MEETING OF THE
REGIONAL TRANSIT TECHNICAL ADVISORY COMMITTEE

Monday, April 30, 2018
10:00 a.m. – 12:00 p.m.

SCAG LOS ANGELES MAIN OFFICE
900 WILSHIRE BLVD., STE. 1700
POLICY COMMITTEE ROOM A
LOS ANGELES, CALIFORNIA 90017
(213) 236-1800

TELECONFERENCE
TO JOIN THE MEETING: https://zoom.us/j/318478770
CONFERENCE NUMBER: 1 (646) 558 8656
MEETING ID: 318 478 770

VIDEOCONFERENCE
Orange SCAG Office
600 S. MAIN ST, STE. 906
ORANGE, CA 92863

San Bernardino
SCAG Office
1170 W. 3RD ST, STE. 140
SAN BERNARDINO, CA 92410

Riverside SCAG Office
3403 10TH STREET, SUITE 805
RIVERSIDE, CA 92501

Ventura SCAG Office
950 COUNTY SQUARE DR, STE 101
VENTURA, CA 93003

PLEASE NOTE NEW LOCATION

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Matt Gleason at (213) 236-1832 or email gleason@scag.ca.gov

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency’s essential public information and services. You can request such assistance by calling (213) 236-1908. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.
The Regional Transit Technical Advisory Committee may consider and act upon any of the items listed on the agenda regardless of whether they are listed as information or action items.

1.0 CALL TO ORDER
   (Gary Hewitt, OCTA, Regional Transit TAC Chair)

2.0 PUBLIC COMMENT PERIOD - Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Regional Transit Technical Advisory Committee, must fill out and present a speaker’s card to the assistant prior to speaking. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 RECEIVE AND FILE
   3.1 Minutes of the January 31, 2018 Regional Transit TAC Meeting 1 3
   3.2 Transit Ridership Update 7
   3.3 RTTAC 2018 Agenda Look Ahead 11
4.0 INFORMATION ITEMS

4.1 Innovative Clean Transit Regulation
(Dr. Yachun Chow, California Air Resources Board)

4.2 Transit Climate Adaptation and Resiliency Effort
(Beth Rodehorst, ICF International)

4.3 Proposed Microtransit Pilot
(Nora Chin, LADOT)

4.4 2020 RTP/SCS Goals and Objectives
(Courtney Aguirre, SCAG)

5.0 STAFF REPORT

5.1 Draft 2020 RTP/SCS HQTC and Major Transit Stop Methodology
(Steve Fox, SCAG)

5.2 ADA Forecast Procurement
(Matt Gleason, SCAG)

5.3 SB-1 Recall Effort
(Kevin Gilhooley, SCAG)

5.4 SCAG FTIP Public Participation Process and Compliance With Section 5307 Program Requirements
(Philip Law, SCAG)

6.0 ADJOURNMENT

The next Regional Transit Technical Advisory Committee meeting is tentatively scheduled for Wednesday, August 29, 2018.

* Attachment under separate cover
THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE REGIONAL TRANSIT TECHNICAL ADVISORY COMMITTEE (RTTAC). AN AUDIO RECORDING OF THE MEETING IS AVAILABLE FOR LISTENING IN SCAG’S OFFICE.

The Regional Transit Technical Advisory Committee held its meeting at SCAG’s Downtown Los Angeles Office. The meeting was called to order by Chair Gary Hewitt.

**Members Present:**

Medford Auguste  
LACMTA

**Teleconference:**

Gary Hewitt (Chair)  
Orange County Transportation Authority

Joyce Rooney (Vice Chair)  
Redondo Beach Transit

Claire Grasty  
Ventura County Transportation Commission

Sheldon Peterson  
Riverside County Transportation Commission

Scott Paige  
LACMTA

Tracy Beidleman  
Long Beach Transit

Alex Porlier  
City of Santa Clarita

Norm Hickling  
Antelope Valley Transit Authority

Josh Landis  
Foothill Transit

**Web Meeting:**

Kirk Schneider  
Caltrans District 7

Kristin Warsinski  
Riverside Transit Agency

Lori Huddleston  
LACMTA

Stephen Tu  
LACMTA

Scott Jackson  
City of Los Angeles

Matt Miller  
Gold Coast Transit District

Vanessa Rauschenberger  
Gold Coast Transit District

Joe Raquel  
Foothill Transit

Conan Cheung  
LACMTA

Anita Petke  
SunLine Transit Agency

Fina Clemente  
Riverside County Transportation Commission

Kevin Kane  
Victor Valley Transit Authority

**SCAG Staff:**

Philip Law  
Stephen Fox

Kome Ajise

Matthew Gleason
1.0 CALL TO ORDER

Gary Hewitt, OCTA, called the meeting to order at 10:07 a.m.

2.0 PUBLIC COMMENT PERIOD

No members of the public requested to comment.

3.0 RECEIVE AND FILE

3.1 Minutes of the January 31, 2018 Regional Transit TAC Meeting

4.0 INFORMATION ITEMS

4.1 Metro Ridership Growth Action Plan

Conan Cheung, LACMTA, reported on Metro’s Ridership Growth Action Plan. Mr. Cheung stated initial efforts in developing a ridership growth plan include examining recent demographic changes which show household growth in downtown Los Angeles and areas northeast of it. He reviewed changes in household income noting a decline in middle class income and an increase in high income population in areas. Additionally, there is a population increase of those 55 years and older. Employment density shows greater concentrations in downtown Los Angeles, midcity and West Los Angeles. Mr. Cheung reviewed travel patterns in these areas.

Next, current service routes were examined showing areas where demand is great and those that may offer opportunities to expand service. Mr. Cheung reported on the growth of other mobility options available in the service area such as Uber. He noted that Metro’s Office of Extraordinary Innovation is exploring micro transit service and other options to respond to contemporary mobility trends. Mr. Cheung noted next steps include additional survey and focus group research as well as peer agency interviews. He noted market research will examine market segments and focus on population segments that may be on the cusp of using transit and those who may be considering leaving transit.

Philip Law, SCAG staff, asked if any efforts are underway to explore ridership declines on rail lines. Mr. Cheung reviewed efforts for specific rail lines noting that speed and reducing delays will be important to drawing and retaining riders.

4.2 Metro NextGen Bus Study

Stephen Tu, LACMTA, reported on Metro’s NextGen Bus Study. Mr. Tu stated the study will explore ways to improve service to current riders as well as attract new riders and investigate potential new markets. He reviewed the project’s guiding principles and internal and external stakeholder groups noting that public input and buy-in is critical to the project’s success. Mr. Tu reviewed the study phases including understanding important travel attributes of current and potential riders, establishing service concepts and strategies as well as investigating opportunities to
restructure routes, schedules and services to current, potential and future riders. Mr. Tu noted next steps include completing market segmentation as well as establish project committees and public engagement.

4.3 OCTA Transit Strategic Plan

Gary Hewitt, OCTA, provided an update on OCTA’s Transit Strategic Plan. Mr. Hewitt stated the plan is a strategic framework for the most appropriate capital investments and examines service corridors of opportunity for both rail and bus. He reviewed the corridors under consideration, survey results and which transit services ranked highest among respondents. He noted additional Metrolink service ranked highly as well as increased express and special event service. Mr. Hewitt reviewed the short-term action plan to be implemented in the next 5 years including two micro transit pilot projects and continued corridors studies for possible future investment. Mid and Long-term investment opportunities were reviewed.

Mr. Hewitt stated recommendations will be forwarded to their Board for feedback and final recommendations will be communicated to the public and stakeholders.

Philip Law, SCAG staff, asked when it will be known which of the mid and long-term recommendations will be placed into the Long Range Transportation Plan. Mr. Hewitt responded that a mix of projects are under consideration and final determination may be affected by available funding.

4.4 Draft 2020 RTP/SCS HQTC and Major Transit Stop Methodology

Steve Fox, SCAG staff, provided an update on Draft 2020 RTP/SCS High Quality Transit Corridor and Major Transit Stop Methodology. Mr. Fox stated that SCAG is currently updating its list of major transit stops in preparation for the 2020 Regional Transportation Plan/Sustainable Communities Strategy. He noted the RTTAC as well as other major metropolitan planning organizations were involved in the development of the methodology. Mr. Fox reviewed the 2016 methodology and the refinements for the 2020 RTP/SCS. He noted that next steps include incorporating additional input from the RTTAC, consulting with other MPOs, the Office of Planning and Research then to return to the RTTAC with a final methodology.

Scott Paige, LACMTA, asked about the methodology noting that some bus service lines are frequent but fail to qualify according to the statute. Philip Law, SCAG staff, reviewed the qualifying elements under both SB 375 and SB 743. Mr. Law indicated that feedback will be summarized and encouraged members to forward other comments.

5.0 STAFF REPORT

Philip Law, SCAG staff, stated that SCAG is continuing its effort to update metropolitan planning agreements for each county noting that Imperial and Riverside counties have given their approval. Additionally, the SCAG/UCLA
Falling Transit Ridership Report is released to the public today and the next transit resiliency workshop will be held February 12, 2018 at SCAG’s San Bernardino office and the final one will be February 13, 2018 at SCAG’s downtown Los Angeles office.

6.0 ADJOURNMENT

Gary Hewitt, OCTA, adjourned the meeting at 12:07 p.m.
DISCUSSION:
As part of the continuing discussion of transit ridership trends at the RTTAC, SCAG staff has prepared information using the latest available data for 2017 from the National Transit Database (NTD). The NTD data used for this report are the unlinked passenger trips (UPT) reported in the December 2017 Adjusted Database available at https://www.transit.dot.gov/ntd/data-product/monthly-module-adjusted-data-release. Note that this monthly data is “unaudited” and there may be discrepancies with the 2017 annual numbers, which are not expected to be released until fall 2018.

The data summarized in this report suggest that bus ridership continued to decline in 2017 for all of the largest transit providers in the region except one (see Table 1). Total regional bus ridership experienced a fifth consecutive year of decline in 2017, down by 6.8% from 2016 levels (see Figure 1). The rate of decline appears to be slowing, however, compared to the previous year.

Rail ridership performance was flat overall from 2016 to 2017, with Metro heavy rail (Red Line) ridership down by 1.7% in 2017 compared to 2016, and Metrolink commuter rail ridership down by 12.2% (see Table 2). Metro light rail ridership growth offset these losses, as it increased by 3.3% in 2017 (slower than the 8.4% rate in 2016) due to continued Expo Line growth. Notably, Expo Line ridership surpassed that of the Gold Line for the first time (see Metro line data shown in Figure 2).

Operators in the rest of California also continued to see bus ridership declines in 2017 (see Table 3). In San Diego, bus ridership decreased by 4.6% from 2016 levels, while in Sacramento it declined by 8.8%. In the Bay Area, San Francisco Muni saw bus ridership fall by 2.3%, while Alameda-Contra Costa Transit was down 1.2% and Santa Clara Valley Transportation Authority (San Jose) was down 6.5%. In terms of rail (see Table 4), light rail ridership in San Francisco was up by 2.6% in 2017 compared to 2016. Bay Area overall commuter rail ridership was mixed, with Altamont Corridor Express continuing to see increases, while Caltrain lost 8.2% of its ridership. The Bay Area Rapid Transit (BART) continued its decline with a drop of 4.4%. Light rail ridership fell by 12.6% in San Jose and by 4.7% in Sacramento, an acceleration of decline in both regions. In San Diego, ridership on the Sprinter and Coaster systems decreased by 5.2% and 1.2%, respectively.
Table 1. Change in Unlinked Passenger Trips (UPT) – SCAG Region (Bus)

<table>
<thead>
<tr>
<th>BUS OPERATOR/SYSTEM</th>
<th>TOTAL UPT (000s)</th>
<th>YEAR-TO-YEAR CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Anaheim Transp. Network</td>
<td>9,559</td>
<td>8,780</td>
</tr>
<tr>
<td>Antelope Valley Transit Authority</td>
<td>2,815</td>
<td>2,501</td>
</tr>
<tr>
<td>Beach Cities Transit</td>
<td>376</td>
<td>370</td>
</tr>
<tr>
<td>City of Los Angeles (LADOT)</td>
<td>20,549</td>
<td>17,471</td>
</tr>
<tr>
<td>Culver CityBus</td>
<td>5,338</td>
<td>4,912</td>
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<tr>
<td>Foothill Transit</td>
<td>13,585</td>
<td>12,888</td>
</tr>
<tr>
<td>Gold Coast Transit</td>
<td>3,701</td>
<td>3,525</td>
</tr>
<tr>
<td>GTrans (City of Gardena)</td>
<td>3,284</td>
<td>3,072</td>
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<tr>
<td>Imperial Valley Transit</td>
<td>797</td>
<td>775</td>
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<tr>
<td>Laguna Beach Transit</td>
<td>1,015</td>
<td>844</td>
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<td>Long Beach Transit</td>
<td>25,811</td>
<td>24,307</td>
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<tr>
<td>Metro</td>
<td>304,250</td>
<td>284,666</td>
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<tr>
<td>Montebello Bus Lines</td>
<td>6,681</td>
<td>5,823</td>
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<tr>
<td>Norwalk Transit System</td>
<td>1,466</td>
<td>1,492</td>
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<tr>
<td>Omnitrans</td>
<td>11,621</td>
<td>11,032</td>
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<tr>
<td>Orange County Transp. Authority</td>
<td>41,202</td>
<td>39,507</td>
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<tr>
<td>Riverside Transit Agency</td>
<td>8,513</td>
<td>8,150</td>
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<td>Santa Clarita Transit</td>
<td>2,916</td>
<td>2,711</td>
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<tr>
<td>Santa Monica's Big Blue Bus</td>
<td>15,198</td>
<td>13,266</td>
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<tr>
<td>SunLine Transit</td>
<td>4,242</td>
<td>4,047</td>
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<td>Torrance Transit Agency</td>
<td>3,791</td>
<td>3,471</td>
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<tr>
<td>Ventura Intercity Service Transit Auth.</td>
<td>840</td>
<td>753</td>
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<tr>
<td>Victor Valley Transit Authority</td>
<td>1,849</td>
<td>1,617</td>
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Table 2. Change in Unlinked Passenger Trips (UPT) – SCAG Region (Rail)

<table>
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<tr>
<th>RAIL OPERATOR/SYSTEM</th>
<th>TOTAL UPT (000s)</th>
<th>YEAR-TO-YEAR CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Metro (heavy rail)</td>
<td>45,629</td>
<td>44,861</td>
</tr>
<tr>
<td>Metro (light rail)</td>
<td>65,727</td>
<td>67,922</td>
</tr>
<tr>
<td>Metrolink (commuter rail)</td>
<td>12,113</td>
<td>10,635</td>
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Table 3. Change in Unlinked Passenger Trips (UPT) – Other California (Bus)

<table>
<thead>
<tr>
<th>BUS OPERATOR/SYSTEM</th>
<th>Total UPT (000s)</th>
<th>Year-to-Year Change</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Alameda-Contra Costa Transit</td>
<td>53,203</td>
<td>52,571</td>
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<tr>
<td>North County Transit District</td>
<td>7,144</td>
<td>6,529</td>
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<tr>
<td>Sacramento Regional Transit</td>
<td>11,265</td>
<td>10,272</td>
</tr>
<tr>
<td>San Diego Metrop. Transit System</td>
<td>50,737</td>
<td>48,694</td>
</tr>
<tr>
<td>San Francisco Muni*</td>
<td>164,876</td>
<td>161,092</td>
</tr>
<tr>
<td>Santa Clara Valley Transp. Authority</td>
<td>30,834</td>
<td>28,831</td>
</tr>
</tbody>
</table>

*Includes trolley bus

Table 4. Change in Unlinked Passenger Trips (UPT) – Other California (Rail)

<table>
<thead>
<tr>
<th>RAIL OPERATOR/SYSTEM</th>
<th>Total UPT (000s)</th>
<th>Year-to-Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Altamont Corridor Express</td>
<td>1,295</td>
<td>1,328</td>
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<tr>
<td>Bay Area Rapid Transit</td>
<td>135,238</td>
<td>129,268</td>
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<tr>
<td>Caltrain</td>
<td>18,495</td>
<td>16,981</td>
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<tr>
<td>North Co. Transit District (Coaster)</td>
<td>1,504</td>
<td>1,426</td>
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<tr>
<td>North Co. Transit District (Sprinter)</td>
<td>2,601</td>
<td>2,571</td>
</tr>
<tr>
<td>Sacramento Regional Transit</td>
<td>11,805</td>
<td>11,253</td>
</tr>
<tr>
<td>San Diego Metrop. Transit System</td>
<td>38,169</td>
<td>37,673</td>
</tr>
<tr>
<td>San Francisco Muni (light rail)</td>
<td>49,490</td>
<td>50,776</td>
</tr>
<tr>
<td>San Francisco Muni (streetcar)</td>
<td>7,208</td>
<td>7,794</td>
</tr>
<tr>
<td>Santa Clara Valley Transp. Authority</td>
<td>9,927</td>
<td>8,675</td>
</tr>
</tbody>
</table>
The RTTAC meets quarterly on the fifth Wednesday of the month. Following is a tentative look-ahead to the proposed RTTAC agendas for 2018. It includes three standing items requested by the Chair and Vice Chair for:

1) Regulatory Compliance – items addressing compliance with MAP - 21 and FAST Act rulemakings, as well as state regulations including SB 375 or ARB fleet rules
2) Performance – items related to understanding why ridership has declined, and highlighting steps local agencies are taking to address these losses
3) Technology and Mobility Innovations – items related to transportation network companies, ITS, advanced technologies, and other mobility innovations

The discussion items below are proposed and speakers have not yet been contacted. Suggestions from RTTAC members are welcome.

August 29, 2018

- Regulatory Compliance Standing Item
  - ARB SB375 GHG Emissions Reduction Targets Update
- Performance Standing Item
  - 2020 RTP/SCS Base Year System Performance
- Technology and Mobility Innovations Standing Item
  - Monrovia Lyft and Limebike Partnerships*
  - SCAG ITS Architecture Update (Receive and File)
  - OC Flex Pilot
- 2020 RTP/SCS Trends and Challenges
- 2018 Election Legislative Update
- FY2017-18 Caltrans 5304 Program Completed Work (Receive and File)
- HQTC/Major Transit Stop Methodology
October 31, 2018

- Regulatory Compliance Standing Item
  - Transit Asset Management (SCAG work effort)
  - Private Sector Providers of Transportation Services
- Performance Standing Item
  - Rand Corporation Future of Mobility Report*
- Technology and Mobility Innovations Standing Item
  - Impact of Emerging Technologies Methodology for Public Transportation
  - SCAG ITS Architecture Update: Findings from Private Sector Outreach
- 2020 RTP/SCS Scenario Planning Development
- HQTC/A Future Corridor Development

January 30, 2019

- Regulatory Compliance Standing Item
  - Transit Asset Management (SCAG work effort)
  - Regional Housing Needs Assessment/Growth Forecast
- Performance Standing Item
  - 2020 RTP/SCS Goals and Performance Measures (Impact of Map 21 Final Rules)
- Technology and Mobility Innovations Standing Item
  - Montebello Bus Lines On Board Video Detection System*
  - LA Metro Pilots/Office of Extraordinary Innovations*

*Speakers not yet contacted*
To: Regional Transit Technical Advisory Committee (RTTAC)

From: Matt Gleason, Senior Regional Planner, 213-236-1832, gleason@scag.ca.gov

Subject: Transit Climate Adaptation and Resiliency Effort

OVERVIEW:
SCAG was awarded a grant to perform Transit Climate Adaptation and Resilience effort in FY 2015-16. After some initial delays, work has progressed over the past ten months. This study was previously presented to the RTTAC in May and November of 2017. The consultant team will present their findings, and provide an overview of draft climate adaptation tools that have been developed.

TRANSIT CLIMATE ADAPTATION AND RESILIENCY EFFORT:
The Transit Climate Adaptation and Resiliency effort has sought to evaluate the potential effects of changes in climate stressors, and developed resources to aid local agency staff in incorporating climate change adaptation strategies into their planning processes, to ensure system resiliency. The study team has developed a toolbox of resources, provided an asset class based inventory of regional transit assets, sought out regional climate forecast information, and performed a high level assessment vulnerability to and risk from climate stressors.

OUTREACH:
Local agency input has been key to this effort. This study was previously presented to the RTTAC in both May and November of 2017.

In addition, there were three outreach workshops with invited staff from participating transit provider agencies. The first workshop will focus on vulnerability and criticality, and was jointly conducted in Los Angeles and San Bernardino Counties via videoconference. The consultant team shared climate forecast information and exposure maps, illustrated how routes might be exposed to key stressors, and provided guidance for obtaining climate information in a cost effective manner.

The second two workshops were conducted independently in Los Angeles and San Bernardino Counties, and focused on potential adaptation strategies, evaluating their feasibility and effectiveness, and developing a framework for incorporating these strategies into normal agency processes, including planning, procurement, and asset management.
**NEXT STEPS:**
The project team has prepared a series of draft resources, and are seeking review and comment from the members of the RTTAC. The project team will be forwarding the draft resources to the member list by May 1, 2018, and hopes to receive comments by May 8.

**Attachment A:** Power Point Presentation
SCAG Transit Climate Adaptation and Resiliency Assessment Project

Regional Transit Technical Advisory Committee (RTTAC) Meeting

April 30, 2018

Presented by ICF
Agenda

• Project overview and purpose
• Introduction to Climate Resilience Toolbox
• Detailed look at 10 draft toolbox resources
• Next steps
Project Overview and Purpose
Project Purpose

- Empower transit agencies in the SCAG Region to:
  - identify critical assets and routes;
  - integrate climate considerations into local and regional planning processes; and
  - implement adaptation practices to improve transit system resilience while complying with state and federal regulations.

- Develop a toolbox of resources that will assist transit agencies in completing these activities with limited resources

- Project to be completed in June 2018
### Key Project Milestones

<table>
<thead>
<tr>
<th>Spring 2017</th>
<th>Summer 2017</th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project kicks off</td>
<td>Workshop 1: Vulnerability &amp; Criticality</td>
<td>Development of Toolbox Resources</td>
<td>Exposure Analysis, Development of Criticality Criteria and Sensitivity Matrix</td>
<td>Workshop 2: Adaptation and Toolbox Needs</td>
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<tr>
<td>Presentation to RTTAC</td>
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</tbody>
</table>
Workshop 1: SCAG HQ
Workshop 2: San Bernardino
Project Next Steps

April

- Complete draft of toolbox resources
- RTTAC Mtg
  April 30th

May

- RTTAC comments due
  May 8th
- Final toolbox & final report available

June

- Transportation Committee Mtg
  June 8th
Purpose of Today’s Presentation

- Introduce toolbox resources to RTTAC members
- Request your feedback on the draft resources by May 8th
- Based on your comments, we will revise the resources throughout May and early June
Introduction to Climate Resilience Toolbox
Why a Toolbox?

- Purpose is to build capacity of transit agencies of all sizes to
  - Evaluate their own vulnerabilities to climate change
  - Identify and implement appropriate adaptation measures

- By lowering common barriers to climate resiliency planning, agencies with limited resources can prepare for climate change
# Summary of Toolbox Resources

<table>
<thead>
<tr>
<th>#</th>
<th>Resource</th>
<th>Purpose</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Guidance on evaluating vulnerability/consequences</td>
<td><strong>Getting Started</strong></td>
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<tr>
<td></td>
<td></td>
<td>• Articulating goals and objectives for climate resiliency initiatives</td>
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<tr>
<td></td>
<td></td>
<td>• Understanding how climate may change in your area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identifying transit decision-making processes that may facilitate climate resiliency</td>
</tr>
<tr>
<td>2</td>
<td>Guide to obtaining climate data and summary of projected climate changes in SCAG region</td>
<td><em>Assessing and Addressing Vulnerability and Consequences</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identifying which assets are most critical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Understanding the sensitivity of your transit system to climate changes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Understanding what other transit agencies are doing to adapt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learning key tips when evaluating and selecting adaptation strategies</td>
</tr>
<tr>
<td>3</td>
<td>Guide to integrating climate resilience into common transit decision-making processes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Criticality criteria</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Transit sensitivity matrix</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Example transit adaptation strategies</td>
<td></td>
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<tr>
<td>7</td>
<td>Guidance on evaluating adaptation strategies</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Template for timeline, staff roles, next steps</td>
<td><strong>Moving Toward Implementation</strong></td>
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<tr>
<td></td>
<td></td>
<td>• Articulating key next steps, staff responsible for them, and overall timelines and milestones for the resiliency initiative</td>
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<tr>
<td></td>
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<td>• Completion of contingency planning template</td>
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<td></td>
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<td>• Identifying possible opportunities for funding</td>
</tr>
</tbody>
</table>
Proposed SCAG Adaptation Toolbox Components
1. Guidance on Evaluating Vulnerability & Consequences

• **Purpose:** Help users get started on a vulnerability assessment

• **Key Features**
  – Discusses the importance of articulating goals of vulnerability assessment early on
    • the goals will drive certain decisions of the vulnerability assessment process
  – Summarizes available vulnerability assessment frameworks and related resources available
    • Does not re-invent the wheel!
2. Guide to Climate Projection Data

• **Purpose:**
  – Orient users with projected changes in climate
  – Provide guidance on obtaining more detailed climate projection data if needed

• **Key Features**
  – Maps and summaries of projected changes in SCAG region for heat, precipitation, sea level rise, flooding
  – Summary of recommended sources of more detailed climate projection data
  – Step-by-step guide to determining data needs, obtaining it, and understanding the uncertainty of the data
3. Integrating Climate Resilience to Existing Decision-Making Processes

- **Purpose:** Help users integrate climate resiliency into existing processes at their transit agency

- **Key Features**
  - Maps out basic steps of 3 common decision making processes:
    - Procurement/Contracting
    - Transit Asset Management (TAM)
    - Short Range Transit Plan (SRTP)
  - Identifies ways to integrate climate resiliency into those steps

Short Range Transit Plan
If your transit agency received funding from the Federal Transit Administration (FTA), your agency must maintain a short range transit plan (SRTP) which discusses your agency’s plans for investments to carry out services and operations. SRTPs cover topics ranging from fleet needs and capital improvement projects, to anticipated costs and revenues. SRTPs look out at least five years into the future but may cover longer timeframes. SRTPs are updated every three years.

There is usually a single person or department that coordinates the overall process. Each department within your agency will be placed to update their respective sections of the SRTP, which is an opportunity to identify necessary projects or investments for maintaining service and operations. Agencies typically conduct some form of external stakeholder outreach to understand the evolving needs and concerns of their community and customers. Here may be made to the draft SRTP based on this information. Then approval of your agency’s Board, and then Commissioner, is sought. Once the SRTP receives final approval, it is implemented across your agency.

The SRTP is an important activity for many transit agencies and represents an excellent opportunity for pursuing climate resilience. Projects included in the SRTP are generally prioritized for funding, so ensuring climate resilience projects in an SRTP is an excellent way to integrate climate resilience efforts into your transit agency.

There are several opportunities for incorporating climate change resiliency into the SRTP process:

1. **SRTP Process Kick-Off:** Make sure that the process coordinator is aware of projected changes in climate and the associated risks to the transit agency. Information in the Guidance on Obtaining Climate Data document, as well as your climate vulnerability assessment results, could be useful for this information. Now would be a great time to get high-level support within your transit agency to make it clear that climate resilience is priority.

2. **Departmental Updates:** Educate the departmental leads on projected climate changes and associated risks. Help them understand the importance of climate resiliency to your agency goals, and ask that they consider climate resiliency when determining appropriate projects to include in their updates. Discuss how, although climate change may occur over a long time period, it is important to start preparing for it now.

3. **Stakeholder Outreach:** When communicating with stakeholders, keep an open ear for concerns related to climate and weather, and then think through how those concerns may be addressed (or not) as the climate changes. Understand how stakeholders use of your agency’s...
Why Look at Existing Processes?

- Adaptation is often most successful when *integrating* it into existing decision-making processes, rather than trying to build an entirely new process around climate change adaptation.

- Transit agencies already deal with weather-related stressors. Climate change adds a new twist to this sort of risk, which is already being addressed by existing risk management processes.

- Therefore, it’s easier to adjust existing processes than create entirely new ones.
4. Criticality Criteria

- **Purpose:** Assist transit agencies in identifying most critical assets in order to better understand system vulnerabilities.

- **Key Features:**
  - Document introducing concept of criticality and its role in understanding vulnerability to climate change.
  - Excel-based scoring tool to help transit agencies identify their most critical assets.
5. Transit Sensitivity Matrix

**Purpose:** Assist transit agencies in understanding the ways that projected changes in climate may affect them

**Key Features:**
- Excel-base matrix with research-backed descriptions of how different types of assets are affected by different climate stressors

<table>
<thead>
<tr>
<th>Buses</th>
<th>Climate Stressors</th>
<th>Temperature</th>
<th>Precipitation and Inland Flooding</th>
<th>Sea Level Rise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Category</td>
<td>Important Impact-Asset Relationships</td>
<td>Important Impact-Asset Relationships</td>
<td>Important Impact-Asset Relationships</td>
<td></td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>• Reduce asset lifespans (3, 8)</td>
<td>• Heavy precipitation floods buses. Water often intrudes because they tend to be low clearance (3, 8)</td>
<td>• Salties air and water are corrosive and cause damage to bus exteriors, which could be exacerbated by increased winds and storms (7).</td>
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<td></td>
<td>• At higher temperatures, buses break down more frequently and require additional maintenance (8)</td>
<td>• Precipitation and flooding deposits debris in buses and bus lots (3)</td>
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<td></td>
<td>• Extreme temperatures, particularly exceeding 100 degrees F, many buses begin to shut down and stop running (8)</td>
<td>• Flooded bus storage can damage the fleet (8)</td>
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<td></td>
<td>• Extreme heat stress on components and cause damage to tires. The expansion and contraction of air in tires due to changing temperatures weaken the material (7). Increased cost of replacing tires damaged by more potholes and road damage (7).</td>
<td>• Drought can increase the amount of dust that vehicles and increase the need for washing, while at the same time creating potential limits for water use (3).</td>
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<td>• Fueling in hot temperatures is less efficient, especially with gasoline (7)</td>
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<td></td>
<td>• Heat damage to asphalt could increase pothole and road damage, which can cause damage to buses (7)</td>
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<table>
<thead>
<tr>
<th>Infrastructure (non-electrical)</th>
<th>Climate Stressors</th>
<th>Temperature</th>
<th>Precipitation and Inland Flooding</th>
<th>Sea Level Rise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Category</td>
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<td>Important Impact-Asset Relationships</td>
<td>Important Impact-Asset Relationships</td>
<td></td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>• When high heat is accompanied by drought conditions, asphalt and concrete pavement cracks, making it more vulnerable to water damage when it does rain (4).</td>
<td>• Flooding at bus stations, parking lots, and bus stops (5).</td>
<td>• Sea level rise increases the potential for flooding of the stormwater drainage system. Storm surge can flood the stormwater drainage system beyond its design capacity (4).</td>
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<td>• Periods of excessive heat can compromise pavement integrity (e.g., softening asphalt and increasing rutting from traffic) (5). May require buses to re-route or perform maintenance on concrete bus pads to protect pavement (8).</td>
<td>• Low-lying bridge and tunnel entrances for roads, rail, and rail transit will be more susceptible to flooding, and thousands of such links could be undermined for floods (5).</td>
<td>• Depending on the location, the roads, bridges, and infrastructure could be vulnerable to intensified flooding, storm surge, and inundation due to sea level rise, etc. If exposed to storm surge, roads usually close or are rendered impassable (4).</td>
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<td></td>
<td>• Flooding at overwater crossings (where water has velocity) can be expected to cause pavement and embankment failure beginning when the water is high enough to flow over the roadway surface (4).</td>
<td>• Facilities where maintenance occurs such as bus garages are vulnerable to sea level rise and storm surge (2).</td>
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<td>• Shaded increase risk of debris accumulation, sedimentation, erosion, scour, piping, and conduit structural damage (4).</td>
<td>• Bus routes, particularly along the Pacific Coast Highway (PCH) and Belmond village, could be inundated (7).</td>
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<td>• Depending on the soil type, drought can reduce soil moisture levels, impacting infrastructure, including pavements, road beds, and buried utilities (5).</td>
<td>• Coastal flooding and extreme precipitation can cause back-up in wastewater (7).</td>
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</tbody>
</table>

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<td></td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>• Increased frequency or duration of heat events or incremental increases in the mean temperature can cause increased demand for air conditioning and stress the electric power systems during heat events (6). If AC units fail, they must either be fixed and delay the schedule or drivers must operate in the heat (7).</td>
<td>• Increased frequency or duration of heavy rain events will cause row pertaining soil moisture affects electrical power system components, such as poles supporting power lines (4).</td>
<td>• Storm surge can damage essentially any component of electrical power systems (transmission lines, towers, insulators, generating plants) through direct flooding impacts, damage from debris, and other effects such as salt spray contamination (4).</td>
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<td>• Blackouts increase as individuals get home and increase electricity.</td>
<td>• Flooding can cause traffic lights to shut down or malfunction (4).</td>
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<td>• During storms, utility connections and exposed cables usually fail (4).</td>
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</table>
6. Example Adaptation Strategies

- **Purpose:** Provide examples of how other transit agencies are adapting to climate change. Inspire and provide ideas.

- **Key Features:**
  - Word document with discussion of 6 key types of adaptation strategies:
    - Plan & prepare, maintain & manage, strengthen & protect, enhance redundancy, recover, retreat
  - Real-life examples and case study summaries of adaptation measures within each of these categories
  - Excel version of examples table that can be filtered by type
7. Tips for Evaluating & Implementing Adaptation Measures

- **Purpose:** Share quick tips for evaluating and implementing adaptation measures, gleaned from experiences across various transportation adaptation initiatives

- **Key Features:**
  - Word document with brief tips (generally 1 paragraph in length)
  - Touches on topics such as
    - Consideration of different types of cost (including costs of no-action)
    - Reminder that resilience can be achieved through different means—e.g. operational adjustments as well as physical protection/strengthening
    - Understanding the timing of adaptation—what needs to happen now, what can wait?
    - Putting uncertainty into context
    - Tip for effectively communicating the need for adaptation to help build internal and external support
8. Template for Timeline, Staff Roles, Next Steps

- **Purpose:** Help guide transit agencies in articulating clear next steps, and how/when those milestones will be achieved.

- **Key Features:**
  - PPT template with sections on:
    - Goals and objectives
    - Immediate next steps, who is responsible for them, deadline
    - Overall timeline or key milestones for current resiliency planning effort
9. Contingency Planning Template

- **Purpose**: Assist transit agencies in contingency planning in advance of a disruptive climate event

- **Key Features**:
  - Word template to be completed prior to events

**Contingency Plan Implementation**

[OPENING COMMENTS].

A contingency plan allows [AGENCY] to have a predictable and organized response to disruptions that may affect our service and operations. The plan would allow for us to do our best to continue to provide service to our customers, while adjusting our service in response to the event.

This Contingency Plan outlines how the organization will function in the event [SPECIFIC EVENT e.g. a mudslide blocks a major corridor] occurs. [ABOUT THE EVENT e.g. In Southern California, we are at risk of mudslides which are most common in...].

To implement this contingency plan, circulate a draft to [AGENCY DEPARTMENTS AND STAKEHOLDERS], giving them [A PERIOD OF TIME] to make comments. Once the plan has been finalized, share the finished product with the organization, [CITY], [POLICE], [FIRE], [EMS], [CONTRACTORS]. All employees should be trained on the plan and emergency procedures. Contingency plan drills should be run periodically.

1) **Problem Identification + Immediate response**
   a) When [EVENT] occurs, the Employee or Emergency Crew witnessing the event should notify the [COMMAND CENTER] when it is safe to do so.
   i) Employees should follow protocol in emergency situations. Contact 911 when necessary.
      (i) In X situation, protocol is... [DESCRIPTION OF PROTOCOL]
   ii) If a 911 call is made about the event, [ROLE] at the Emergency Dispatcher Office should inform the Incident Commander as well.

**Flow of Information During A Disruptive Event**

[Diagram showing flow of information during a disruptive event]
10. Summary of Funding Opportunities

- **Purpose:** Help transit agencies identify potential sources of funding for climate resiliency efforts

- **Key Features:**
  - 1-pager summarizing 7 grant programs from state and federal sources
Next Steps
Next Steps

• We will email you the toolbox resources within the next day
• Please review and provide feedback by May 8th
• Send comments or questions to: Beth.Rodehorst@icf.com
Thank you!
Project Summary
City of Los Angeles Department of Transportation, Transit

• Proposed deployment of microtransit pilot on Westside of Los Angeles

• Application of on-call transit service enhanced by mobile phone technology

• Demand-based service vs. supply-based service
Goals
City of Los Angeles Department of Transportation, Transit

• Launch pilot in 2018
• Demonstrate pilot for one year
• LADOT Transit Service Analysis recommendation
  o Support and enhance existing public transit service and regional rail
  o First Mile/Last Mile option
Proposed Project Location
City of Los Angeles Department of Transportation, Transit
Contracting Model
City of Los Angeles Department of Transportation, Transit

- Existing bus operations contract with MV Transit and its subconsultant, DemandTrans
- Allows LADOT some flexibility
Project Management Model

City of Los Angeles Department of Transportation, Transit

- Not a standard transit or transportation construction project
- Merger of transit operations with software development
- Providing a quality product and service
Service Model

City of Los Angeles Department of Transportation, Transit

- Corner-to-corner pick-up with (1-2) time points
- Origination and destination data from areas of interest
- Results from community outreach can provide insight into relative “attractiveness” of configurations
- Evaluate optimal number of vehicles and optimal time to meet travel time goals
Knowing Your Potential Rider
City of Los Angeles Department of Transportation, Transit

- Traditional transit planning is essential
- Outreach, outreach and more outreach
- Social Media and crowdsourcing
CHALLENGES
Challenges
City of Los Angeles Department of Transportation, Transit

• Coordination across different jurisdictions
• Not a replacement for fixed route service
• Meant to augment existing trunkline transit service
• Inherently, microtransit is not supposed to solve all problems
• Define your own agency’s success
Challenges
City of Los Angeles Department of Transportation, Transit

Maximum Ridership

Maximum Coverage
Knowing Your Potential Rider
City of Los Angeles Department of Transportation Transit

- Los Angeles is LARGE
- Traffic congestion
- Four sub-areas of our project area differ from one other
OPPORTUNITIES
Opportunities
City of Los Angeles Department of Transportation, Transit

- Potential to introduce new riders to public transit
- Fills public transportation gaps in the transportation network
- Potential for improving customer experience
WHERE WE ARE AND NEXT STEPS
Where We Are and Next Steps
City of Los Angeles Department of Transportation, Transit

• Finalize mobile application configurations
• Continue outreach and marketing
• Work with University of Southern California to design research framework for evaluation
Nora Chin
Transportation Planner
City of Los Angeles Department of Transportation, Transit
Nora.Chin@lacity.org
213-972-5064
2020 Regional Transportation Plan/Sustainable Communities Strategy

Regional Transit Technical Advisory Committee

Courtney Aguirre
Senior Regional Planner
April 30, 2018
What is an RTP/SCS?

- Long-term vision and investment framework
- Federal Requirements
  - Updated every 4 years to maintain eligibility for federal funding
  - Long Range: 20+ years into the future
  - Demonstrated conformity:
    - Regional emissions analysis
    - Financially constrained (revenues = costs)
    - Timely implementation of TCMs
    - Interagency consultation/public involvement
- State Requirements
  - Must meet GHG reduction targets for passenger vehicles
Why update goals and guiding policies?

• SCAG’s Strategic Plan
  - Produce innovative solutions that improve the quality of life for Southern Californians
  - Create plans that enhance the region’s strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution

• State and federal planning factors and goals
  - Federal: Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
  - State: Foster Livable and Healthy Communities and Promote Social Equity
Why update goals and guiding policies?

• MPO baseline
  • SCAG has goals relating to economy, mobility, environment, and healthy and complete communities
  • Unlike other MPOs, do not have housing, equity, or mobility innovation goals

• Other
  • Improve clarity
  • Strengthen language with action-oriented verbs
Adopted 2016 RTP/SCS Goals

1. Align the plan investments and policies with improving regional economic development and competitiveness.

2. Maximize mobility and accessibility for all people and goods in the region.

3. **Ensure travel safety and reliability for all people and goods in the region.**

4. Preserve and ensure a sustainable regional transportation system.

5. Maximize the productivity of our transportation system.
6. Protect the environment and health of our residents by improving air quality and encouraging active transportation (e.g., bicycling and walking).

7. Actively encourage and create incentives for energy efficiency, where possible.

8. Encourage land use and growth patterns that facilitate transit and active transportation.

9. Maximize the security of the regional transportation system through improved system monitoring, rapid recovery planning, and coordination with other security agencies.
1. Improve mobility, accessibility, reliability, and travel safety for people and goods.

2. Enhance the preservation, security, and resiliency of the regional transportation system

3. Increase person throughput and travel choices.

4. Reduce greenhouse gas emissions and improve air quality.

5. Leverage new transportation technologies and data-driven solutions that result in more efficient travel.
Draft 2020 RTP/SCS Goals


7. Create healthy and equitable communities.

8. Adapt to a changing climate by integrating a sustainable regional development pattern with the transportation network.

9. Preserve existing housing, while encouraging development of diverse housing types in transportation-supported areas.

10. Conserve natural and agricultural lands and restore critical habitats.
Adopted 2016 RTP/SCS Guiding Policies

1. Transportation investments shall be based on SCAG’s adopted regional Performance Indicators.

2. Ensuring safety, adequate maintenance and efficiency of operations on the existing multimodal transportation system should be the highest RTP/SCS priorities for any incremental funding in the region.

3. RTP/SCS land use and growth strategies in the RTP/SCS will respect local input and advance smart growth initiatives.

4. Transportation demand management (TDM) and active transportation will be focus areas, subject to Policy 1.
5. HOV gap closures that significantly increase transit and rideshare usage will be supported and encouraged, subject to Policy 1.

6. The RTP/SCS will support investments and strategies to reduce non-recurrent congestion and demand for single occupancy vehicle use, by leveraging advanced technologies.

7. The RTP/SCS will encourage transportation investments that result in cleaner air, a better environment, a more efficient transportation system and sustainable outcomes in the long run.

8. Monitoring progress on all aspects of the Plan, including the timely implementation of projects, programs, and strategies, will be an important and integral component of the Plan.
Draft 2020 RTP/SCS Guiding Policies

1. Transportation investments shall be based on adopted regional performance indicators and targets.

2. The highest priorities for transportation funding in the region should be to ensure mobility, accessibility, reliability, safety, and preservation of the existing transportation system.

3. RTP/SCS investments and strategies will result in reduced non-recurrent congestion and demand for single occupancy vehicle use by leveraging new transportation technologies and expanding travel choices.
Draft 2020 RTP/SCS Guiding Policies

5. Transportation investments will be encouraged to result in improved air quality and public health, and reduced greenhouse gas emissions.

6. Land use and growth strategies will respect local input, acknowledge existing disparities, promote sustainable transportation options and adaptable communities.

7. Transportation investments should reflect best known science regarding climate change vulnerability in order to make necessary design changes for long term resilience.

8. Monitoring progress on all aspects of the Plan, including the timely implementation of projects, programs, and strategies, will be an important and integral component of the Plan.
Next Steps

• April – June: Regional Planning Working Groups review and discuss relevant 2020 RTP/SCS goals and guiding policies

• July: SCAG staff share updated draft 2020 RTP/SCS goals and guiding policies with Joint Policy Committee

• September onwards: incorporate updated goals and guiding policies into the plan
Thank you

Courtney Aguirre
aguirre@scag.ca.gov
213-236-1804
18. SECTION 5307 PROGRAM REQUIREMENTS

PURPOSE OF THIS REVIEW AREA
For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

QUESTIONS TO BE EXAMINED
1. Does the recipient have a written agreement with the Metropolitan Planning Organization (MPO) that determines their mutual responsibilities in carrying out the metropolitan transportation planning process?

2. Does the recipient provide information about its available funding under Section 5307 to the public and provide for public involvement in the Program of Projects (POP) it proposes to undertake?

3. Does the recipient have a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction that addresses the required elements?

4. For Section 5307-funded fixed-route service, does the recipient charge no more than half the peak-hour fare for seniors, persons with disabilities, and Medicare cardholders during off-peak hours?

5. Does the recipient or the recipient’s UZA utilize one percent of its Section 5307 expenditures for transit security?

6. For Section 5307 funds awarded before October 1, 2015, has the recipient or the recipient’s UZA met the associated transit improvement requirements?

7. Does the recipient ensure that subrecipients, contractors, and lessees that receive Section 5307 funds or use Section 5307-funded property comply with Section 5307 half-fare and public comment requirements?

INFORMATION NEEDED FROM RECIPIENT
Recipient Information Request
- Half-fare application, if applicable
- Special identification card, if applicable
- Copy of written policy for soliciting public comment prior to implementing a fare increase or major service reduction
- List of fare increases and major service reductions implemented since last review with date of implementation
- Annual POP public notices for the past three years
• Consultative process, including how coordination is performed with interested parties
• List of complaints received from interested parties in relation to the POP consultative process, if applicable
• Annual proposed POPs and final proposed POPs, if amended
• Signed recipient and MPO agreement
• Split letter(s) since the last review identifying how Section 5307 funds will be expended on security and associated transit improvements to meet the one percent requirement for the UZA
• Section 5307 annual security expenditures for the review period (by award year), along with documentation that supports the expenditures
• Documentation that current security measures meet the agency needs, if applicable
• Section 5307 annual associated transit improvements for the review period (by award year), along with documentation that supports the expenditures

Recipient Follow-up
• Samples of notices to solicit public comment (e.g., newspaper classifieds, website, etc.)
• Description of procedures for how public comment will be considered regarding decisions on implementing fare increases and major service reductions
• Internal documentation of how public comment was considered prior to implementing any fare increases or major service reductions
• Sample documentation of public hearings (board minutes, public meeting minutes, news articles, etc.)
• Staff summaries, internal memoranda documenting public participation and comments
• Internal working documents showing original plans and actual plans that were implemented for major services reductions
• Documentation for monitoring fare increases and major service reductions implemented by subrecipients
• Most recent MPO adopted public participation plan, if applicable
• MPO TIP public notice(s) for the past three years, if applicable

5307:1. Does the recipient have a written agreement with the MPO that determines their mutual responsibilities in carrying out the metropolitan transportation planning process?

BASIC REQUIREMENT
Recipients and entities responsible for the transportation planning and programming processes in metropolitan planning areas are required to determine their mutual responsibilities in carrying out the metropolitan transportation planning process in a written agreement.

APPLICABILITY
All 5307 recipients

EXPLANATION
The planning regulations require that the MPO, the state(s), and the public transportation operator(s) cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the state(s), and the public transportation operator(s) serving the metropolitan planning area. Written agreements are required to address at least: 1) the recipient’s responsibilities, 2) the development and sharing of information for financial plans, and 3) the development of the annual listing of obligated projects. If the recipient intends to rely on the MPOs’ public involvement process to meet Section 5307 public involvement requirements, FTA encourages it to state so in the agreement.
INDICATORS OF COMPLIANCE

a. Is the recipient a party to a written agreement with the state, MPO, and providers of public transportation? If yes, does the agreement address:

1) The recipient’s responsibilities in carrying out the metropolitan transportation planning process?

2) The development and sharing of information for financial plans?

3) The development of the annual listing of obligated projects?

DETERMINING COMPLIANCE

Obtain and review the signed agreement to ensure the required elements are included. Ensure that the recipient has signed the agreement. If the MPO is an operating entity, consult with the regional office to ascertain who the providers of public transportation are in the metropolitan planning area. Ensure that providers of public transportation and the state(s) are parties to the written agreement.

POTENTIAL DEFICIENCY DETERMINATIONS

The recipient is deficient if it does not have an agreement with the MPO, or if the agreement does not address the recipient’s responsibilities, the development and sharing of information for financial plans, or the development of the annual listing of obligated projects.

DEFICIENCY CODE 5307:1-1: No current agreement or deficiencies in agreement with MPO

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a fully executed agreement that specifies the cooperative procedures for carrying out transportation planning and programming and addresses the recipient’s responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.

The recipient is deficient if it is an MPO and the providers of public transportation and the state(s) are not parties to the agreement.

DEFICIENCY CODE 5307:1-2: All parties not signatory to the MPO agreement

SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office a fully executed agreement that specifies the cooperative procedures for carrying out transportation planning and programming and addresses the recipient’s responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects and includes all applicable parties as signatories.

GOVERNING DIRECTIVE

23 CFR 450.314 Metropolitan Planning Agreement

“(a) The MPO(s), the State(s), and the providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO(s), the State(s), and the providers of public transportation serving the MPA. To the extent possible, a single agreement among all responsible parties should be developed. The written agreement(s) shall include specific provisions for the development of financial plans that support the metropolitan transportation plan (see §450.324) and the metropolitan TIP (see §450.326), and development of the annual listing of obligated projects (see §450.334).”
5307:2. Does the recipient provide information about its available funding under Section 5307 to the public and provide for public involvement in the Program of Projects (POP) it proposes to undertake?

**BASIC REQUIREMENT**
Recipients must provide for public involvement in the development of the Section 5307 Program of Projects (POP).

**APPLICABILITY**
All 5307 recipients

**EXPLANATION**
Both the planning regulations and Section 5307 require public participation. The planning regulations require that the metropolitan transportation planning process include a proactive participation plan that provides complete information, timely public notice, and reasonable public access to key decisions, and supports early and continuing involvement of the public in developing plans and Transportation Improvement Plan (TIP). (The recipient’s projects must be programmed in the TIP to be eligible for funding.) Section 5307 recipients also have specific requirements for public participation related to the Program of Projects (POP). POP public participation requirements do not apply to funds flexed into a Section 5307 award.

FTA allows a recipient to rely on the locally adopted public participation requirements for the TIP in lieu of the process required in the development of the POP if the recipient has coordinated with the MPO and ensured that the public is aware that the TIP development process is being used to satisfy the POP public participation requirements. To comply with the latter requirement:

- The MPO must have an adopted public participation plan.
- The TIP document (public participation plan, notice, or TIP) must have an explicit statement that public notice of public participation activities and time established for public review of and comments on the TIP will satisfy the POP requirements. The recipient may rely on the MPO public participation process for the TIP even when notices are published less than annually.

FTA encourages recipients to state in the agreement with the MPO that it relies on the public participation process for the TIP to satisfy Section 5307 public involvement requirements for the POP.

If the recipient relies on its own process to satisfy POP public participation requirements, it must:

- Make available to the public information concerning the amount of funds available under the Section 5307 program and the POP that the recipient proposes to undertake with such funds.
- Develop a proposed POP in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals.
- Publish the proposed POP in sufficient detail and in such a manner as to afford affected citizens, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to comment on it and on the performance of the recipient. If the service area includes a significant number of persons with limited English proficiency, the recipient should distribute the notice to these populations. (see the Title VI section of this guide).
- Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP. Most recipients include in the public notice an announcement that the proposed POP is available for review and that, if requested, a public hearing will be held. Some local laws or recipient policies make the public hearing mandatory.
- Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other Federal sources. Coordination may occur at many levels, from simple information sharing to total consolidation of services. Participation in the public transportation-human services planning process satisfies this requirement.
• Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP.
• Make the final POP available to the public.

Where there are multiple designated recipients and/or multiple MPOs, this public participation requirement may be met in several separate processes for the different areas involved.

INDICATORS OF COMPLIANCE

a. Does the designated or direct recipient rely on the MPO’s public participation process for the Transportation Improvement Program (TIP) to meet Section 5307 POP public participation requirements? If no, go to indicator b.

1) Does the MPO have an adopted public participation plan that describes the minimum required elements of its public participation process?

2) Do the TIP document(s) state public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program?

b. If the recipient uses its own public participation process, does it meet the requirements listed in 49 U.S.C. 5307(b)(1) through (7) concerning public participation in development of a POP?

1) How does the recipient make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds?

2) How does the recipient develop a proposed POP in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals?

3) Is the proposed POP published in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient?

4) Does the recipient provide an opportunity for a public hearing to obtain the views of the public on the proposed POP?

5) How did the recipient ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other Federal sources?

6) How are comments and views received considered, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP?

7) How is the final POP made available to the public?
DETERMINING COMPLIANCE
For recipients that rely on the MPO’s Public Participation Process (PPP): Obtain and review the MPO’s adopted public participation plan to ensure it describes explicit procedures, strategies, and desired outcomes for:

<table>
<thead>
<tr>
<th>Element</th>
<th>Addressed in Plan (page #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP</td>
<td></td>
</tr>
<tr>
<td>Providing timely notice and reasonable access to information about transportation issues and processes</td>
<td></td>
</tr>
<tr>
<td>Employing visualization techniques to describe metropolitan transportation plans and TIPs</td>
<td></td>
</tr>
<tr>
<td>Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web</td>
<td></td>
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<tr>
<td>Holding any public meetings at convenient and accessible locations and times</td>
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<tr>
<td>Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP</td>
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<tr>
<td>Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services</td>
<td></td>
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<tr>
<td>Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts</td>
<td></td>
</tr>
<tr>
<td>Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part</td>
<td></td>
</tr>
<tr>
<td>Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process</td>
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</table>

NOTE: Follow-up with the recipient if unable to locate the above items in the PPP.
Review the MPOs adopted public participation plan, TIPs, and TIP public notice(s) to determine which TIP document(s) states that public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program.

For recipients that use their own Public Participation Process:

Review the public notices for the past three years to ensure that they address the items in the following table:

<table>
<thead>
<tr>
<th>POP Elements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A brief description of the projects</td>
<td></td>
</tr>
<tr>
<td>Sub-allocation among public transportation providers, if applicable</td>
<td></td>
</tr>
<tr>
<td>Total project costs</td>
<td></td>
</tr>
<tr>
<td>Federal share for each project</td>
<td></td>
</tr>
</tbody>
</table>

Obtain and review documentation that describes the consultative process and obtain documentation (i.e., meeting agendas, internal communications, information regarding the MPO planning process, documents relating the public transit-human services coordinated planning process, etc.) to ensure that the recipient consulted with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals. Obtain and review documentation, such as a public notice, to ensure that the recipient provided an opportunity for a public hearing. Obtain and review documentation of the consultative process and comments received to ensure that the proposed POP provides for the coordination of Section 5307 service with transportation services assisted with other Federal sources. Obtain and review written comments received, transcripts of public hearings and meetings, and internal reports that address the comments to ensure they were considered prior to final issuance. Review board minutes and agendas of subsequent meetings to determine if the comments were presented to the Board. Follow up onsite for additional information on how the recipient's decisionmakers considered any comments received.

Obtain and review the Section 5307 public notices for the past three years to determine if the final POP was made available to the public.

**POTENTIAL DEFICIENCY DETERMINATIONS**

The recipient is deficient if it relies on the MPO’s public participation process to satisfy POP public participation requirements, but the MPO does not have an adopted public participation plan that describes the minimum required elements of the public participation process.

**DEFICIENCY CODE 5307:2-1:** No MPO public participation plan that describes the minimum elements

**SUGGESTED CORRECTIVE ACTION:** The recipient must submit to the FTA regional office its own process for involving the public in the development of the POP.

The recipient is deficient if it relies on the MPO’s public participation process to satisfy POP public participation requirements, but none of the MPO’s TIP documents (public participation plan, notice, or TIP) explicitly state they satisfy the Section 5307 POP requirements.

**DEFICIENCY CODE 5307:2-2:** TIP documents missing explicit POP statement
SUGGESTED CORRECTIVE ACTION: The recipient must submit to the FTA regional office its own process for involving the public in the development of the POP.

NOTE: If the recipient chooses to continue using the MPO’s public participation process, it must submit documentation that the process meets the requirements.

The recipient is deficient if it (1) failed to make available to the public the amount of Section 5307 funds, (2) did not develop the proposed POP in consultation with interested parties, (3) did not publish a proposed POP, (4) did not provide an opportunity for a public hearing on the proposed POP, (5) did not ensure that a proposed POP provides for the coordination of Section 5307 services with transportation assisted from other Federal sources, (6) did not consider comments received in preparing the final POP, or (7) did not make the final POP available to the public.

DEFICIENCY 5307:2-3: Elements missing in POP public participation procedures

SUGGESTED CORRECTIVE ACTION 1: The recipient must submit to the FTA regional office a procedure for making available to the public the amount of Section 5307 funds and evidence of its implementation.

SUGGESTED CORRECTIVE ACTION 2: The recipient must submit to the FTA regional office a procedure for developing the proposed POP in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, along with evidence of its implementation.

SUGGESTED CORRECTIVE ACTION 3: The recipient must submit to the FTA regional office a procedure for providing an opportunity for a public hearing on the proposed POP and evidence of its implementation.

SUGGESTED CORRECTIVE ACTION 4: The recipient must submit to the FTA regional office a procedure for providing for the coordination of Section 5307 services with transportation assisted from other Federal sources and evidence of its implementation.

SUGGESTED CORRECTIVE ACTION 5: The recipient must submit to the FTA regional office a procedure for considering comments received in preparing the final POP and evidence of its implementation.

SUGGESTED CORRECTIVE ACTION 6: The recipient must submit to the FTA regional office a procedure for publishing the proposed and final POP, along with copies of the final published POPs.

GOVERNING DIRECTIVES
23 CFR 450.316 Interested parties, participation, and consultation

“(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.”

FTA Circular 9030.1E, Chapter V, Section 6 Program of Projects and Public Involvement Requirements

“d. Satisfying the Requirement for Public Participation in Development of the POP using the Transportation Improvement Program Process. Federal transit law and joint FHWA/FTA planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range (twenty-year) transportation plan and its (four-year) metropolitan TIP. Accordingly, FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the POP that recipients of Section 5307 funds must meet. See 23 CFR part 450 and 49 CFR part 613 (specifically Subpart B, “Statewide Transportation Planning,” and Subpart C, “Metropolitan Transportation Planning and Programming”). A recipient that chooses to integrate the two should coordinate with the MPO and make sure the public knows that the recipient is using the public participation process associated with TIP development to satisfy the public hearing requirements of Section 5307(b). The recipient must ensure the TIP document explicitly states that public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the POP requirements of the Section 5307 Program.”

“A POP is a list of projects proposed by the designated recipient to be funded from the UZA’s Section 5307 apportionment. If more than one recipient will apply for grants for projects in the POP, each grant application must include the portion of the POP that identifies the projects to be funded in the grant. The POP must include a description of each project to be funded from the UZA’s apportionment, including any suballocation among public transportation providers, total project costs, local share, and federal share for each project. Where there are multiple designated recipients or MPOs for a UZA, the POP may be presented in several separate parts for the purpose of programming and public participation…

c. Public Participation Requirements. To receive a grant under Section 5307, a recipient must meet certain requirements concerning public participation in development of a POP and must certify to
compliance with these requirements. The requirements are listed in 49 U.S.C. 5307(b)(1) through (7) and are discussed in the paragraphs below. The recipient may satisfy these requirements in whole or in part through the development of the metropolitan TIP and the local coordinated public transit–human service transportation plan.

Either the designated recipient for a UZA or each individual direct recipient must:

1. Make available to the public information concerning the amount of funds available under the Section 5307 Program and the POP that the recipient proposes to undertake with such funds;
2. Develop a proposed POP for activities the designated recipient will finance, in consultation with interested parties, including private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals;
3. Publish the proposed POP in sufficient detail and in such a manner as to afford affected members of the public, private transportation providers, representatives of welfare recipients and low-income individuals, and, as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on the proposed program and on the performance of the recipient;
4. Provide an opportunity for a public hearing to obtain the views of the public on the proposed POP;
5. Ensure that the proposed POP provides for the coordination of Section 5307 public transportation services with transportation services assisted with other federal sources;
6. Consider comments and views received, including those of private transportation providers and human services organizations or transit operators representing the employment-related transportation needs of welfare recipients and low-income individuals, in preparing the final POP; and
7. Make the final POP available to the public. Note: Where there are multiple designated recipients and/or multiple MPOs, this public participation requirement may be met in several separate processes for the different areas involved."

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### 5307:3. Does the recipient have a written policy that describes the public comment process on increases in the basic fare structure or implementing a major service reduction that addresses the required elements?

**BASIC REQUIREMENT**

Recipients are expected to have a written policy that describes the public comment process on increases in the basic fare structure and on major service reductions.

**APPLICABILITY**

All 5307 recipients

**EXPLANATION**

Section 5307 recipients certify annually that they have a locally developed process to solicit and consider public comment prior to raising a fare or implementing a major reduction in public transportation service. Recipients are expected to have a written policy that describes the public comment process. The recipient is responsible for defining a major service reduction. This can be defined as a standard, such as elimination of a route or reduction of “X” percent of service hours or miles.

The policy should provide an opportunity for a public hearing or meeting for any fare increase or major service reduction. It should describe how such meetings will be conducted and how the results will be considered. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comment must be provided. Some recipients offer an opportunity for public comment for all fare and service changes.