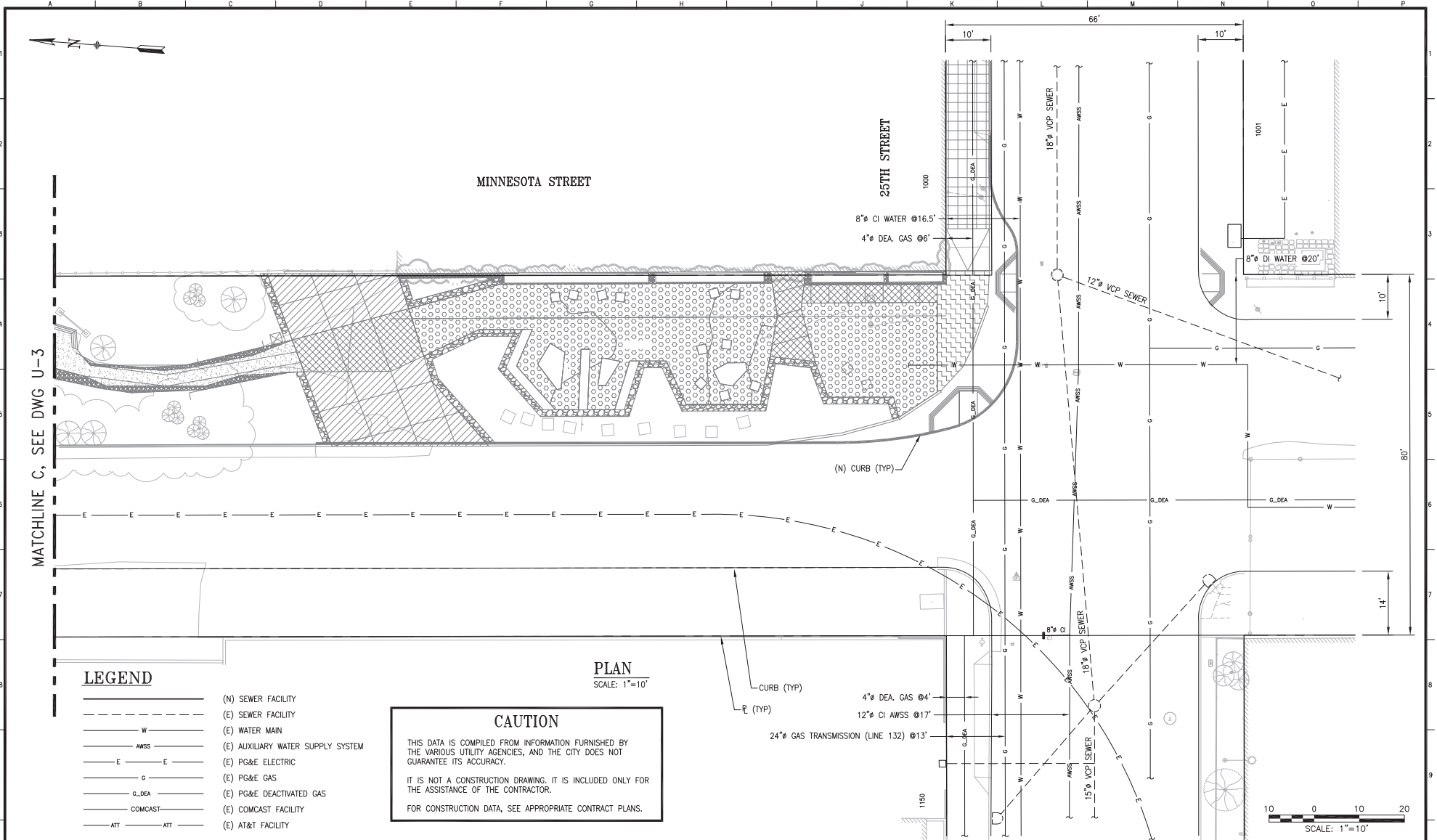
1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement:

ER

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Trent Tieger	Oscar Quintanilla
Title:	Project Manager	Capital Budget Analyst
Phone:	(415) 558-4045	(415) 860-2054
Email:	trent.tieger@sfdpw.org	oscar.quintanilla@sfdpw.org



NO.	DATE	DESCRIPTION	BY	APP.
TABLE OF REVISIONS				

REFERENCE INFORMATION & FILE NO. OF SURVEYS



BUREAU OF ENGINEERING
CITY & COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC WORKS
40 SOUTH VAN NESS AVENUE, SUITE 800
SAN FRANCISCO, CA 94108

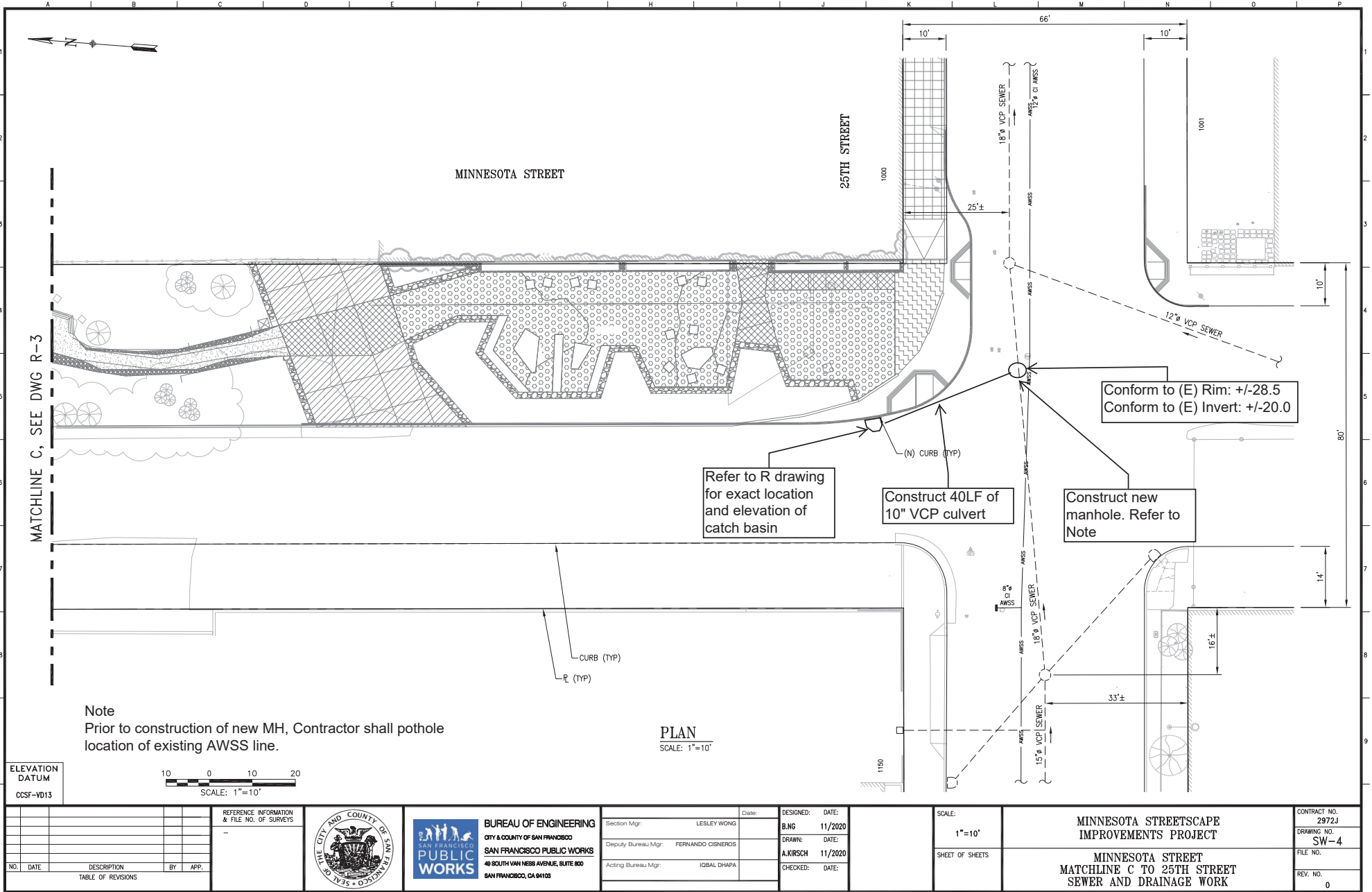
Section Mgr:	LESLEY WONG	Date:	
Deputy Bureau Mgr:	FERNANDO CISNEROS	DESIGNED:	B.N.G. 11/2020
Acting Bureau Mgr:	IOBAL DHAPA	DRAWN:	A.KIRSCH 11/2020
		CHECKED:	

SCALE:	1"=10'
SHEET OF SHEETS	

MINNESOTA STREETSCAPE IMPROVEMENTS PROJECT

MINNESOTA STREET MATCHLINE C TO 25TH STREET UTILITY OCCUPANCY PLAN

CONTRACT NO.	2972J
DRAWING NO.	U-4
FILE NO.	
REV. NO.	0



MATCHLINE C, SEE DWG R-3

MINNESOTA STREET

25TH STREET

Conform to (E) Rim: +/-28.5
Conform to (E) Invert: +/-20.0

Refer to R drawing for exact location and elevation of catch basin

Construct 40LF of 10" VCP culvert

Construct new manhole. Refer to Note

Note
Prior to construction of new MH, Contractor shall pothole location of existing AWSS line.

PLAN
SCALE: 1"=10'

ELEVATION DATUM
CCSF-YD13

10 0 10 20
SCALE: 1"=10'

NO.	DATE	DESCRIPTION	BY	APP.
TABLE OF REVISIONS				

REFERENCE INFORMATION & FILE NO. OF SURVEYS



BUREAU OF ENGINEERING
CITY & COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC WORKS
49 SOUTH VAN NESS AVENUE, SUITE 800
SAN FRANCISCO, CA 94108

Section Mgr:	LESLEY WONG	Date:	
Deputy Bureau Mgr:	FERNANDO CISNEROS	DESIGNED: DATE:	B.N.G 11/2020
Acting Bureau Mgr:	IOBAL DHAPA	DRAWN: DATE:	A.KIRSCH 11/2020
		CHECKED: DATE:	

SCALE:
1"=10'

MINNESOTA STREETSCAPE IMPROVEMENTS PROJECT
MINNESOTA STREET
MATCHLINE C TO 25TH STREET
SEWER AND DRAINAGE WORK

CONTRACT NO. 2972J
DRAWING NO. SW-4
FILE NO.
REV. NO. 0

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Safe Routes to Schools Program Administration
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

PROP K Expenditure Plans	Transportation Demand Mgmt
Current PROP K Request:	\$240,000
Supervisorial District	Citywide

REQUEST

Brief Project Description

This grant will fund the San Francisco Municipal Transportation Agency's (SFMTA's) administration of the SF Safe Routes to School (SRTS) program from May 2021 through August 2021. This request funds SFMTA staff time during the second year of the One Bay Area Grant funding cycle. The SFMTA will continue to oversee and coordinate San Francisco's school transportation programs and focus on the core goals of school transportation: safety and mode shift.

Detailed Scope, Project Benefits and Community Outreach

Detailed scope attached.

Project Location

Citywide

Project Phase(s)

Construction (CON)

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:	\$240,000

**San Francisco County Transportation Authority
Proposition K Sales Tax Program Allocation Request Form**

Safe Routes to Schools Program Administration

This grant will fund the San Francisco Municipal Transportation Agency's (SFMTA's) administration of the SF Safe Routes to School (SRTS) program from May 2021 through August 2021. This request funds SFMTA staff time after the transition from the Department of Public Health that occurred in July 2019, and during the second year of the One Bay Area Grant funding cycle. The SFMTA will continue to oversee and coordinate San Francisco's school transportation programs and will increase its focus on the core goals of school transportation: safety and mode shift.

Background

The SFMTA is supporting our city's children and families coordinating efforts to provide safe and effective options for school transportation. Central to this comprehensive effort was the transition in summer 2019 of the SRTS program from the Department of Public Health (DPH) to the SFMTA in partnership with the San Francisco Unified School District (SFUSD). In January 2018, the Transportation Authority Board approved \$2,813,264 in One Bay Area Grant (OBAG) funds to the SFMTA for the SRTS Non-Infrastructure project, conditioned upon this management transition. This new structure enabled the SFMTA to reach all SFUSD schools by coordinating San Francisco's school transportation programs, including the re-established capital Safe Routes to Schools program. This reorganization also allowed for an increased focus on the core goals of school transportation:

- Mode Shift: By 2030, the program will reduce single family vehicle trips from 48% in 2018 to 30%.
- Safety Support: By 2030, the program will reduce school-related collisions by 50% from an annual average of 2 severe and 32 total injury collisions per year, which aligns with the city's Vision Zero initiative to eliminate all traffic deaths in San Francisco.

In June 2018, the SFMTA, in coordination with the San Francisco SRTS Partnership, presented the school transition plan to the Transportation Authority outlining the components of this coordinated, comprehensive approach to school safety and transportation management. In addition to outlining the key focus areas for a newly aligned SRTS Program, the plan identified the need for new administrative roles within the SFMTA.

Starting in July 2019, the SFMTA officially transitioned to be the program lead for the San Francisco SRTS program. The program will continue as a broad partnership led by a newly created SRTS Coordinator and supported by a multidisciplinary outreach team. The SF-SRTS program is a larger, more comprehensive program and is supported by two functional structures: The overall City SF-SRTS Program is composed of four City Agencies, the SFMTA, DPH, the Department of the Environment (SFE), and SFUSD, and the SF-SRTS Partnership that supports the non-infrastructure program, which includes four local non-profit partners, the San Francisco Bicycle Coalition (SFBC), Walk SF Foundation, the YMCA of San Francisco, and Tenderloin Community Benefit District.

Since its beginning, the SF-SRTS Program has centered equity in its work with school communities. Highlighted in the adopted *SF Safe Routes to School Framework*, the program has committed to and implemented a coordinated framework for its efforts to provide safe and effective options for school transportation. While SF-SRTS resources and activities are offered to all SFUSD schools, under SFMTA administration, SF-SRTS has adopted a data-driven method for prioritizing enhanced outreach and programmatic support to schools with heightened risk for traffic collisions and where need for support is highest. Once identified as an equity-focused priority school, SF-SRTS team members proactively reach out to establish relationships and work with the school community to select and customize SF-SRTS programming that meets the needs of that site. For additional details, see the attached SRTS: Equity Plan immediately following the scope.

When SFUSD closed in-person schooling in March of 2020 in response to the COVID-19 pandemic, the focus of the program shifted to supporting distance learning at SFUSD, providing limited programming at

**San Francisco County Transportation Authority
Proposition K Sales Tax Program Allocation Request Form**

Shared Schoolyard sites, adapting yearly events to be compatible with distance learning, and engaging with Community Learning Hubs about walking school bus support.

As a condition of OBAG funding, SFMTA provides a report to the Transportation Authority annually on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals. In the first year of SFMTA administration, the SF-SRTS program made substantial progress towards its established mode shift goal, with an observed reduction in single family vehicle trips from 48% in 2018 to 46% in 2020. Activities and impacts achieved in the first year of SFMTA administration of the SF-SRTS program can be found in the annual report submitted at the conclusion of the 2019-20 school year and attached to this request. This progress report requirement will be applied to this funding as well, due in September 2021.

Scope

The SFMTA requests funding to continue to support the SF-SRTS Coordinator position, in addition to funding a portion of the supervisory staff time needed for this position to be successful as well as increased time for support staff required for the program's success.

This involves substantial work fulfilling program management roles as well as coordinating adjustments to the program approach, including transitioning the program to provide support in accordance with evolving San Francisco health directives. This work includes developing internal processes, establishing strong partnership relationships, engaging with partners to transfer knowledge and past practices to the SFMTA, negotiating and documenting planned changes to the program based on new directions set in the 2018 SRTS Program framework.

Funding covers SFMTA staffing through the duration of the approved SRTS Non-Infrastructure project started in July 2019 and includes \$49,920 in material and printing. The material and printing budget covers incentive purchase and shipping, translation services, and printing of promotional and educational material in multiple languages that can be distributed at Community Hubs, schools offering in-person learning, and SFUSD food distribution sites. Maintaining the ability to purchase and print material is critical to provide equitable service to the SFUSD school community through reaching students and families who struggle to access and engage with online material.

On March 23, 2021, the Transportation Authority Board approved the nomination of the SFMTA's Safe Routes to School Non-Infrastructure Program for \$2,100,000 in MTC's Safe and Seamless Mobility Quick-Strike Program funding. On April 23, 2021, MTC staff presented their recommendation to partially fund the program with \$1,800,000 in Safe and Seamless Mobility Quick-Strike Program funding. If approved, SFMTA will receive Authorization to Proceed with Construction in fall 2021. With a partial award, SFMTA anticipates returning in the fall to request additional Prop K funds to continue staff support.

The SF-SRTS Coordinator Ongoing Role

Key to the future success of the SRTS program was the creation of a position, the SF SRTS Coordinator, or Schools Coordinator who began in June 2019. The position is housed in SFMTA's Planning Programs Section in the Sustainable Streets Division. This position oversees the final development and implementation of the SF-SRTS program including the reorganization of SFMTA's traditional schools work and the non-infrastructure partnership. In addition, this position has been supported by two staff members providing part time assistance required to successfully coordinate administration of the SRTS program and plan for continuing success of the program.

This coordinator position and support staff represent over 1 FTE and are responsible for four key areas:

- Coordinates the program areas within the SF-SRTS program
- Maintains high quality community relationships with school community and stakeholders

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Proposition K Sales Tax Program Allocation Request Form**

- Liaise with SFUSD to ensure strong partnership
- Chairs the SF-SRTS Partnership, including non-infrastructure program management

To support these key areas, the Schools Coordinator will work with the program partners to ensure that work programs are coordinated and comprehensive. As in-person and remote learning arrangements continue to develop, the Schools Coordinator directs and oversees all necessary adjustments to program materials and activities to enhance their relevance and value for all segments of the SFUSD student population. The Schools Coordinator will ensure that SF-SRTS events such as the annual Walk & Roll to School Day and Bike & Roll to School Day are designed and delivered in ways that are accessible and enriching for the broadest range of students and staff throughout SFUSD schools. In the 2020-21 school year this included stretching event from one day to a week, re-designing activities to be suitable for independent and remote participation, targeting promotion through Community Learning Hubs and awarding meaningful incentives to teachers at schools in each supervisorial district. Priorities for the development of distance-learning resources and trainings are determined by the Schools Coordinator for implementation by the SF-SRTS Partnership. The coordinator may delegate responsibility for certain program areas while ensuring that the SFMTA remains the fully accountable agency to deliver the SF-SRTS program.

Working with partners inside SFMTA and with the non-infrastructure partnership, the Schools Coordinator will develop and maintain a process for tracking and reporting on school-related activities that the City has undertaken in support of overall program goals. The Schools Coordinator will also maintain and support communication channels that expand how City and School decision-makers and school communities interact with the City about school-related concerns, inquiries and issues.

A key role of this position will be to ensure that communications between the non-infrastructure program, that engages with local school communities on a regular basis, is effectively connected to the infrastructure and environmental safety pieces of the program. To this end, the Schools Coordinator will be a single point of contact on issues related to school safety and remain in the loop on discussions regardless of the technical area of focus (engineering, enforcement, education, etc.) Communication with the community will be held to a high level of responsiveness, ensuring that parents, principals and School and City leaders are aware of how their inquiries and requests are being handled.

The Schools Coordinator will also maintain a contact list of key staff responsible for all school related efforts and activities and will endeavor to keep that list up-to-date to ensure that requests and inquiries are being handled expeditiously.

The School Coordinator will liaise directly with the SFUSD Sustainability Director on a regular basis to ensure that the City and School District are working closely together in implementing the program effectively and efficiently. Similarly, the School Coordinator will communicate regularly with appropriate DPH contacts and lead development of protocols aligning SF-SRTS activities with public health guidelines. The School Coordinator will also be the primary contact between the SF-SRTS program and the Board of Supervisors and other City leaders. Lastly, as the Chair of the SF-SRTS Partnership, the Schools Coordinator will provide oversight and direction to the SF-SRTS Partnership. This includes ensuring that the Partnership's outreach team is provided with clear direction, goals and outcomes to meet the program's goals and has appropriate and effective communication channels to meet the program's communications goals.

The SF-SRTS Support Staff Roles

SFMTA support staff have proven necessary to achieve progress towards program goals as the expected contribution of DPH has been restricted by shifts in agency staffing, exacerbated by the long-term demands of COVID-related disaster service work.

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Proposition K Sales Tax Program Allocation Request Form

SFMTA support staff take on tasks delegated by the SF-SRTS Coordinator to aid the development and implementation of the SF-SRTS program. Under the direction of the SF-SRTS Coordinator, tasks carried out by support staff include:

- Communicating priorities and direction established by SF-SRTS Coordinator to program partners
- Developing and monitoring detailed partner workplans in accordance with program priorities
- Establishing and executing purchasing plans for program collateral and incentives
- Coordinating with accounting staff on invoice processing
- Reviewing and editing program material
- Overseeing review of translated program material
- Writing and sending a program newsletter
- Supporting program reporting and evaluation
- Helping prepare funding requests and contract documents

SF Safe Routes to School: Equity Plan

Since its inception, the SF San Francisco Safe Routes to School Program has centered equity in how it serves SFUSD schools. Highlighted in the adopted *SF Safe Routes to School Framework*, the program has committed to and implemented a coordinated framework for its efforts to provide safe and effective options for school transportation. Through 2019-2021 of this revamped program, SF SRTS has stayed true in implementing *a strong equity consideration in ensuring that schools' volunteer resources are maximized, as not all schools are able to benefit from the time of parent volunteers, yet all are deserving of the benefits of this resource.*

The SF SRTS program has two program goals:

- **Mode shift-** By 2030, the program will reduce single family vehicle trips from 46% in 2020 to 30%
- **Safety-** By 2030, the program will reduce single school-related collisions by 50% from an annual average of 2 severe and 32 total injury collisions per year, which aligns with the city's Vision Zero initiative to eliminate all traffic deaths in San Francisco.

The program's guiding Framework specifically embeds equity in program actions as part of the programmatic support to schools:

With two program goals, mode-shift and safety, the final school prioritization methodology will need to factor in schools with demonstrable safety issues, schools with a high percentage of students who qualify for free or reduced lunch, and schools with high potential for mode shift. When completed, it is expected that priority safety schools will be looked at for infrastructure and environmental safety interventions first while priority mode shift schools will add education and encouragement to the list of potential interventions.

To this end, in the summer of 2019, the SFMTA Safe Routes to School team conducted a thorough data driven prioritization process to identify which schools received broad engagement support and which schools, due to equity related concerns, would receive "deep dive" outreach and support. SF-SRTS works with school communities directly to determine which of the proposed deep dive offerings fits their needs.

Methodology for Prioritization of schools with an equity focus

Many SFUSD schools, including some that currently exceed expectations for walking, biking, carpooling, or taking transit, are identified as opportunities to provide additional support through offerings like Walking School Buses and other program offerings from a broad menu of options. Program activities for each school site are designed to ensure students' ability to engage in sustainable transportation by addressing barriers related to personal safety (both real and perceived) and equity.

Two criteria were used to determine which schools would be prioritized for deeper equity related support 1) the location where pedestrian safety was a heightened risk and 2) schools where student participation in the National Free and Reduced-Price School Meal program (FRPM) is

highest. As with many youth and SFUSD programs aimed at addressing the needs of vulnerable students, FRPM stands in as a proxy for school communities who may need additional staff support. Schools with a high percentage of students on FRPM may lack parent/ PTA resources to host school activities and the network of volunteers with the flexibility and time to support extracurricular transportation activities.

The resulting schools are those who meet both of the following criteria:

- Schools with the highest number of pedestrian-involved collisions within ¼ miles.
- Schools with the highest % of students eligible for the National Free and Reduced Meal Program.

Using collision data from SF Police department and FRPM data from SFUSD, the SF SRTS team conducted an analysis of all schools and ranked and selected them based on the identified criteria. The results of this analysis are as follows:

Equity Schools that receive additional in-person resources		
Elementary	% of Free and Reduced Price Meals (2018-2019)	Pedestrian involved Collisions within ¼ mile
Cesar Chavez Elementary	76.5	57
Tenderloin Community School	86.3	158
Marshall Elementary	68.4	92
Redding Elementary	70	102
Jean Parker	70.6	75
Chinese Ed Center	92%	98
John Yehall Chin	67.3	56
Bessie Carmichael	76.8	41
Spring Valley	78.6	51
Middle		
Bessie Carmichael Middle	76.8	41
MLK	76.9	27
James Denman Middle School	84.5	22
High School		
Balboa	69.4	24
Marshall	62.4	10

Program activity selection:

Once the school sites were identified, the SF SRTS team engaged its partners from multiple community-based organizations in order to design specific program offerings for equity schools that were culturally responsive and addresses the Safe Routes to School programmatic goals. Through community conversations and in-person tabling events from Fall 2019-Spring 2020, the SF SRTS partners (Walk SF, SF Bicycle Coalition, SF Environment, Y-Bike, and Tenderloin Safe Passage) worked with schools and SFMTA staff to identify site-specific programming for

each of the selected equity-focused deep dive schools and developed ways to authentically engage with students, parents, and educators at each site. Materials used for community engagement purposes at each school site are translated into the city’s 4 official languages: Chinese, Spanish, Filipino, and English. Arabic language translations are also used for school communities where Arabic is commonly spoken by families and students.

Deep dive activities that are undertaken at equity-focused schools

SF SRTS Deep Dive Menu Items		
<p>Annual Events SF SRTS offers support in organizing these annual events. Deep Dive schools are usually selected as media schools and materials and outreach are conducted in the city’s four official languages: Filipino, Chinese, Spanish, and English. For some deep dive schools, additional support in Arabic is provided.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Walk & Roll to School Day (October) <input type="checkbox"/> Bike & Roll to School Week (April) 	<p>Walk & Roll to School Day is a global event that celebrates students who walk and roll safely to school. It’s held in the Fall in partnership with SF SRTS and Walk SF. Multilingual staff support and materials are provided to schools.</p> <p>Bike & Roll to School Week is an event that encourages students and families who bike, scoot or skateboard to school. Held in the Spring in partnership with SF SRTS and the San Francisco Bicycle Coalition. SF SRTS sends multilingual staff to organize a multilingual event.</p>
<p>Programming Support The SF SRTS team can offer organizing tools, promotion, and incentives to help sustain or kick off recurring programming.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Regular/Recurring Walk & Roll to School Days <input type="checkbox"/> Multilingual Walking School Buses <input type="checkbox"/> Group walks for Middle/High School 	<p>Promote safe walking and biking to/from school through regular encouragement activities.</p> <p>Promote safe walking to/from school through group walks on a set route. This parent and volunteer-led activity encourages regular attendance to school, less traffic during drop-off and pick-up, safety while crossing busy streets, increased physical activity and improved wellness for children. Some schools encourage walking school buses as a way to reduce truancy (ex. Malcolm X Academy). In neighborhoods such as Chinatown, the Tenderloin, and the Excelsior, culturally affirming walking school bus celebrate a specific community’s culture and traditions, as well as draw from that community to participate in and support the multilingual WSB activities.</p> <p>Walking to school is better with friends. The SF SRTS team will help students and their friends plan a safe</p>

	<p>students</p> <ul style="list-style-type: none"> <input type="checkbox"/> MTAP Assembly <input type="checkbox"/> Bike Blender 	<p>route to school. This student-led activity encourages regular attendance to school, less traffic during drop-off and pick-up, safety crossing streets, increased physical activity and improved wellness. It also qualifies for Earth Day Every Day points!</p> <p>SF SRTS works with MTAP (SFMTA’s Muni Transit Assistance Program) to keep middle and high school students safe on the bus. MTAP staff are trained in conflict resolution skills and then ride specific routes with the purpose of diffusing and deterring conflicts through restorative practices. The SF SRTS team and MTAP will hold an assembly for schools so that they know how to access MTAP services. Students can meet the MTAP team and learn how to address any personal safety concerns you might have on your Muni ride.</p> <p>Make bicycle-powered smoothies at your events! The bike blender is loved by children of all ages and is a great way to reward students for good attendance, positive behavior, and responsible environmental choices. SF SRTS staff will train school staff on how to use the bike blender as an incentive to fight truancy.</p>
<p>On-Site Trainings Have a group of parents and volunteers ready to lead a pack of safe walkers, “rollers,” and/or Muni riders? We’ll visit your school and train you in building and sustaining your SRTS program. For older students, we will teach you how to lead SRTS activities at your schools.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Free Muni for Youth and Lifeline Pass Resource Fair <input type="checkbox"/> Transit Field Trip <input type="checkbox"/> Community Safety Training 	<p>This is a great event for parents or students who want to learn about the SFMTA’s affordability programs and get support in filling out their application(s). We’ll help you learn if you qualify and help you apply on-site! Multilingual SF SRTS outreach staff will host this event at middle/high schools and share transit affordability resources with students.</p> <p>SF SRTS staff will empower students and parents to ride Muni by hosting an interactive workshop and group ride. Get to know your Muni routes, operators, and best practices.</p> <p>Does your community have safety concerns about walking in the area around your school? This interactive workshop will teach students or caregivers what they need to know about personal safety while walking to/from school. Get in the safety mindset and practice proactive walking! Our multilingual team is available to host this training for your school community.</p>

	<input type="checkbox"/> Biking with Children <input type="checkbox"/> Volunteer Crossing Guard Training	<p>Learn skills and best practices for riding a bicycle with small children.</p> <p>Learn how to start a volunteer crossing guard program with your school community. SFMTA's professional crossing guards will come and train your volunteers.</p>
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Continuing Evaluation and Refinement

Over time, it is expected that some school communities will be able to systematically adopt the equity programming that SF SRTS staff currently runs as part of their day to day operations. This is true in school communities, such as Malcolm X Academy, which has adopted recurring walking school buses to reduce chronic absenteeism at their school by 30%.¹ Since 2019, Malcolm X Academy has partnered with Urban Ed Academy, a nonprofit that works to narrow the achievement gap by increasing the number of Black and Brown male teachers, to host recurring walking school buses from nearby public housing to the school. In this example, school leaders and community organizations have stepped in to keep programs going once they have been implemented and the benefits confirmed. Our goal is that some deep dive schools will adopt these equity programs as part of their school communities so that we can add new deep dive schools to this list and serve more deep dive schools. Given that a third of San Francisco's streets run through historically disadvantaged communities, and streets in these neighborhoods are almost twice as likely to be on the high injury network, we know that our most vulnerable students will still need as much support as possible to get to school safely. Currently, around 700 students participate in recurring walking school buses, while there are 55,000 students in SFUSD. We still have a ways to go in ensuring that all our children can get to school safely and sustainably.

¹ <https://walksf.org/2020/03/04/the-power-of-a-walking-school-bus-at-malcolm-x-elementary/>

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Safe Routes to Schools Program Administration
Grant Recipient:	San Francisco Municipal Transportation Agency

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 (PLAN)				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2021		
Operations (OP)				
Open for Use			Jul-Aug-Sep	2021
Project Completion (means last eligible expenditure)			Jul-Aug-Sep	2021

SCHEDULE DETAILS

Outreach to school communities is ongoing throughout project. Outreach is conducted through email, phone calls, newsletter, posting to the SFUSD staff bulletin board (formerly OASIS, now DRUPAL), social media and website posts, outreach through community partners, printed material distributed at school food and material distribution sites, and (when allowed by public health and school protocols) directly at school sites. Please see Equity Plan for more information on sites prioritized for enhanced outreach and support.

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Safe Routes to Schools Program Administration
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
EP-143: Transportation Demand Mgmt	\$0	\$240,000	\$0	\$240,000
Phases In Current Request Total:	\$0	\$240,000	\$0	\$240,000

COST SUMMARY

Phase	Total Cost	PROP K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0		
Environmental Studies	\$0		
Right of Way	\$0		
Design Engineering	\$0		
Construction	\$240,000	\$240,000	Calculated based on salaries and expected level of effort
Operations	\$0		
Total:	\$240,000	\$240,000	

% Complete of Design:	0.0%
As of Date:	N/A
Expected Useful Life:	N/A

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY	
Agency	Total
SFMTA	\$ 189,580
City Attorney Fees	\$ 500
Materials and Printing Costs*	\$ 49,920
Total	\$ 240,000

*The material and printing budget covers incentive purchase and shipping, translation services, and printing of promotional and educational material in multiple languages that can be distributed at Community Hubs, schools offering in-person learning, and SFUSD food distribution sites.

DETAILED LABOR COST ESTIMATE						
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Manager VI / 9174	20	\$ 76.99	\$ 2.68	\$ 206.38	0.010	\$ 4,128
Transit Planner IV / 5290	56	\$ 70.71	\$ 2.64	\$ 186.86	0.027	\$ 10,464
Transportation Planner III / 5289	700	\$ 59.65	\$ 2.68	\$ 160.08	0.337	\$ 112,056
Transportation Planner II / 5288	250	\$ 50.26	\$ 2.72	\$ 136.88	0.120	\$ 34,220
Planner I / 5277	250	\$ 41.35	\$ 2.78	\$ 114.85	0.120	\$ 28,713
Total	1276				0.61	\$ 189,580

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Safe Routes to Schools Program Administration
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total PROP K Requested:	\$240,000	Total PROP K Recommended	\$240,000

SGA Project Number:		Name:	Safe Routes to Schools Program Administration
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	06/30/2022
Phase:	Construction	Fundshare:	100.0%

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Total
PROP K EP-143	\$0	\$240,000	\$0	\$0	\$0	\$240,000

Deliverables

1. By September 2021, SFMTA staff will provide a report on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals of reducing single family vehicle trips by 37% and school-related collisions by 50% by 2030, consistent with the required deliverable for the OBAG grant.

Metric	PROP K	PROP AA	TNC TAX
Actual Leveraging - Current Request	1.0%	No PROP AA	No TNC TAX
Actual Leveraging - This Project	No PROP K	No PROP AA	No TNC TAX

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2020/21
Project Name:	Safe Routes to Schools Program Administration
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN SUMMARY

Current PROP K Request:	\$240,000
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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:

MJ

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Ana Vasudeo	Joel C Goldberg
Title:	Safe Routes to Schools Coordinator	Grants Procurement Manager
Phone:	(415) 646-2577	(415) 646-2520
Email:	ana.vasudeo@sfmta.com	joel.goldberg@sfmta.com



San Francisco Safe Routes to School 2019 - 2020 Evaluation Highlights

Prepared By:



raimi+
associates



SFMTA

Letter from the Director



London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair

Cheryl Brinkman, Director
Steve Heminger, Director

Jeffrey Tumlin, Director of Transportation



SF Environment



San Francisco
Department of Public Health



SFUSD SAN FRANCISCO
PUBLIC SCHOOLS



YMCA OF
SAN FRANCISCO



Summer 2020

Dear Safe Routes to School Supporters:

The 2019-2020 school year was the first year that the San Francisco Municipal Transportation Agency (SFMTA) had the pleasure of overseeing the San Francisco Safe Routes to School Partnership. It was a year of growth and expansion for the program, extending the program from 27 schools to 103 schools with on-site outreach and education. Internally, we enhanced and strengthened the coordination and collaboration with all of the school safety related services and ensured that schools received comprehensive information about all of the SFMTA's school-related programs, including the Crossing Guard Program, Free Muni for Low-Income Youth, and the Muni Transit Assistance Program.

Although we made great progress with Safe Routes to School, the COVID-19 pandemic has had profound changes to our city's transportation system and our school communities will continue to feel the impact of this change. Now, more than ever, the San Francisco Safe Routes to School Partnership will need to help students, particularly transit-dependent students, navigate our streets safely and sustainably during these unprecedented times. Now is also the time for us to help people walk/bike to school in order to reduce the impact that COVID-19 will have on our transportation system. With new initiatives, such as the SFMTA's Slow Streets Program, we are creating more opportunities for students to walk and bike safely to school. Given the new needs that our students are facing during this pandemic, the San Francisco Safe Routes to School Partnership has introduced several virtual trainings to help students and their families navigate our streets safely during shelter in place.

The SFMTA team is working hand in hand with our Safe Routes to School city and non-profit partners to ensure that all our students have access to affordable, safe, and reliable transportation options during this time of great uncertainty.

Sincerely,

Jeff Tumlin
Director of Transportation

Table of Contents

- Program Overview**4
- Background**.....5
- Goals and Objectives**.....6
- Expansion, Prioritization, and Commitment to Equity**.....7
- 2019 - 2020 SF Schools Participating in SRTS**.....8
- Focus Areas**.....9
- Goal 1 Findings: Mode Shift**.....10
- Goal 2 Findings: Safety Support**.....12
- How We Are Meeting Our Goals: Engagement & Education**14
- How We Are Meeting Our Goals: Transit Resource Fair**.....16
- How We Are Meeting Our Goals: Walking School Buses**.....18
- Looking Ahead**.....20



Program Overview

About Us

SF-SRTS is a partnership between city agencies and nonprofit partners, including the following among other partners:

- San Francisco Municipal Transportation Agency (SFMTA)
- San Francisco Unified School District (SFUSD)
- San Francisco Department of Public Health (DPH)
- San Francisco Department of the Environment (SFE)
- San Francisco Bicycle Coalition
- Tenderloin Safe Passage
- Walk San Francisco
- YMCA's YBike Program

SFMTA supports the city's children and families by building a coordinated framework for efforts that provide safe and effective options for school transportation.

This collaboration has resulted in...

- Increased focus on the program's core goals
- Improved coordination to promote sustainable transportation and support safety
- Improved communications to parents and stakeholders

Background

This report provides a high-level summary of the successes of the San Francisco Safe Routes to School (SF-SRTS) program in fiscal year 2019-2020 as well as opportunities for reflection, learning, and growth. We acknowledge the unprecedented context and challenging times in which this report is produced. The ongoing COVID-19 global pandemic has led to school closures, transformed in-person education to distance learning, and has resulted in numerous health, social, emotional and economic impacts for students and families, particularly for communities of color. SF-SRTS remains committed to enhancing children's health and well-being by creating opportunities to incorporate active transportation into their everyday lives, with equity and safety as top priorities.

The programming and data referenced throughout this report was implemented and gathered from September 2019 through mid-March 2020, before the shelter-in-place orders and school closures went into effect. After shelter-in-place, the program has pivoted to providing distance learning opportunities for SFUSD students.



“Alexa likes to draw and enjoyed drawing all the kids walking and rolling to school, especially because we were not able to this year. Alexa really enjoys Bike and Roll to School Week because it is good for the environment.”

-Parent of First Place Middle School Winner*

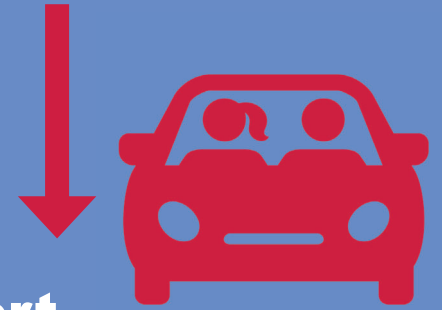
** An art contest was launched in 2020 to celebrate Bike and Roll to School Day. When schools were canceled due to the shelter-in-place order, the art contest provided an opportunity for students to participate in transportation-related activity that they could safely do from home. There were 44 entries from 27 schools, and prizes were given to selected winners.*



Goals

Goal 1 - Mode Shift

By 2030, the program will reduce single family vehicle trips from 48% in 2018 to 30%



Goal 2 - Safety Support

By 2030, the program will reduce school-related collisions by 50% from an annual average of 2 severe and 32 total injury collisions per year, which aligns with the city's Vision Zero initiative to eliminate all traffic deaths in San Francisco.

Objectives

- Increase the number of students and families using one of “Four Fun Ways” (FFW)
- Greater positive awareness of FFW among school communities and policymakers
- Greater capacity and knowledge of how to use FFW
- Expand the impact of limited resources

Four Fun Ways are defined as the four sustainable modes of transportation SF-SRTS promotes: walking, biking, transit use, and carpooling.

Expansion

Program outreach expanded from 27 schools to **103** non-charter public schools in SFUSD.

- In 2019-20, SF-SRTS conducted broad outreach to nearly all 60,000+ students in the district to increase awareness of the program and increase parent and school engagement

Coordination improved among school transportation efforts and created community feedback channels:

- Coordinated efforts with the Muni Transit Assistance Program, Crossing Guard Program, and MTA's school-site engineering team
- Partnered with SFMTA's Low Income Programs to increase outreach and support applications for Free Muni for Youth
- Hosted a Transit Day event with SF Transit Riders and directly engaged with middle and high school students through transit tabling

Prioritization

SF-SRTS prioritized deep engagement at 33 schools (serving approximately 21,237 students) based on:

- **Mode shift goals:** Schools where many students are driven to school in a family car despite living nearby. SF-SRTS used data from the 2017-2018 Commute Study for this prioritization.
- **Equity goals:** Schools where there is a high percentage of students eligible for free and reduced price meals in areas with a history of collisions.

Commitment to Equity

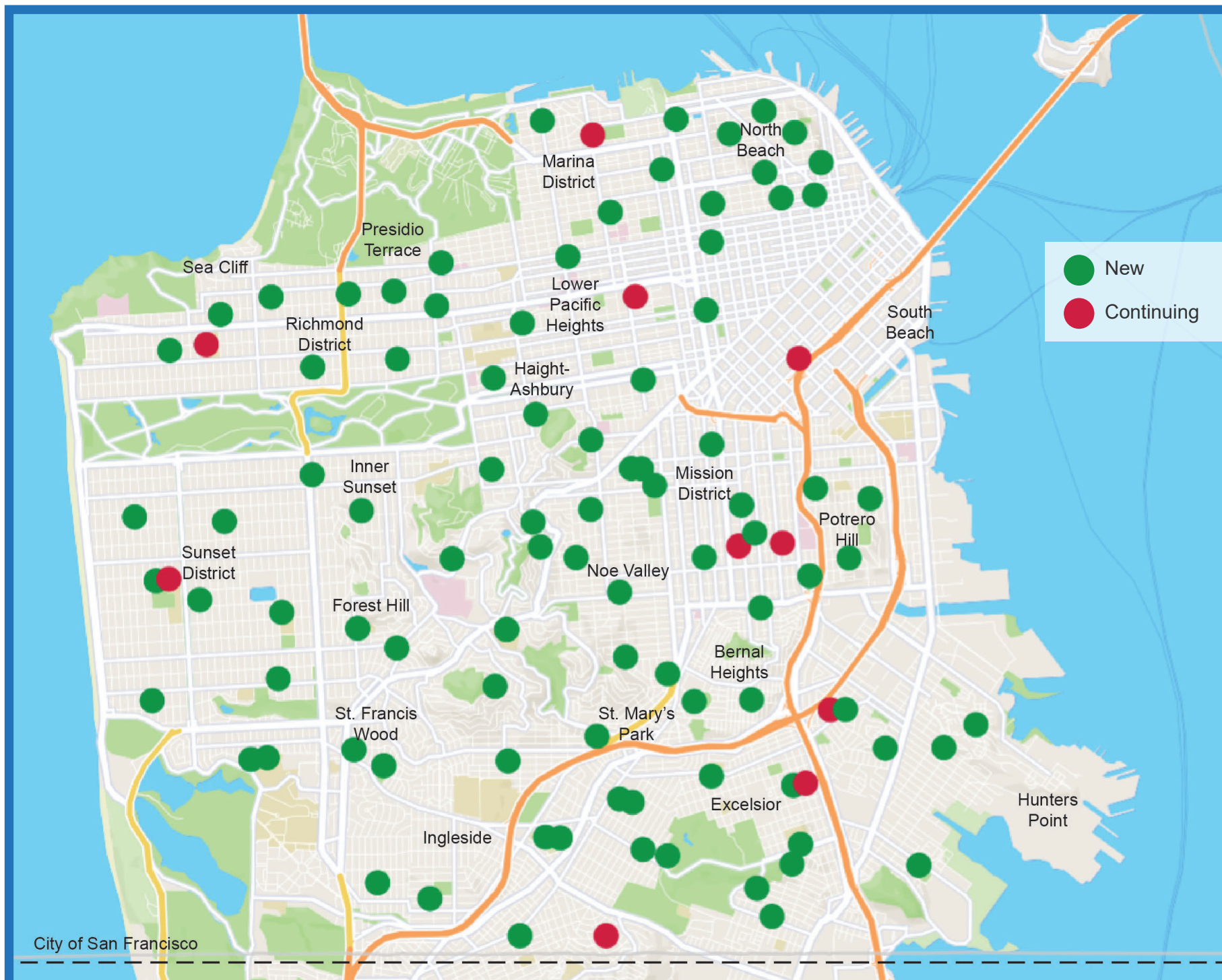
SF-SRTS uses a data-driven approach to prioritize schools in under-resourced neighborhoods where families face significant collision and personal safety challenges on trips to and from school. Equity-focused strategies include:

- Engaging families in multilingual program planning and implementation including direct outreach by multilingual staff and translated collateral resources
- Increasing access to culturally appropriate resources guided by community requests
- Providing on-the-ground support by SF-SRTS staff for events and programming
- Directing support to access low income transit services



SFUSD Schools Participating in SF-SRTS

All 103 SFUSD non-charter schools now participate in SF-SRTS.



Core Programming



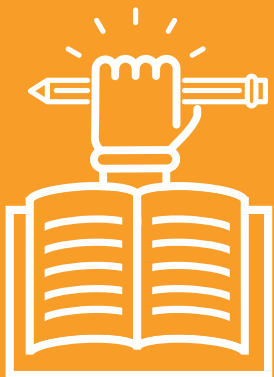
Encouragement

Communications, events, and support provided to families and students outside of the school day.



Environmental Safety

Programs and efforts to improve street safety and the perception of safety for families travelling to school.



Education

In-school, student-focused education on transportation safety and multi-modal transportation options.

Adjacent Infrastructure Support



Engineering

Physical engineering and planning work. Includes: traffic operations, traffic engineering, traffic calming, and walk audit program.



Transportation Services

Public transportation options. Includes Muni and school trippers, yellow school bus, and Free Muni for Youth.

Program Evaluation



Data-Driven Approach

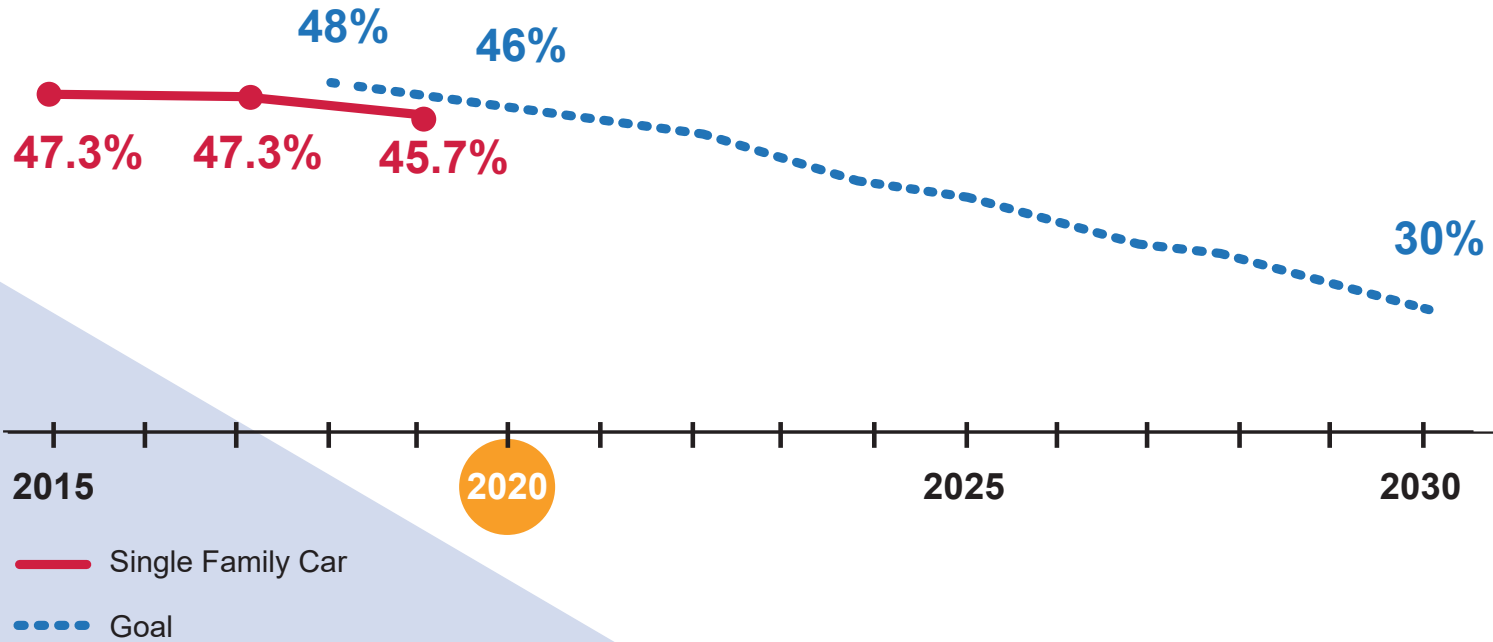
Program evaluation builds on SF-SRTS' data-driven approach to prioritization and engagement by:

- Tracking progress to achieving mode-shift and safety goals
- Recording activity and outreach metrics to measure school-level impacts
- Ensuring that program components are meeting identified metrics for success

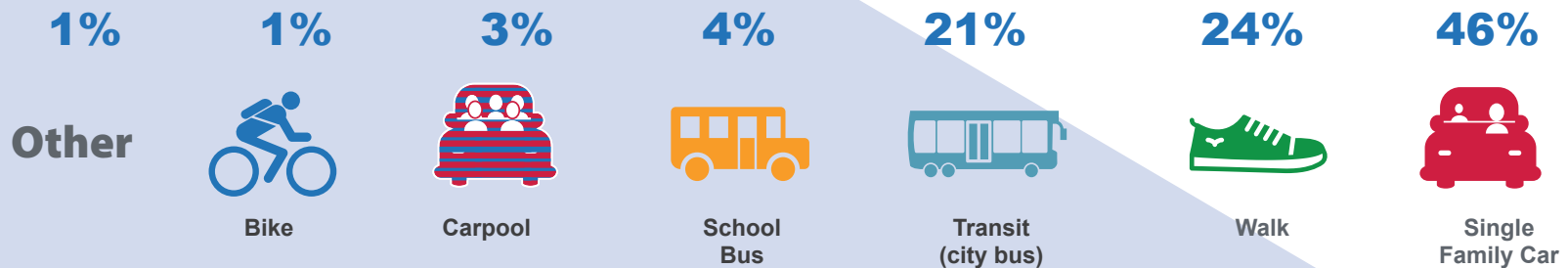
Goal 1 Findings: Mode Shift

Goal 1: Reduce single family vehicle trips from 48% in 2018 to 46% in 2020.

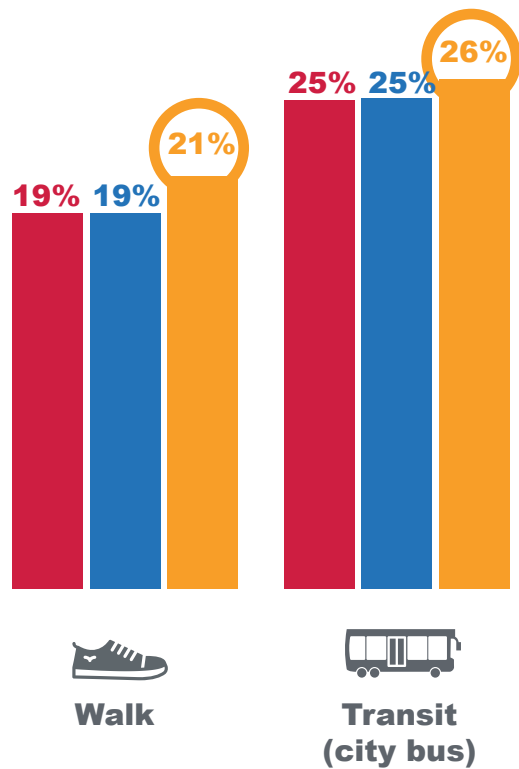
 **Goal met for 2020! On track to reach 2030 goal.**



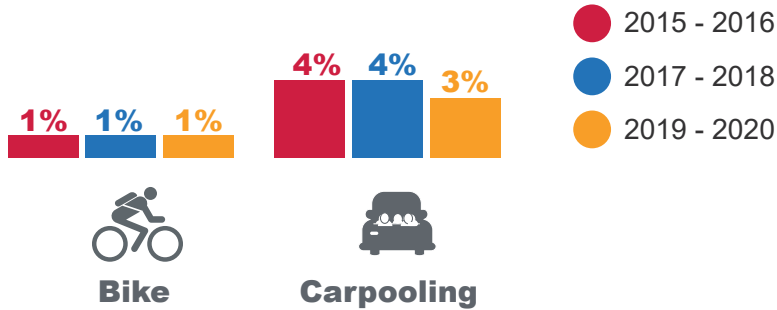
Distribution of Transportation Modes to Get to School



All data comes from biannual travel tally survey.



Since 2015, more students use two of the Four Fun Ways (walk and transit) to travel to/from school, while single family car use has declined.



Elementary school students were more likely to walk to school; and middle and high school students were more likely to take the bus to school.

Elementary Students



Middle School Students



High School Students



Goal 2 Findings: Safety Support

Goal 2: By 2030, reduce school-related collisions by 50% from an annual average of 2 severe and 32 total injury collisions.

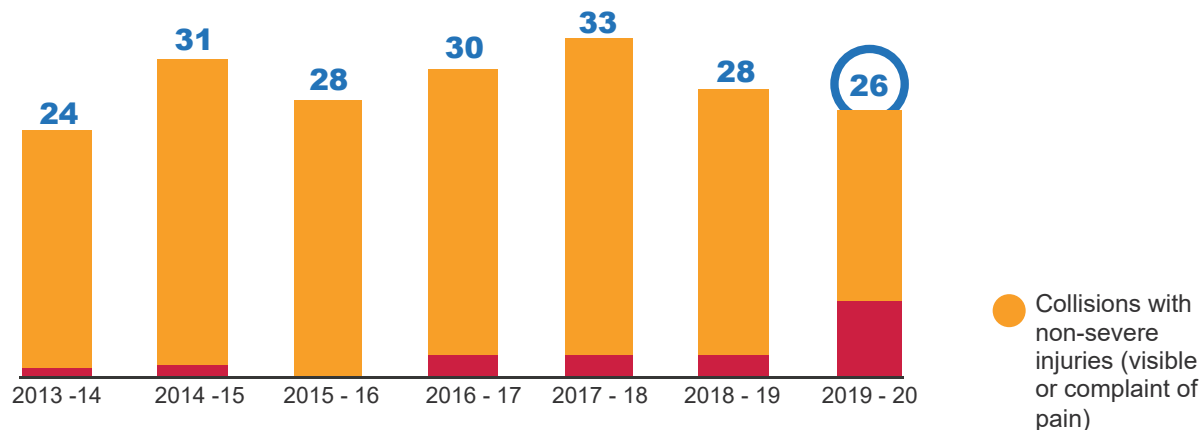
In other words, by 2030 there will be an annual average of 0 or 1 school-related collisions resulting in severe injuries.



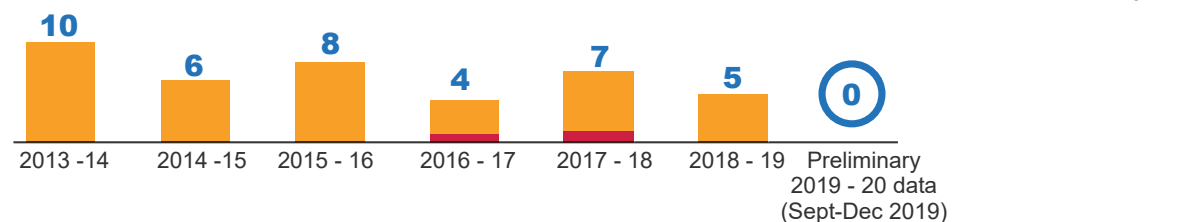
Working to meet 2030 goal.



School-Related Collisions Involving Pedestrians



School-Related Collisions Involving Bicyclists



School-related collisions are those that involve 1) a child or young person 5-18 years old and 2) either a pedestrian or bicyclist (who may be the child), and occurred on a weekday during the school year (September - May) between 6:00 am and 6:00 pm.

In 2019, there were zero child fatalities from school-related collisions in San Francisco.



**86% now know
how to practice
walking safely
with children.**

What we did: Environmental & Traffic Safety

- **Tenderloin Safe Passage:** Maintained a group of “Corner Captain” volunteers who assist with safe street crossings during morning school commutes along the city’s high injury network.
- **Bayview Monthly Convener Meetings:** Built relationships with community organizations that promote safety for students during school commutes.
- **TransBASE:** Monitored collisions involving school-age children and youth to address locations and causes.

What we did: Community & Personal Safety

- **Conducted Deep Engagement:** Worked in priority neighborhoods to identify barriers or obstacles to 4 Fun Ways (walk, roll, bike, and/or access transportation without harm or intimidation).
- **Expanded Personal Safety Programming:** Developed a new Personal Safety training, started new walking school buses, and supported existing walking school buses at safety support schools.

Community Safety Training Findings

After completing the Community Safety Training, survey respondents indicated:

- **100%** would like to attend more trainings
- **86%** know how to monitor safety conditions of their walking paths
- **57%** feel safer walking to and from school with their children

How We Are Meeting Our Goals: Engagement & Education

What we did:

- Events and support for families and students
- Student-focused education on transportation safety and multi-modal transportation options:
 - Tabling
 - Walk & Roll to School
 - Bike Education
 - Outreach and student engagement toolkits (in development)



74
Elementary
Schools



29
Middle + High
Schools*

In 2019-2020 SF-SRTS successfully completed outreach activities at all 103 elementary, middle, and high schools.

95 schools were reached through tabling

15,026 students were reached through tabling events

over 2,500 parents and caregivers discussed the SF-SRTS program with staff

over 1,900 subscribers are now registered for the SF Kids On the Go newsletter

*Tabling at middle and high schools was interrupted by COVID19





“We have participated in the last 5 years, so we will definitely continue. [Also], once a month we will hold Walk and Roll to School with our students.”

-School Coordinator

SF-SRTS held a successful Walk and Roll to School Day on October 2

89 schools registered

Over 11,000 students participated

10 schools hosted elected officials

YBike hosted 8 fun Learn To Ride events with 453 participants and delivered bicycle education at 11 schools in SFUSD

After participating in Learn to Ride events, survey respondents indicated:

- Increases in bike riding skills (from 9% riding bike on own to 26%; from 7% pedaling on two wheels to 23%; from 35% balancing on two wheels to 49%)

93% want to participate in future Learn to Ride or other biking events

Walk and Roll to School Day

94% of schools want to participate again next year

77% plan to host similar events in the future

1,003 students in 37 classes from grades 6-10 participated in YBike education

The average baseline knowledge score was 65% at baseline and 80% at follow-up

How We Are Meeting Our Goals: Transit Resource Fair

Goals of the Transit Resource Fair

1. Increase students' awareness and knowledge of transit resources
2. Increase access to Free Muni for Youth
3. Gather feedback on effective strategies for high school engagement

Data Highlights

A total of 316 students in grades 7-12 (from 13 middle and high school) participated in the resource fair and completed transit surveys.

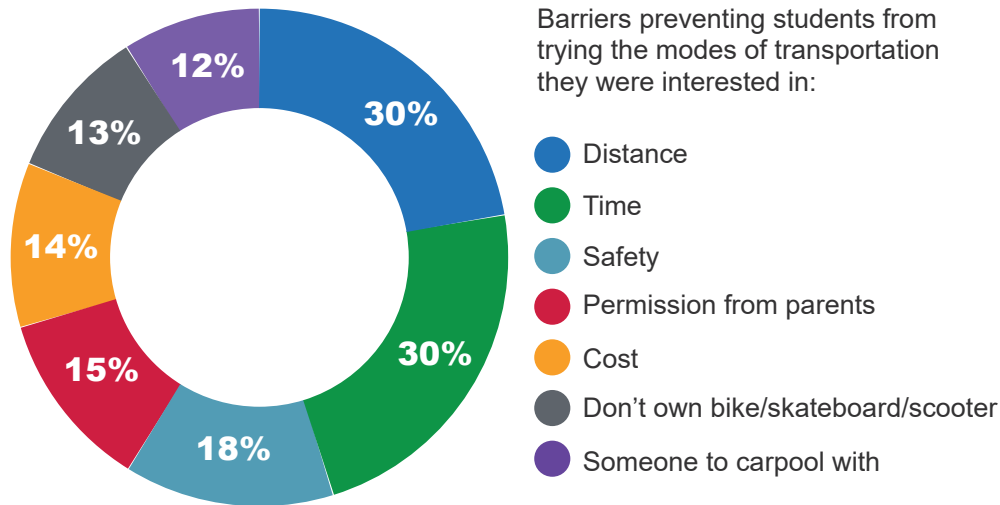
On the day of the survey, most students traveled to school by **Muni/BART (40%) or in a family car (39%).**

50% of students reported that the decision about their mode of travel to/from school was their parents' and **only 30% reported making the decision for themselves.**

For students whose parents made the decision about their mode of travel, the top reasons included **convenience (55%), time (29%), safety (23%), and cost (12%).**

Many students expressed interest in using sustainable modes of transportation: **53% for Muni/BART, 34% in biking, 20% for skateboard/scooter, 18% in walking, and 17% in carpooling.**

Barriers preventing students from trying the modes of transportation they were interested in included: **distance (30%), time (30%), safety (18%), permission from parents (15%), cost (14%), and not having a bike/skateboard/scooter (13%) or someone to carpool with (12%).**



Most students learned about the free Muni pass from their **school (33%), parent/guardian (31%), or friends (11%).**



How We Are Meeting Our Goals: Walking School Buses

**Focusing on
safety, truancy,
cultural
responsiveness,
and community
building.**

Our culturally responsive walking school buses support safety, regular school attendance, and community building.

Increased Safety

Addresses direct safety concerns such as traffic/infrastructure issues or negative behaviors along walking routes.

Chinatown: Children and caregivers meet at a common place (like a local park) and walk together to stay safe while crossing some of the city's most dangerous streets. This Walking School Bus incorporates culturally responsive elements like language support and multi-generational family involvement.

Decreased Truancy

Reduces truancy at an individual school by ensuring a safe, structured way to get to school, organized by educators and/or SRTS chaperoned.

Malcolm X, Tenderloin, Bret Harte: Urban Ed educators in training host walking school buses departing from public housing complexes near Malcolm X. The program documented reductions in truancy for participants.

“Success is based on having dedicated, passionate champions at the schools they serve. They know the families in their local community and what’s needed to keep them participating.”

-Program Partner

Deepened Cultural Responsiveness

Celebrates a specific community's culture and traditions, and build on community strengths to participate in and support the WSB activity.

Excelsior: Bilingual educators host walking school buses in Spanish at the Excelsior Hub.

Strengthened Community Building

Unites school community members and serves as ways for parents, families, and students to become more familiar with one another.

Longfellow: Encourages families and students to try new modes while addressing community clean up needs.

"The Longfellow Walking School Bus and 'Walk to Win Wednesdays' played an important role in anchoring the launch of our San Francisco Safe Routes to School Program. I believe this is due to strong relationships between supportive school administration, teachers, and dedicated parents who took on leadership to serve their children's health and create positive change in their community. That is to say that it is unique, and yet it is like many other Safe Routes to School stories."

-Parent at Longfellow

Looking Ahead

Given the needs of students during the COVID-19 pandemic, the SF-SRTS program has adapted and introduced several virtual trainings to help students and their families navigate streets safely during shelter in place. With the introduction of SFMTA's new Slow Streets Program, which is designed to limit through traffic on certain residential streets and allow them to be used more as a shared space for foot and bicycle traffic, families in the city are venturing out to try biking for the first time!

As a result of the pandemic, the SF-SRTS Program has introduced new offerings, such as a virtual Biking with Young Children course to help families navigate streets safely while remaining socially distanced. The program has also introduced a virtual pedestrian safety class and will be revamping the SF-SRTS website to add more downloadable guides for distance learning during the 2020-2021 school year.

COVID Response Next Steps

In July 2020, the SF-SRTS team underwent professional development and discussed how to perform limited on-site instruction (following the guidance from the Department of Public Health) and virtual engagement with school communities for pedestrian, bicycle, and transit education.

The SF-SRTS team is actively involved in discussions with the SFMTA transit team to discuss how students can safely ride Muni should schools reopen in the Fall of 2020.

The SFMTA is working with various city partners to prepare for additional rolling drop-off education if there is a significant increase in parents driving their children to school should schools reopen in the fall.







San Francisco Safe Routes to School 2019 - 2020 Evaluation Highlights



This project was made possible in part by the One Bay Area Grant Program provided by the Metropolitan Transportation Commission.



San Francisco
County Transportation
Authority

This project was made possible in part by Proposition K Sales Tax dollars provided by the San Francisco County Transportation Authority.

