



RESOLUTION APPROVING \$1,035,626 IN SAN FRANCISCO LIFELINE
TRANSPORTATION PROGRAM CYCLE 2 FUNDS FOR THE BAY AREA RAPID TRANSIT
DISTRICT'S ELEVATOR ATTENDANT PROGRAM

WHEREAS, In 2018, the Metropolitan Transportation Commission (MTC) established a transit-focused State Transit Assistance (STA) County Block Grant program, combining funds that were previously distributed via a regional paratransit program, a regional Lifeline Transportation Program (LTP), and a northern counties/small transit operators' program; and

WHEREAS, As the Congestion Management Agency (CMA) for San Francisco, the Transportation Authority is responsible for administering San Francisco's STA County Block Grant program; and

WHEREAS, STA funds come from the state sales tax on diesel fuel and have been a volatile source of funding even before the COVID-19 pandemic; and

WHEREAS, In Fiscal Years (FYs) 2018/19 and 2019/20, San Francisco received a total of \$7.7 million in STA County Block Grant funds and the Board directed \$3.1 million (40%) to the San Francisco Municipal Transportation Agency (SFMTA) for its paratransit program and \$4.7 million (60%) to the San Francisco LTP (SF LTP) Cycle 1 program of projects, including to the Bay Area Rapid Transit District's (BART's) Elevator Attendant Program, to address transportation needs of low-income populations; and

WHEREAS, Considering the significant decline in transit fare and other operating revenues due to the COVID-19 pandemic, in April 2020, the Transportation Authority Board approved up to \$3,794,000 in FY 2020/21 funds and up to \$3,012,914 in FY 2021/22 funds in April 2021, to support SFMTA's paratransit program operations; and

WHEREAS, Annual STA revenues are projections and annual amounts may be



higher or lower when confirmed at the end of each fiscal year following the State's reconciliation of actual revenues generated; and

WHEREAS, The \$1,035,626 in available STA funding for San Francisco's LTP Cycle 2 program is a combination of \$875,772 from the State collecting or expecting to collect more STA revenues than the Transportation Authority Board programmed in FYs 2020/21 and 2021/22, and \$159,854 that Transportation Authority staff recommends reprogramming from the SFMTA's Potrero Hill Pedestrian Safety and Transit Stop Improvements Regional LTP project which will be completed under budget by Fall 2022; and

WHEREAS, There are no new STA revenues for FY 2022/23 since MTC suspended the STA Block Grant program for one year to fund recommendations from the Blue Ribbon Transit Recovery Task Force; and

WHEREAS, The SFMTA's FY 2022/23 paratransit program operations are fully funded including an increased amount of Prop K sales tax funds; and

WHEREAS, As part of the SF LTP Cycle 2, Transportation Authority staff recommend programming \$1,035,626 to BART's Elevator Attendant Program, to help improve safety, mobility, and accessibility for customers who rely on elevators to access the four downtown BART and SFMTA shared stations: Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero; and

WHEREAS, The elevator attendants help to discourage undesirable behaviors, improve elevator cleanliness and performance, decrease fare evasion, and reduce maintenance costs; and

WHEREAS, BART and SFMTA are in agreement on cost sharing and the funding strategy for the project, and the two agencies will evenly split the responsibility to provide \$1,964,374 in local match funds; and

WHEREAS, The LTP program is one of the few programs where the



Transportation Authority can direct funds to support an operating program rather than to capital infrastructure investments; and

WHEREAS, At its May 25, 2022 meeting the Community Advisory Committee considered this item and unanimously adopted a motion of support for the staff recommendation; now, therefore be it

RESOLVED, That the Transportation Authority hereby approves \$1,035,626 in San Francisco's Lifeline Transportation Program Cycle 2 funds for BART's Elevator Attendant Program; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this information to the MTC, other relevant agencies, and interested parties.



Memorandum

AGENDA ITEM 9

DATE: May 26, 2022
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 06/07/22 Board Meeting: Approve \$1,035,626 in San Francisco Lifeline Transportation Program Cycle 2 Funds for the Bay Area Rapid Transit District's Elevator Attendant Program

RECOMMENDATION ☐ Information ☒ Action

Approve \$1,035,626 in San Francisco Lifeline Transportation Program (SF LTP) Cycle 2 funds for the Bay Area Rapid Transit District's (BART's) Elevator Attendant Program

SUMMARY

The SF LTP supports projects that improve mobility for low-income residents by addressing transportation gaps or barriers identified through equity assessments and collaborative and inclusive community-based planning processes. This grant program is funded by State Transit Assistance (STA) funds that come from the Metropolitan Transportation Commission (MTC) to the Transportation Authority as the Congestion Management Agency (CMA) for San Francisco. Table 1 below shows the projects funded through the SF LTP Cycle 1. For the SF LTP Cycle 2, we recommend programming \$1,035,626 in STA funds to BART's Elevator Attendant Program which we also funded in Cycle 1 with \$2.6 million. The Elevator Attendant Program helps to improve safety, mobility, and accessibility for BART and SFMTA customers who rely on the elevators to access the four downtown shared BART and SFMTA stations: Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero. BART and SFMTA contribute equally to the cost of the program. SF LTP Cycle 2 funds are available from excess STA revenues collected in Fiscal Year (FY) 2020/21, estimated STA revenues to be collected in FY 2021/22 (\$875,772), and from the Potrero Hill Pedestrian Safety and Transit Stop Improvements Regional LTP project which will be completed under budget (\$159,854).

- ☐ Fund Allocation
- ☒ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other: _____



BACKGROUND

STA revenues come from the state sales tax on diesel fuel. It is a flexible transit funding program that can be used for a wide range of transit-related capital and operating purposes. It is also a volatile source of funding, even before the COVID-19 pandemic, given the fluctuations in the price of diesel fuel. In FY 2018/19, MTC began distributing a majority of the region's STA population-based funds to CMAs such as the Transportation Authority through a transit-focused STA County Block Grant program. The program allows each county to determine how best to invest in paratransit and other transit operating and capital needs, including providing lifeline transit services. Funds are distributed among the nine Bay Area counties based on the percentage that each county would have received in FY 2018/19 under the former regional programs.

In FYs 2018/19 and 2019/20, San Francisco received a total of \$7.7 million in STA block grant funds. The Board directed \$3.1 million (40%) to the SFMTA for its paratransit program (supporting the program's operating budget) based on the amount that SFMTA would have received under the regional program in FY 2018/19. For the remaining \$4.7 million (60%), the Board approved the SF LTP Cycle 1 program of projects, shown in Table 1 below, that addresses transportation needs of low-income populations.

Considering the significant decline in transit fare and other operating revenues due to the COVID-19 pandemic, in April 2020 the Board programmed all of San Francisco's estimated FY 2020/21 STA funds, up to \$3.794 million, to the SFMTA's paratransit program. Similarly, the Board programmed all of San Francisco's estimated FY 2021/22 STA funds, up to \$3,012,914, for SFMTA's paratransit program.

Table 1. San Francisco STA County Block Grant Program SF LTP Cycle 1 and Paratransit Fiscal Years 2018/19 - 2021/22	
Paratransit (operations) (SFMTA)	\$ 9,311,676
San Francisco Community Health Mobility Navigation Project: Removing Health Care Transportation Barriers for Low Access Neighborhoods (SFMTA)	\$396,300
Continuing Late Night Transit Service to Communities in Need (SFMTA)	\$1,609,700
Elevator Attendant Initiative (BART)	\$2,600,000
Total	\$ 13,917,676



DISCUSSION

In April 2021, as part of Board approval of FY 2021/22 STA County Block Grant funds for SFMTA's paratransit program, we indicated that we would return to the Board in Spring 2022 to recommend programming the FY 2022/23 STA revenues. Additionally, we said we would assess the current STA revenue forecast and consider the status of SFMTA's operating revenues to develop a recommendation about whether to continue directing all the funds toward SFMTA's paratransit program or to issue a call for projects for San Francisco's LTP.

Table 2 below shows the roughly \$1 million in STA funding available for the SF LTP Cycle 2. The funding available is from the State collecting or expecting to collect more STA revenues than the Board programmed in the current and prior Fiscal Years, as well as \$159,854 we recommend reprogramming from the SFMTA's Potrero Hill Pedestrian Safety and Transit Stop Improvements Regional LTP project which will be completed under budget as described below.

The funds available for SF LTP Cycle 2 do not include any estimated FY 2022/23 STA funds. In October 2021, the MTC Commission approved MTC Resolution 4481, which programmed American Rescue Plan transit formula funds in the Bay Area. As a part of this action, and in close coordination with transit operators MTC identified a need of \$85 million for various regional initiatives that emerged from the Blue Ribbon Transit Recovery Task Force. However, due to the need to preserve eligibility for transit operators to receive additional federal relief funds, the \$85 million came through an exchange of funds from the STA program and the Transit Capital Priorities program. This exchange resulted in the suspension of FY 2022/23 STA funds that would have been distributed to the CMAs through the STA Block Grant.

Table 2. San Francisco STA County Block Grant Cycle 2 Funds Available	
FY 2020/21 and FY 2021/22 Actual and Estimated Revenues (unprogrammed)	\$875,772
Potrero Hill Pedestrian Safety and Transit Stop Improvements Regional LTP Cycle 4 (reprogrammed)	\$159,854
Total Available for Programming	\$1,035,626

Recommendation. We recommend programming \$1,035,626 in available funds to BART's Elevator Attendant Program. This program provides attendants from the non-profit Urban Alchemy to monitor each elevator at the four downtown BART and SFMTA shared stations: Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero. The attendants



help to improve safety, mobility, and accessibility for customers who rely on elevators to access the transit systems, and discourage undesirable behaviors, improve elevator cleanliness and performance, decrease fare evasion, and reduce maintenance costs. BART and SFMTA have confirmed that the agencies are in agreement on cost sharing and funding strategy for the project, and the two agencies will evenly split the responsibility to provide \$1,964,374 in local matching funds evenly. The LTP program is one of the few programs where the Transportation Authority can direct funds to support an operating program rather than to capital infrastructure investments.

Potrero Hill Pedestrian Safety and Transit Stop Improvements. In 2015, the Transportation Authority approved \$375,854 in Regional LTP funds for the SFMTA's Potrero Hill Pedestrian Safety and Transit Stop Improvements project. The scope included improvements at four intersections as part of a safe routes to school project for students attending Starr King Elementary and Daniel Webster Elementary. The project scope was completed at the three intersections of 23rd Street and Arkansas Street; 23rd Street, Dakota Street and Missouri Street; and Missouri Street and Watchman Way. Improvements at Dakota Street, Texas Street and 25th Street had been delayed due to the housing development needing to use the site for construction staging. Over the past two years, we have worked with SFMTA staff to advance the improvements at Dakota Street, Texas Street and 25th Street intersection. SFMTA staff presented and heard feedback at meetings with community stakeholders in June 2021 and September 2021 and had a site visit with community representatives in July 2021 to confirm the scope of work. Phase 1 of the improvements at the intersection was completed in November 2021 and included stop markings, double yellow centerlines, upgraded crosswalks, a new painted safety zone with delineators, and a new warning sign. Construction is pending on phase 2, which includes a speed cushion and raised crosswalk. Project completion is anticipated in Fall 2022.

Next Steps. Following Board approval of this item, we will provide the Board resolution to MTC. We anticipate returning to the Board in Spring 2023 to program the FY 2023/24 STA revenues.

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's budget associated with the recommended action.

CAC POSITION

The Community Advisory Committee considered this item at its May 25, 2022, meeting, and adopted a motion of support for the staff recommendation.

SUPPLEMENTAL MATERIALS

- Attachment 1: BART's Elevator Attendant Program - Project Summary
- Attachment 2: BART's Elevator Attendant Program - Application



Attachment 1

San Francisco Lifeline Transportation Program (SF LTP) Cycle 2 Summary of Project Recommended for Funding

Elevator Attendant Initiative

Sponsor: Bay Area Rapid Transit, with the San Francisco Municipal Transportation Agency

Recommended SF LTP Cycle 2 Programming: \$1,035,626

Recommended Phase: Operations

Districts: 3, 5, 6

SCOPE

The Bay Area Rapid Transit (BART) and the San Francisco Municipal Transportation Agency (SFMTA) and the non-profit Urban Alchemy will continue elevator attendant services during the 21-hour period that the Powell Street, Civic Center/UN Plaza, Montgomery Street, and Embarcadero stations are open to the public. The 21-hour day is broken up into three seven-hour shifts with eight to ten attendants on duty at a time. Attendants fill three shifts per day, with two attendants at each station, one attendant assigned to "roam" between two stations, and supervisors that assist with breaks. The attendants oversee the operation and cleanliness of each elevator within the stations, providing clean and functioning elevators for BART and SFMTA customers, particularly disabled passengers, seniors, and families with strollers, who cannot use the stairs within the station. The four stations are located in Equity Priority Communities.

The initial 6-month pilot program began in April 2018 and was extended by BART and the SFMTA with the help of \$2.6 million in SF LTP Cycle 1 funds, approved by the Board in April 2019. The elevators are used by approximately 55,000 customers per station each month, or 220,000 in total across all four stations, and 2,640,000 customers per year. This request for funding would extend the project for an additional year.

The goals of the Elevator Attendant Program are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART and SFMTA customers.

The following are objectives related to the project goals:

- Objective 1: Provide elevator service to transit customers
- Objective 2: Improve cleanliness at Civic Center/UN Plaza, Powell Street, Montgomery Street, and Embarcadero stations
- Objective 3: Reduce elevator down time at the downtown San Francisco stations



REPORTING AND PERFORMANCE METRICS:

As a condition of receiving the SF LTP funds:

- The funds must be spent in the fiscal year of allocation; and
- BART will be required to provide quarterly progress reports to the Transportation Authority. BART will report on the effectiveness of the projects with the following performance metrics:

PERFORMANCE METRIC	DESCRIPTION	REPORTING FREQUENCY	GOAL
Users Served	Number of users using elevators at each station, including number of disabled users, strollers, luggage, bicycles, and carts.	Monthly	Increase or maintain access to users, particularly disabled users
Biowaste Incidents	Number of incidents, per station, in which BART cleaning staff encounter needles or biowaste in an elevator	Monthly	Reduce biowaste incidents
Passenger Cleanliness Rating	Passenger ratings for station cleanliness (1-4 scale), including platform areas and other areas. Data collected from quarterly passenger surveys.	Quarterly	Improve station cleanliness ratings
Elevator Availability	Percent of the time station elevators are available for patron use during service periods	Quarterly	Increase elevator availability



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Attachment 1
San Francisco Lifeline Transportation Program (SF LTP) Cycle 2
Summary of Project Recommended for Funding
Elevator Attendant Initiative

Page 3 of 4

SCHEDULE AND COST:

	PROJECT COST FY 22/23
Attendant Costs (52 weeks per year, 7 days per week, 21 hours per day)	\$1,902,933
Program Oversight, Weekly Reporting, Workforce Development, other Grant Activities	\$637,229
Non-Personnel/Variable Costs	\$9,600
Indirect Costs and Contingency	\$450,238
Total Cost	\$3,000,000

FUNDING PLAN:

SOURCE	STATUS	FUNDING	% OF COST BY FUND SOURCE
SF LTP Cycle 2	Planned	\$1,035,626	34.6%
BART Operating Funds	Programmed	\$982,187	32.7%
SFMTA Operating Funds	Planned	\$982,187	32.7%
	Total Funding	\$3,000,000	



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Attachment 1
San Francisco Lifeline Transportation Program (SF LTP) Cycle 2
Summary of Project Recommended for Funding
Elevator Attendant Initiative

Page 4 of 4

URBAN ALCHEMY ELEVATOR ATTENDANT BUDGET:

STATION	PARTICIPANTS/ STAFF	\$/HR	HOURS/ DAY	DAYS/ (FY22)	UNITS	TERM COST
A. DIRECT PROGRAM PERSONNEL						
12 Months @ Powell St. Station						
Worker Participants	7.50	\$17.55	7.00	365	-	\$336,302
Fringe Benefits	-	-	-	-	38%	\$127,795
12 Months @ Civic Center Station						
Worker Participants	7.50	\$17.55	7.00	365	-	\$336,302
Fringe Benefits	-	-	-	-	38%	\$127,795
12 Months @ Montgomery Station						
Worker Participants	7.50	\$17.55	7.00	365	-	\$336,302
Fringe Benefits	-	-	-	-	38%	\$127,795
12 Months @ Embarcadero Station						
Worker Participants	7.50	\$17.55	7.00	365	-	\$336,302
Fringe Benefits	-	-	-	-	38%	\$127,795
Stand-In for Absence due to illness/PTO	-	-	-	-	-	\$46,547
Direct Program Personnel Total	-	-	-	-	-	\$1,902,933
B. PROGRAM OVERSIGHT, WEEKLY REPORTING, WORKFORCE DEVELOPMENT, AND OTHER GRANT ACTIVITIES						
Executive Director	-	\$72.00	1.25	260	-	-
Program Director	1	\$36.00	8.00	260	-	\$74,880
Deputy Director	1	\$30.00	8.00	260	-	\$62,400
Site Supervisors	6	\$26.00	8.00	260	-	\$324,480
Fringe Benefits	-	-	-	-	38%	\$175,469
Program Oversight Total	-	-	-	-	-	\$637,229
Personnel Total	-	-	-	-	-	\$2,540,162
C. NON-PERSONNEL / VARIABLE COSTS						
Phones	1	-	-	-	\$2,000	\$2,000
Uniforms	38	-	-	-	\$200	\$7,600
Non-Personnel Total	-	-	-	-	-	\$9,600
TOTAL DIRECT COSTS:	-	-	-	-	-	\$2,549,762
D. INDIRECT COSTS						
Administrative & Overhead	-	-	-	-	15%	\$450,238
TOTAL COSTS	-	-	-	-	-	\$3,000,000

Attachment 2



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1455 Market Street, 22ND Floor, San Francisco, California 94103 415-522-4800 info@sfcta.org www.sfcta.org

San Francisco Lifeline Transportation Program (SF LTP) Cycle 2 Application

Application due by 5 p.m., May 11, 2022

Project Name: Elevator Attendant Program Project Type: Operating Project Sponsor: BART and SFMTA Date: May 10, 2022	Date Received: May 10, 2022
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Complete this checklist to indicate the submitted items and to list any additional attachments. Clearly label attachments according to the numbering provided below. Attachments must be easily readable when reproduced in black and white.

To mark a box as checked, double click on the box and mark the "Default Value" as "Checked."

☒ **SF LTP Cycle 2 Application**

Provided Word file: Project Summary and Narrative

Provided Excel file: Schedule, Budget, and Funding Plan

☒ **Map of Project Area / Route Map with Transit Stops Indicated**

List additional attachments, such as letters of support, charts, drawings, and route schedule/timetable (add attachments as needed):

☒ **Attachment 1:** Elevator Attendant Program Details

☒ **Attachment 2:** Map of Project Area

☒ **Attachment 3:** Program Factsheet

☒ **Attachment 4:** BART Factsheet 2022

Budget Summary	Amount (\$)	% Of Total Project Budget	Fund Source
Lifeline funding requested:	\$1,035,626	34.6%	
Required local match:	\$982,187	32.7%	BART Operating Funds
Other funding:	\$982,187	32.7%	SFMTA Operating Funds
Total project budget:	\$3,000,000	100%	



A. GENERAL PROJECT INFORMATION

1. Project Name: Elevator Attendant Program

2. Project Sponsor

Agency BART

Contact/Title Aileen Hernandez, Principal Grants Officer

Address 2150 Webster Street, 9th floor, Oakland, CA 94612

E-mail ghernan@bart.gov

Telephone (510) 851-3164

Contact/Title Daniel Cooperman, Senior Manager of Social Service Partnerships

Address 2150 Webster Street, 10th floor, Oakland, CA 94612

E-mail Daniel.cooperman@bart.gov

Telephone (510) 381-1897

3. Partner Agencies

Agency, Project Role, Contact Name/Title, Telephone, Email

Agency and Project Role: SFMTA, Funding Partner

Name and Title: Joel Goldberg, Manager of Programming and Grants

Telephone and Email: (415) 646-2520, joel.goldberg@sfmta.com

4. Brief Description of Project (50 words max.):

The Elevator Attendant Program, launched in 2018, provides a staff member to monitor each elevator at four BART/Muni shared stations: Civic Center/UN Plaza, Powell St., Montgomery St., and Embarcadero. The attendants help to improve safety, mobility, and accessibility for customers who rely on elevators to access the transit systems. The attendants also discourage undesirable behaviors, improve elevator cleanliness and performance, decrease fare evasion, and reduce maintenance costs.



B. PROJECT DETAILS

Please provide responses below or attach a separate document

Please see Attachment 1, Elevator Attendant Program Details

Project Need, Goals and Objectives

1. Provide a detailed project description. Estimate the number of people per month and year that will be served by this project.
2. Describe the significance of the unmet transportation need or gap that the proposed project seeks to address and how the project will address that need or gap. Specify the goals and objectives of the project.
3. Describe how the project supports and the specific benefits to Equity Priority Communities (EPCs) and disadvantaged populations, include a description of the EPCs and pertinent demographic data.

Community-Identified Priority

4. Discuss how the project addresses a transportation gap and/or barrier identified in a Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement with low-income populations. Indicate the name of the plan(s) and the page number(s) where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan.

Implementation Plan and Project Management Capacity

5. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation and when will they be resolved?
6. Describe your organization's ability to provide and manage the proposed project.
7. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.

Project Sustainability

8. Describe the project sustainability:
 - Operating projects: Describe efforts to identify potential funding sources for sustaining the service beyond the grant period. If funding is identified, provide the responsible agency(ies) and funding sources for all ongoing service.

Cost-Effectiveness and Performance Indicators

9. Demonstrate how the proposed project is the most appropriate and cost-effective way in which to address the identified transportation need.
10. Identify performance measures to track the effectiveness of the project in meeting the identified goals. Minimum requirements include:
 - Operating projects: Provide the baseline and new or continued units of service to be provided (e.g., number of trips, service hours, etc.) and cost per unit of service (e.g., cost per trip or persons served per month and year).



Coordination and Program Outreach

11. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and non-profit organizations serving Equity Priority Communities. Describe plans to market the project, and ways to promote public awareness of the project.
12. Please confirm that BART and SFMTA are in agreement on project cost sharing, funding strategy, scope and schedule.

C. PROJECT SCHEDULE, BUDGET, AND FUNDING PLAN

13. Complete the schedule, budget and funding plan information in the attached Excel template.

San Francisco Lifeline Transportation Program Cycle 2 Application Operating Project Schedule, Cost, and Funding Plan



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Instructions: Enter major cost line items below. Additional lines may be added as needed.

Provide total labor cost by agency including start-up, administration, operating expenses, consultant costs, other direct costs (e.g., mailing, reproduction costs room rental fees), contingency, and evaluation as applicable. If the project is a multi- year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

Project Name:	Elevator Attendant Program
Project Sponsor:	BART and SFMTA

Operating Projects					
Start Date of Operations:	7/1/2022				
End Date of Operations:	6/30/2023				
Source	Year 1	Year 2	Year 3	Total	Status ¹
SF LTP	\$1,035,626	\$0	\$0	\$1,035,626	Planned
BART Operating Funds	\$982,187	\$0	\$0	\$982,187	Programmed
SFMTA Operating Funds	\$982,187	\$0	\$0	\$982,187	Planned
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
Total Funding	\$3,000,000	\$0	\$0	\$3,000,000	
Cost by Task and Agency	Year 1	Year 2	Year 3	Total	Source of Cost Estimate
Attendant Costs (52 weeks per year, 7 days per week, 21 hours per day)	\$1,902,933	\$0	\$0	\$1,902,933	BART, based on actual cost
Program Oversight, Weekly Reporting, Workforce Development, other Grant Activities	\$637,229	\$0	\$0	\$637,229	BART, based on actual cost
Non-Personnel/Variable Costs	\$9,600	\$0	\$0	\$9,600	BART, based on actual cost
Indirect Costs and Contingency	\$450,238	\$0	\$0	\$450,238	BART, based on estimates
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
Total Expenditures	\$3,000,000	\$0	\$0	\$3,000,000	
Additional Schedule/Status/Cost/Source Information (If needed)					
BART match funds are programmed and will be formally allocated, pending approval from BART Board, in June of 2022. SFMTA funds are planned. Funds will be programmed with execution of extension to current agreement expiring on June 30, 2022. Extension extends agreement to June 30, 2025.					

¹ Planned funds have not been programmed or allocated specifically to the project or program that is the subject of the current request; Programmed funds have been committed to the project by the agency with the authority to do so; Allocated funds have been approved for expenditure for the subject project by the funding authority.

² Clearly specify the source(s) and status of all funding. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, provide letters of commitment for all years.

**Elevator Attendant Program Budget
July 1, 2022 Through June 30, 2023**

Station	Participants/ Staff	\$/Hr	Hours/ Day	Days/ (FY22)	Units	Term Cost
A. Direct Program Personnel						
12 Months @ Powell St. Station						
Worker Participants	7.50	\$ 17.55	7.00	365		\$ 336,302
Fringe Benefits					38%	\$ 127,795
12 Months @ Civic Center Station						
Worker Participants	7.50	\$ 17.55	7.00	365		\$ 336,302
Fringe Benefits					38%	\$ 127,795
12 Months @ Montgomery Station						
Worker Participants	7.50	\$ 17.55	7.00	365		\$ 336,302
Fringe Benefits					38%	\$ 127,795
12 Months @ Embarcadero Station						
Worker Participants	7.50	\$ 17.55	7.00	365		\$ 336,302
Fringe Benefits					38%	\$ 127,795
Stand-In for Absence due to illness/PTO						\$ 46,547
Direct Program Personnel Total						\$ 1,902,933
B. Program Oversight, Weekly Reporting, Workforce Development, and other Grant Activities						
Executive Director		\$ 72.00	1.25	260		\$ -
Program Director	1	\$ 36.00	8.00	260		\$ 74,880
Deputy Director	1	\$ 30.00	8.00	260		\$ 62,400
Site Supervisors	6	\$ 26.00	8.00	260		\$ 324,480
Fringe Benefits					38%	\$ 175,469
Program Oversight Total						\$ 637,229
Personnel Total						\$ 2,540,162
C. Non-Personnel / Variable Costs						
Phones	1				\$ 2,000	\$ 2,000
Uniforms	38				\$ 200	\$ 7,600
Non-Personnel Total						\$ 9,600
TOTAL DIRECT COSTS:						\$ 2,549,762
D. Indirect Costs						
Administrative & Overhead					15%	\$ 450,238
Total Costs						\$ 3,000,000



Elevator Attendant Program Details

ATTACHMENT 1



Project Need, Goals and Objectives

1. Provide a detailed project description. Estimate the number of people per month and year that will be served by this project.

The Elevator Attendant Program is a partnership between the San Francisco Bay Area Rapid Transit District (BART) and the San Francisco Municipal Transportation Agency (SFMTA), also known as Muni, to provide attendant services inside elevators located in San Francisco. The Program was launched as a 6-month pilot in April of 2018 at the Powell St. and Civic Center/UN Plaza stations, and it was expanded to Embarcadero and Montgomery St. stations in November of 2019. In 2020, the Program continued to provide services through the COVID-19 pandemic, although ridership was significantly reduced for both transit agencies. Pre-pandemic, approximately 160,000 customers used the elevators, at the four downtown stations, each month. Post-pandemic, an average of 55,000 customers have used the elevators each month. This funding request is to provide Program services at all four downtown BART/Muni stations in FY22-23. BART anticipates for 2,640,000 customers to benefit from the Program.

Every day, the Program addresses sanitation, safety, and security concerns inside each elevator. This service is important for people with disabilities, seniors, and families with strollers who cannot use the stairs within the station. Tourists visiting San Francisco and arriving to downtown with suitcases also benefit from the service. The attendants greet customers, operate the elevator, collect data on the number of users and their demographics, and intervene to deter inappropriate behavior. Before the program, only 44% of elevator users rated themselves as very or somewhat satisfied using the elevators. Six months after the program was launched, customers expressed satisfaction stating, “very good for people with disabilities,” and “please keep this going. I feel so much safer.”¹

The Program provides services while trains are in service to ensure all customers, in need of an elevator, can benefit. Each station has two elevators, and each elevator has one attendant for each shift. Attendants staff the elevators during the 21-hour period when stations are open to the public. The 21-hour period is broken up into three seven-hour shifts. Each shift is also staffed with one floater and multiple supervisors to ensure the service is not interrupted. The shift of each attendant is for at least seven hours with required breaks.

2. Describe the significance of the unmet transportation need or gap that the proposed project seeks to address and how the project will address that need or gap. Specify the goals and objectives of the project.

The Elevator Attendant Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers.

Clean, functioning elevators are critical to increasing access to transit service for populations with mobility constraints. Concerns about security and safety in station areas are also barriers to transit access for riders. This can particularly impact people who are of low-income, people with disabilities, and minorities who may not have other transportation options and depend on transit and its elevators. The Elevator Attendant Program’s focus is to provide clean, safe, and reliable elevators for BART and SFMTA’s customers. The Program directly addresses a need in MTC’s Coordinated Public Transit – Human Services Transportation Plan (2018), which identifies safety investments for pedestrians and transfers between fixed route transit and paratransit as gaps in the transportation system. The Program assists to close these gaps in the system by providing pedestrians and people with disabilities safer and enhanced access to BART and SFMTA rail service, with clean and functioning elevators. The Program also addresses ongoing frustrations with poor elevator conditions, expressed by customers and BART’s Accessibility Task

¹ Office of External Affairs, "Elevator Attendant Factsheet," San Francisco Bay Area Rapid Transit District , 2021

Force (BATF). The Task Force advises BART's Board of Directors and staff on disability-related concerns and advocates for people with disabilities and/or seniors, many of whom are of low-income.

Homelessness, crime, and cleanliness are national challenges that are impacting transit stations and systems. In California alone, 72% of the homeless population is unsheltered – the highest share of unsheltered homelessness of any state in the United States.² Homelessness has increased in California. Between 2018 and 2019, homelessness in California increased by over 16%.³ People experiencing unsheltered homelessness are far more likely to face health challenges, violence and trauma, and longer lengths of homelessness than people staying in shelters. Lack of affordable housing options is one of the reasons people end-up on the street. In San Francisco, elevators and train stations have become areas where people who are experiencing homelessness and are unsheltered congregate. BART and SFMTA's customers, and the residents living around the downtown San Francisco transit stations, have raised concerns about cleanliness and security of the stations and the elevators. With many people, in San Francisco, who are also experiencing mental health and substance use challenges, the elevators at the downtown stations were often subject to misuse and vandalism, often resulting in elevators not being able to be in use. These impacts have been discussed in multiple City and County of San Francisco studies and plans, including the Tenderloin Neighborhood Plan for COVID-19, and BART's Customer Satisfaction Studies.

The Elevator Attendant Program addresses the needs of BART and SFMTA's customers and of downtown community members living near the stations. The attendants help to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order. Improved cleanliness of the elevators has helped to reduce elevator downtime. Customers, including those who arrive by paratransit and need to use the elevator to access fixed route transit service, now have more reliable elevator service to get to and from the platform. Thus, the Program provides increased mobility to people with disabilities and paratransit riders. The Program benefits a wide range of transit riders and community members using the station areas.

3. Describe how the project supports and the specific benefits to Equity Priority Communities (EPCs) and disadvantaged populations, include a description of the EPCs and pertinent demographic data.

The Elevator Attendant Program serves the community where the shared BART/Muni stations are located and provides specific benefits to EPCs and people who are historically disadvantaged. The Project's area expands from the Embarcadero station to the Civic Center/UN Plaza station, please see Attachment 2 for details. As shown in the Project's Area Map, Attachment 2, the stations are in an area with a high density of Equity Priority Communities (EPCs). Specifically, the stations are in an area with many people who have a disability, are of low-income, and/or are of a minority background. According to the San Francisco County Transportation Authority EPCs data, the Project's area has 17% to 33% of people with disabilities, 66% to 75% of people who identify as a minority, and 32% to 69% of people who are of low-income. Data captured by Elevator Attendants since the Program was launched, in April of 2018, includes one of these measures – people with disabilities. Since the Program's inception through the beginning of COVID-19 related shutdowns, the elevators have served, on average, 160,000 customers per month. Of these, approximately 8,500 people with disabilities were served each month. This equates to more than 1.2 million customers served per year, including over 100,000 people with disabilities. Since March 2020, elevators have averaged 55,000 customers per month with a similar level of customers with disabilities. The Program's quantitative and qualitative information demonstrates that the Elevator Attendant Program supports and provides benefits to the community where the stations are located.

² Ian Gabriel and Victoria Ciudad-Real, "State of Homelessness In California Fact Sheet," Homelessness Policy Research Institute.

³ Gabriel and Ciudad-Real, "State of Homelessness In California Fact Sheet."

Community-Identified Priority

- 4. Discuss how the project addresses a transportation gap and/or barrier identified in a Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement with low-income populations. Indicate the name of the plan(s) and the page number(s) where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan.**

The Elevator Attendant Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers. The Elevator Attendant Program has significantly improved the elevator experience for BART and Muni customers, many of whom are of low-income, have a disability, and/or are seniors, by consistently meeting objectives to ensure the Program achieves its goals. BART and SFMTA have often heard from groups advocating for people with disabilities and other customers how the Program has made their experience on transit friendlier and safer, see Attachment 3. The MTC's Coordinated Public Transit – Human Services Transportation Plan (2018) addresses the mobility needs of seniors, people with disabilities, people on low-incomes and veterans. Clean, functioning elevators help provide access to transit, particularly for groups with potential mobility limitations such as those addressed in this plan. The plan identifies elevator outages and lack of information about such outages as barriers to transit use (see pages 27, 47, 82, and 84). The Elevator Attendant Program helps to address these issues by reducing elevator service disruptions. In addition, elevator attendants help to communicate information about outages when they occur.

Implementation Plan and Project Management Capacity

- 5. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation and when will they be resolved?**

The Elevator Attendant Program has been successfully operating since the spring of 2018. The Program has been providing services at all four downtown San Francisco stations since the fall of 2019. The Program is coordinated in partnership with SFMTA. Since 2019, BART and SFMTA have had an agreement to administer the Program, whereby BART manages the service provider, Urban Alchemy, and tracks program data, invoices, and payments. Currently, BART and SFMTA are finalizing details to extend the agreement through June 30, 2025. The Project is ready to be implemented in FY22-23.

- 6. Describe your organization's ability to provide and manage the proposed project.**

BART, in partnership with SFMTA, has successfully managed the Elevator Attendant Program since the spring of 2018. The Program has been managed by BART staff with extensive experience overseeing similar projects benefiting diverse community members. The Program was first managed by Mr. Tim Chan, Group Manager of Station Planning, who has over 20 years of experience in urban planning and relevant experience overseeing projects providing services to Equity Priority Communities. In 2021, the Program was transitioned under BART's first position focused on social service partnerships. Mr. Daniel Cooperman, Senior Manager of Social Service Partnerships, with over 10 years of relevant experience, joined BART in May 2021. Mr. Cooperman will be managing the Program in FY22-23.

BART has also been successful at partnering with other public agencies in San Francisco for similar projects, for example, the Pit Stop Program. BART began partnering with San Francisco Public Works in 2015 to implement and administer this Program. The Program provides safe and clean public toilets, staffed by paid attendants, at locations across San Francisco. BART helps to fund the operating costs of the Program at Pit Stops located at BART stations. As the Elevator Attendant Program, the Pit Stop Program relies on local community-based organizations (CBOs) to staff the Program. In San Francisco, Urban Alchemy, a CBO and social enterprise, has been successfully providing services for the Pit Stop Program and the Elevator Attendant Program. Urban Alchemy is the lead provider of services to numerous projects throughout San Francisco.

- 7. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.**

The presence of attendants at transit station elevators and the partnership established between BART, SFMTA, and Urban Alchemy is an innovative approach. The attendants serve as ambassadors for BART and the SFMTA in addition to helping to improve cleanliness, safety and security. Urban Alchemy, a community-based organization and social enterprise, manages the elevator attendants, who are also participating in the organization's workforce development program. Urban Alchemy engages with "situations where extreme poverty meets homelessness, mental illness and addiction" with a "peaceful and supportive presence."⁴ BART is confident that the Program will continue to be successful in FY22-23 under the current partnership with SFMTA and Urban Alchemy.

Project Sustainability

- 8. Describe the project sustainability: (Operating Projects) describe efforts to identify potential funding sources for sustaining the service beyond the grant period. If funding is identified, provide the responsible agency(is) and funding sources for all ongoing service.**

BART and SFMTA jointly fund operation of the Program, each providing 50 percent of operational costs. The Program is currently funded through June 30, 2022. This LTP application is to fund costs for FY22-23. BART and SFMTA are committed to continuing this initiative beyond the performance period of this grant.

Cost-Effectiveness and Performance Indicators

- 9. Demonstrate how the proposed project is the most appropriate and cost-effective way in which to address the identified transportation need.**

Various plans and community input have identified the need to improve the sense of safety and security in accessing elevators at transit stations and the need to reduce elevator down time, thus improving transit access for people who are of low-income and/or have a disability. The Elevator Attendant Program addresses this transportation need in a cost-effective way that has multiple benefits to the community where the stations are located, BART and SFMTA riders – from San Francisco, Bay Area, or from outside the region, and people who have a disability. Since the program was launched, safety and security concerns have been significantly reduced. The presence of Attendants at the elevators in downtown San Francisco stations has discouraged and reduced unwanted activities inside the elevators and decreased elevator down time due to cleaning and maintenance needs.

Through the program, Urban Alchemy is providing elevator attendants at the four stations 52 weeks per year, 21 hours per day, 7 days per week, with eight to ten attendants on duty at a time (attendants fill three shifts per day, with two attendants at each station, one attendant that "floats" between two stations, and supervisors that assist with breaks). This is a total of 76,440 service hours per year for a total cost of \$3,000,000 per fiscal year, including costs to pay attendants (with benefits), program oversight, weekly reporting, grant specific activities, equipment costs, and indirect costs. Therefore, BART and SFMTA are paying \$39.25 per service hour for the overall program costs. By comparison, the hourly loaded operating cost (including overhead and benefits) paid by BART for Community Service Officers (CSO) range from \$50 to \$70 per service hour. CSOs attend to issues throughout the transit system, conduct inspections, and issue citations, among other tasks. Although their service is different in scope, their training and day-to-day outputs are similar. Hence, the Elevator Attendant Program proves to be a

⁴ Urban Alchemy, "Our People," Transforming the Energy In Traumatized Urban Spaces," May 02, 2022, <https://urban-alchemy.us/>.

cost-effective way to address the identified transportation need described earlier.

- 10. Identify performance measures to track the effectiveness of the project in meeting the identified goals. Provide the baseline and new or continued units of service to be provided (e.g., number of trips, service hours, etc.) and cost per unit of service (e.g., cost per trip or persons served per month and year).**

Since spring of 2020, the Elevator Attendant program has been serving approximately 55,000 customers per station each month or 220,000 in total across all four stations. This equates to 2,640,000 customers per year and \$1.14 cents for each person served during that time.

The Program goals are to ensure elevators at the four downtown San Francisco stations consistently remain safe, clean, and in working order for all BART/Muni customers. The following performance measures are being used, and will continue to be used, to track the effectiveness of the Program and report for the LTP grant in FY22-23.

Performance Metric	Description	Reporting Frequency	Goal
Users Served	Number of users using elevators at each station, including number of disabled users, strollers, luggage, bicycles, and carts.	Monthly	Increase or maintain access to users, particularly disabled users
Biowaste Incidents	Number of incidents, per station, in which BART cleaning staff encounter needles or biowaste in an elevator	Monthly	Reduce biowaste incidents
Passenger Cleanliness Rating	Passenger ratings for station cleanliness (1-4 scale), including platform areas and other areas. Data collected from quarterly passenger surveys.	Quarterly	Improve station cleanliness ratings
Elevator Availability	Percent of the time station elevators are available for patron use during service periods	Quarterly	Increase elevator availability

Coordination and Program Outreach

- 11. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and non-profit organizations serving Equity Priority Communities. Describe plans to market the project, and ways to promote public awareness of the project.**

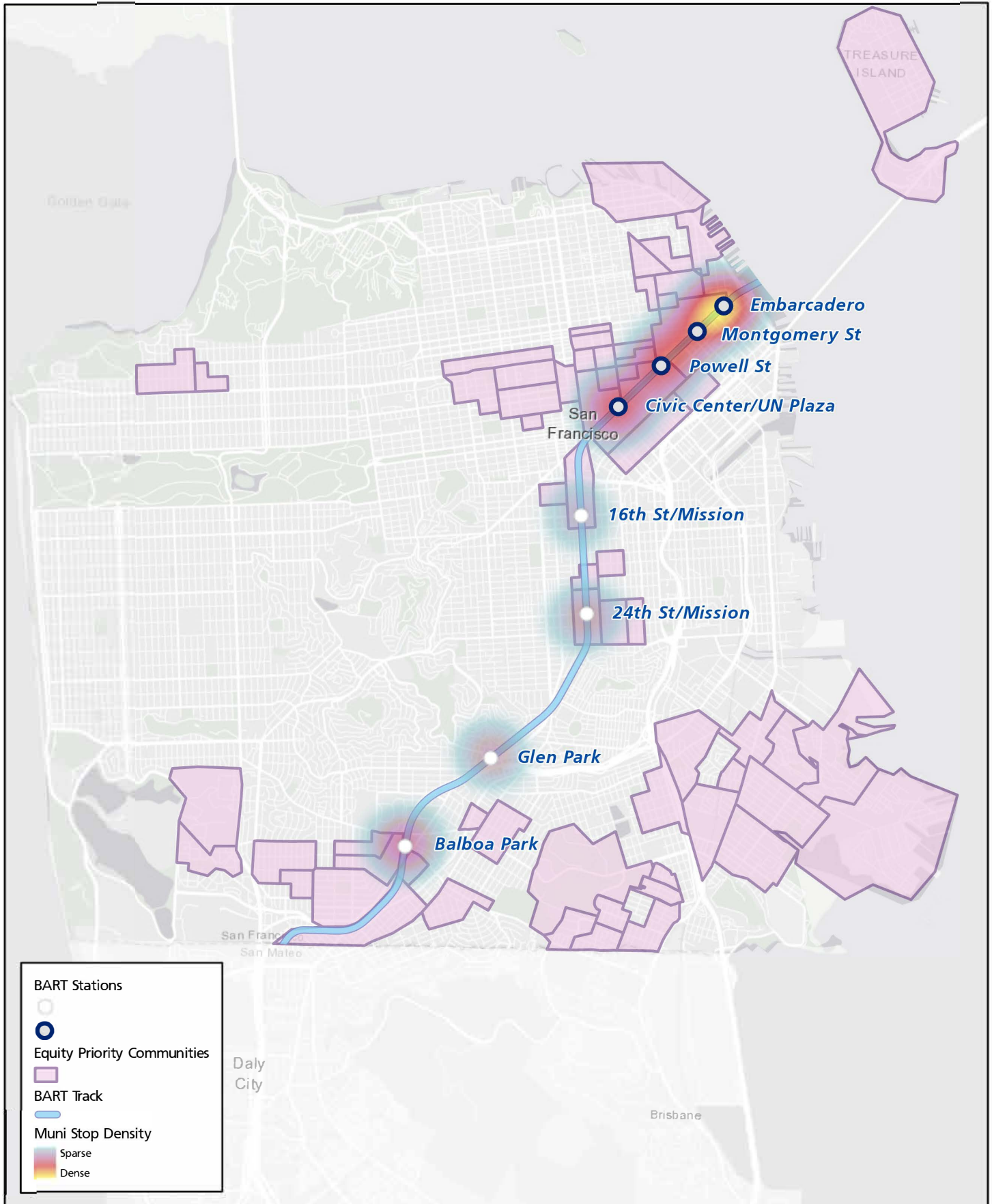
BART, the SFTMA, and Urban Alchemy work closely with the community in implementing the Elevator Attendant Program services. Urban Alchemy specifically serves low-income, “high-risk” youth and adults across San Francisco, providing workforce development opportunities for this population. These team members of a professional workforce simultaneously provide public safety and maintain clean public spaces, while engaging and educating the public. Attendants have come to be regarded as assets and stewards of the communities in which they work, creating a sense of safety and security in some of the most dangerous and socially impacted communities in San

Francisco. Since 2018, BART and SFMTA have conducted media campaigns, including press releases, and other outreach to inform the public about the Program. The Elevator Attendants themselves are the ultimate ambassadors of the initiative. Recent news stories about the program can be found here:


- <https://www.bart.gov/news/articles/2021/news20210518>
- <https://www.sfchronicle.com/bayarea/article/BART-installs-gates-adds-attendants-to-make-14814852.php>


12. Please confirm that BART and SFMTA are in agreement on project cost sharing, funding strategy, scope and schedule.


BART and SFMTA agree on these items, this mutual agreement will be vetted through the execution of a three-year extension to the current agreement between the agencies.





BART Stations

 Equity Priority Communities

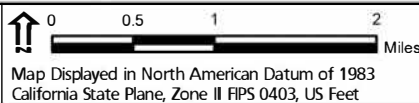
 BART Track

 Muni Stop Density

 Sparse

 Dense

Notes:
 Equity priority community - <https://epc-map.sfcta.org/>
 Muni stops - <https://data.sfgov.org/Transportation/Muni-Stops/i28k-bkz6>



San Francisco Bay Area Rapid Transit District
 EGIS - BART Office of the CIO
 2150 Webster St.. 3rd Floor, Oakland, CA 94612

Elevator Attendant Program

Helping riders, helping the community

Let's go.



Program Goal: Ensure elevators at the four downtown SF stations consistently remain safe, clean, and in working order for all BART/Muni patrons.

Over the past several years, the joint BART/SFTMA stations in downtown San Francisco have been increasingly challenged by the broader regional problems of homelessness, safety & security, drug activities, and vandalism. The station elevators have been used as bathrooms or for drug use—reflecting a broader crisis of homelessness and opioid abuse.

Inspired by the success of San Francisco's Pit Stop Program, which provided attendants at street level restrooms, BART and SFMTA launched a 6-month pilot in April 2018 to provide elevator attendants at the Civic Center & Powell St. stations. Before the pilot, only 44% of elevator users rated themselves as very or somewhat satisfied.

After the pilot, satisfaction shot up to 93%. Common comments included:

- "thank you for cleanliness & respectful attendant,"
- "very good for people with disabilities,"
- "awesome service,"
- "program amazing—commuting with two children," and
- "please keep this going. I feel so much safer and it doesn't smell".

The pilot proved so popular that the agencies expanded it in November 2019 to Embarcadero & Montgomery stations, funded in part thanks to an MTC Lifeline Grant from SFCTA.

BART/SFMTA initiated successful collaboration with Urban Alchemy (UA) to provide elevator attendant staff. UA is a community-based organization providing employment training and opportunities for vulnerable populations to lift them out of the cycle of poverty and hopelessness. Lena Miller, Founder and Executive Director, notes the men and women filling the attendant jobs are committed to hard work and improving the community because they know employment is key to success, "It's a point of pride for them to be working and bettering their lives."

The program has made a huge difference for customers who use the elevators. Pre-pandemic, over 160,000 people in a month rode the elevators with an attendant, 9% of those people with disabilities and 5% with families.

The results are solid—the program benefits transit riders and ensures a clean, safe experience for elevator users connecting to and from Market street for

work, school, day care, entertainment, and tourism. A pleasant and welcoming Market Street and transit experience is essential to downtown San Francisco in supporting the region's recovery from the COVID-19 pandemic and improving access to many vulnerable populations who rely on elevators.

"This program is amazing on so many levels," said Paula Fraser, BART's Assistant Chief Transportation Officer. "These workers are from the community, they're helping our patrons, and they're improving the quality of life in our stations, which benefits everyone."

BART and SFMTA are seeking a funding partner to help support the Elevator Attendant program. The annual cost for the four downtown San Francisco stations is approximately \$3M (including support for the City's prevailing wage requirements, worker benefits and overhead costs).