**Clean Mobility Options Voucher Pilot Program**

**Community Transportation Needs Assessment Voucher Sample Application**

Welcome to the [Clean Mobility Options Voucher Pilot Project](http://www.cleanmobilityoptions.org/) (CMO) Application for Community Transportation Needs Assessments ("Needs Assessments"). Completed applications may be submitted after the application window opens on 9:00 am Pacific Time on Wednesday, November 2, 2022. For CMO program information including the Implementation Manual, Application Guide, and supporting resources, please visit [www.cleanmobilityoptions.org](http://www.cleanmobilityoptions.org/).

**APPLICATION INSTRUCTIONS:**

Before beginning the application process, please:

1. Review the Implementation Manual and Application Guide at [www.cleanmobilityoptions.org/na-app-guide-1](https://cleanmobilityoptions.org/na-app-guide-1/).
2. Check your [organization's eligibility](https://cleanmobilityoptions.org/na-app-guide-1/#eligibility)to apply.
3. Check that you have an [eligible project proposal](https://cleanmobilityoptions.org/na-app-guide-1/#proposal).
4. Confirm you are able and willing to comply with the program's [general provisions](https://cleanmobilityoptions.org/na-app-guide-1/#provisions).

When you are ready to proceed:

1. Complete this application, referring to the companion [Application Guide](https://cleanmobilityoptions.org/na-app-guide-1/), and save the application prior to the opening of the application window at**9:00 am Pacific Time on Wednesday, November 2, 2022**. You may save and return to your application at any time prior to submission. To be accepted, the application must contain all true, accurate, and complete responses in all required fields. Required fields are marked with an asterisk (\*).
2. After the application window opens at the date and time listed above, submit this application by returning to your saved application and pressing “SUBMIT.” **The “SUBMIT” function will be enabled once the application window opens.**
3. Within 8 weeks of your submission, the Program Administrator will notify the primary contact whether the application has been approved**.**For more information, see the Application Guide at [www.cleanmobilityoptions.org/na-app-guide-1](https://cleanmobilityoptions.org/na-app-guide-1/).

**COMPANION APPLICATION GUIDE:**

The [Application Guide](https://cleanmobilityoptions.org/na-app-guide-1/) is a companion to this application form with tips for answering each question. We recommend that you read the guide before starting the application. "Guidance" links in the application questions below will take you to their corresponding sections in the guide to make this resource easy to use as you progress through your application.

**IMPLEMENTATION MANUAL:**

The Application Form (this page) and its companion [Application Guide](https://cleanmobilityoptions.org/na-app-guide-1/) are derived from the [Implementation Manual](https://cleanmobilityoptions.org/implementation-manual/) (IM). Please see the IM for comprehensive information about eligibility, general provisions, and related information.

**ACCESSIBILITY OPTIONS:**

Applicants are highly encouraged to submit the application online through this application portal. However, if desired, applicants may request a document-based application by postal mail to:

Clean Mobility Options

c/o CALSTART

48 South Chester Avenue

Pasadena, CA, 91106

Mail-in applications will be timestamped as the day they are mailed (by postmark or receipt at the applicant's choice).

If you have any questions or need assistance, please contact the CMO Application Technical Assistance with your request.

**MORE INFORMATION AND SUPPORT:**

Technical assistance is available to help complete the application:

* Email: info@cleanmobilityoptions.org
* Phone: (626) 744-5760
* Web: [www.cleanmobilityoptions.org/help](http://www.cleanmobilityoptions.org/help)

**SECTION 1: PRIMARY CONTACT INFORMATION**

**Individual’s Name:** Jill Doe

**Title:** Transportation Service Program Coordinator

**Email Address:** [jilldoe@email.org](mailto:jilldoe@email.org)

**Phone:** (888) 888-8888

**Additional Information:**

**SECTION 2: APPLICANT AND TEAM PROFILE**

**Lead Applicant Organization Name:** The Equity Transportation Group

**Lead Applicant Organization Address:** 123 Main Street, Suite 101 City of California, California 93250

**Lead Applicant Organization Type:** Non-Profit Organization

**Application Includes Sub-Applicants:** Yes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Name** | **Role in Project** | **Organization Type** | **Fed EIN #** | **CA SOS #** | **Fiscal Sponsor or Name** | **Fiscal**  **Sponsor or Fed EIN #** | **Fiscal Sponsor or CA SOS #** |
| Mapping Analysis Center | Data Analysis | Nonprofit – Incorporated | 932244012 | 450068120343 |  |  |  |
| City of California | Community Engagement | Public Agency | 544011880 | 120454600811 |  |  |  |

**Description of Team’s Qualifications to Conduct the Needs Assessment:**

The Equity Transportation Group is a nonprofit organization that provides education, transportation services, and impacts public policy to promote a healthier and more sustainable California City. Established in 1998, the Equity Transportation Group advocates for transportation services for all populations to promote a better quality of life.

Mapping Analysis Center is based in Sacramento, California and they provide data mapping services to nonprofits and agencies across California since 2004. They are experts in finding and analyzing data from surveys, the US Census, and other geospatial software to show maps and trends useful to decision-makers and policymakers. Their services range from transportation data analysis to community engagement data analysis. They will analyze any relevant data obtained from the project area to create maps for community engagement.

The City of California was incorporated in 1957 and is located approximately 4.0 hours from Los Angeles. The City is approximately 4.0 square miles and is predominantly a rural area, with large agricultural and manufacturing industries. The City has land-use decision-making authority and oversees the jurisdiction of approximately 15,182 residents. The City will provide meeting space to conduct effective community engagement and help with the program Summary Report.

**Description of Team’s Connection to the Community:**

The City of California has extensive experience engaging with local community members, due to the small rural size of the community. The City works closely with local community-based organizations, church groups, and schools to reach different population groups. With a large percentage of the population working in the agricultural and manufacturing industries, the City holds meetings during the evening and partners with a local CBO to provide live Spanish interpretation during outreach and engagement activities. The Equity Transportation Group has previously worked with the City of California to provide awareness and education activities for the 2015 Vision Zero plan.

**Details on Non-Profit Organization Status of Lead Applicant:**

**Non-Profit Employer Identification Number (EIN):** 120033450

**CA Secretary of State Registration Number:** 120054006900

**Year of Incorporation:** 03/2015

**Address of Main Office or Primary Contact Based in California:** 123 Main Street, Suite 101 City of California, California 93250

**SECTION 3: PROJECT NARRATIVE**

**Explanation of Why a Transportation Needs Assessment is Needed:**

Why does the community need a transportation needs assessment?

The project area needs a transportation needs assessment to better understand how people in the community without cars travel for their daily errands including travel to grocery stores, medical services, and places like postal services. Based on initial conversations with community residents and from experience not seeing public transportation or shaded walking areas, it seems residents either need a car or need to carpool to get to destinations. This needs assessment will explore ways to help people without cars, especially older populations, so they can get to the places they need to visit.

History of environmental and social-economic challenges

Historically, residents of the project area have not been at the forefront of economic development decisions or had their needs represented in local projects. Previous projects have primarily addressed businesses’ needs and have not conducted any comprehensive community engagement efforts. In fact, most community engagement efforts have lacked resident input and feedback on an evaluation process. Many residents, therefore, are reserved about participating in decision-making processes, believing that community input will not sway any project that will be developed. A project that evaluates clean mobility options to help community residents get to their daily destinations will help shift some of the power back to residents by developing solutions that work for them.

Areas of investment/disinvestments

The project area has lacked investments in high-quality and affordable transportation options and clean transportation options. Many people either drive or carpool to get to where they need to go. If someone does not have a car, they face extreme challenges in getting to work, obtaining things from the grocery store, or picking up their children from school. Although the area does have transportation options including Dial-a-Ride programs and California Regional Transit, these options are limited because Dial-a-Ride requires people to wait a long time for services to arrive and the regional bus only stops by three times per day, making both options very unreliable for getting around in the community. The area also does not have clean transportation options, meaning that most cars on the road contribute to air pollution, which is burdening the area.

Populations that have historically been underrepresented in community or transportation planning.

The populations that have been historically excluded in community and transportation planning include agriculture workers, residents with lower levels of education, residents that do not drive, and undocumented community members that cannot vote. Many projects in the area, like the highway expansion project and the Dial-a-Ride bus program, did not include agricultural workers in decision-making because many outreach strategies targeted residents that worked in the city center. Similarly, community members with lower levels of education have not been as represented in the planning process because informational resources are often written in technical language that is difficult for someone outside of the industry to understand. And because many residents with the ability to vote drive, decision-makers often cater transportation and economic development projects to the voting population, meaning that the needs of undocumented and carless residents go unnoticed because they seldom have their voices represented in voting processes. This needs assessment will engage residents from all backgrounds to create transportation solutions that work for all.

**Summary of Existing Regional or Community-Level Transportation Needs Assessment Efforts:**

The City of California conducted some regional and community-level community engagement in 2013, 2015, and 2018.

In 2013, the City published the Complete Street 2040 Circulation Element plan. The plan looked at how to create complete streets in the area by developing bike routes, identifying corridors for public transportation, and suggested the necessary infrastructure to support the agriculture business from a freight standpoint. The plan did a great job at suggesting what changes need to be made on a City level to develop complete streets but did not include the voices of the residents regarding what transportation options would best help them move into the project area. For example, the plan identified corridors for public transportation but did so on the City level, excluding the project area demands and needs for circulation. This needs assessment will go to the community level to identify what transportation options make complete streets for residents.

The 2015 Vision Zero: Making Streets Safer plan studied what roads to design for lower car speeds to reduce car crashes and fatalities in the area. The plan identified roads where most collisions occurred, found cost-friendly ways to reduce car speeds by putting in speed bumps and reducing car lanes, and found ways to increase vehicle traffic flow by increasing traffic light changing frequency. However, the plan solely focused on data and did not host community engagement events with residents or provide opportunities for residents to comment on pedestrian safety, like how to make the streets safer and friendlier for those that walk. This needs assessment will evaluate what types of street improvements will make those who walk feel safer so they may continue walking and using clean and active transportation options.

Finally, in 2018 the City studied how to reduce freight congestion in the area through their Reducing Freight Congestion in the City of California study. The agricultural industry brings many trucks to the area for cargo pick-up and delivery and the City studied how to reduce congestion so that residents in the area are not stuck in traffic with these trucks. The City found through surveys of business owners and trucking companies that to reduce freight congestion, they needed to incentivize truckers to pick-up and deliver goods during off-peak hours so they are not on the road at the same time as residents that commute to work. Again, this study neglected resident insight by focusing solely on the business side of transport. The study did not recommend ways to help residents move around their community like creating better transportation options that help people move in their community at certain times.

The three previous city engagement efforts focused on ways to help the community with transportation but did not adequately include resident and community perspectives in the framework of studies or the data-gathering methods. The transportation needs assessment we propose will focus on community-level input to help offer solutions that help residents that have previously been excluded in transportation planning.

**Description of Potential Transportation Gaps and Solutions that the Needs Assessment will Address:**

Our transportation needs assessment will address:

How residents without vehicles travel. The needs assessment will engage residents to see how those without vehicles travel in the community, whether it be walking, cycling, carpooling, or something else. Then, it will evaluate potential solutions like making more shared vehicles available in the project area.

How residents with vehicles travel. The needs assessment will engage residents to determine what trips residents with personal vehicles make, and whether there is a willingness or capacity to use alternative modes to make the same trips.

Where residents travel. The assessment will also establish where residents travel to, whether for work, recreation, or something else. In the event we find that residents are not traveling to grocery stores and medical appointments as we anticipate, we’ll develop solutions to ensure residents get where they need to go.

Where residents cannot travel to. Our assessment will also identify where residents have not been able to get to. We hope to find solutions for the near and long term to help people travel in their community, especially places they cannot get to because of transportation difficulties.

Barriers to accessing transportation services. We’ll also evaluate common barriers to accessing transportation services, like transportation costs of owning a vehicle, traveling locally, and more. We’ll evaluate how residents feel walking in their community (i.e., safe or unsafe, and why?) and based on the common themes identified, we’ll identify solutions to help residents get access to transportation services that are affordable, convenient, and desirable.

Cultural attitudes. We’ll also evaluate if and how any existing cultural attitudes play a role in how people travel. For example, we’ll evaluate if biking or walking is perceived as an activity that only lower-status people participate in, if there is hesitance to using rideshare vehicles due to association with safety and appearing lower-status, and if clean mobility is perceived as an activity of value (and why).

Our needs assessment will help inform the community of alternative transportation options that could help people travel in their community.

**Description of Timeline and Plan for Activities Conducted to Satisfy the Required Elements of the Transportation Needs Assessment Methodology**

Our needs assessment is projected to take approximately 9 months to complete. The first months will focus on the Transportation Access Data Analysis followed by planning and preparing for community engagement activities.

a. Transportation Access Data Analysis

Although program guidelines require us to look at survey responses and three additional variables, we would like to analyze additional characteristics to understand the community better. The Mapping Analysis Center will conduct transportation data analysis through geospatial maps that show:

* Vehicles ownership per household in the project area
* Costs of existing transit and the average cost per week of fueling cars
* Median household income
* Access to job opportunities

The Mapping Analysis Center will have a draft report of these maps by Month 2 after project documents are signed, with a final report completed by Month 3.

During Months 4 and 5, the Transportation Equity Group will develop a resident survey using data from the maps to understand better what questions need to be asked in the survey. The Transportation Equity Group will adapt the Sample Community Transportation Needs Assessment Resident Survey available on the CMO website. Survey questions will collect information from residents, specifically asking about transportation costs and where residents travel as identified by the maps. The Transportation Equity Group will distribute and collect these surveys during the community engagement portion discussed below.

b. Community Engagement Plan

Each community engagement event will begin by clearly framing what the needs assessment is, followed by an overview of why community engagement is important, and will end with us sharing that feedback will be synthesized to create a summary report that shares the results of the needs assessment. Community engagement efforts will begin broadly with a community forum held at a government building open to all, transition into more intimate focus groups that are still open to all but detached from government affairs, and then move into house meetings to ensure voices and perspectives that may not have been shared in the previous two events are shared. Between Months 1-5, the Transportation Equity Group will develop a Community Engagement Plan that will include:

* A community forum was held in the City of California headquarters. City headquarters are located in the center of the project area and have wheelchair access, allowing everyone to participate. The community forum will be held during Month 5. The forum will share information about the needs assessment project, provide information about types of clean and shared mobility, and ask questions about what residents would like to see from a mobility project. The Transportation Equity Group will also distribute the Community Transportation Needs Assessment – Resident Survey during this public forum.
* A focus group was held in the Transportation Equity Group office during Month 6. Residents that attended the forum will be invited to participate as well as those from our preexisting connections. Invites will be made via word of mouth, phone banking, and more outreach during Month 5 to encourage participation from residents. Some of that outreach will include providing information to community groups who will then share information and hosting a pop-up shop outside the local market to encourage residents to participate. We’ll provide up to 10 $25 gift cards to encourage participation. The Transportation Equity Group will administer the survey and also ask and document answers to the following questions:
  + How are existing transportation in the community structured and what options are available?
  + What populations are traditionally underrepresented in transportation planning?
  + What are community perspectives on transportation needs, preferences, and input on potential mobility solutions?
  + Is there anything cultural that makes people less likely to use one service over there other?
  + In the event social distancing measures are still in effect and meetings cannot be held in person, the Transportation Equity Group will host these meetings remotely, first by a call-in/video townhall and then on a one-on-one basis.
* A house meeting will be held during Month 7 after the focus group to ensure that residents that did not feel comfortable being in government spaces and who were not able to attend or travel to the focus group at our offices are still able to provide input in this process. The Transportation Equity Group will ask the focus group attendees if anyone is willing to host a house meeting. House meeting hosts will be compensated $150 for the use of their space. The house meeting will be held after regular working hours to encourage the participation from agriculture workers and to help residents feel more comfortable providing feedback in their space. Up to 10 $25 gift cards will be made available to house meeting attendees to incentivize participation. Targeted outreach efforts will be made to encourage participation from agricultural and older populations, including door-to-door canvassing, word-of-mouth invites from neighbors and providing an additional 10 $25 gift cards to residents that bring a neighbor or a friend for the specified targeted areas.

c. Summary Report

The City of California and Transportation Equity Group will develop a summary report between Months 7 and 8 of the project timeline. This summary report will be shared with anyone engaged throughout the outreach process during Month 9 through an email blast and online webinar presentation.

d. Clean Mobility Options Project Preparation and Design (Optional)

The Transportation Equity Group anticipates formulating a clean mobility project based on the needs assessment findings that could be funded through a CMO Project Voucher. The mobility project will be developed during Months 7 and 8, in conjunction with the needs assessment Summary Report.

**Supporting Material (Optional)**

*Community Transportation Needs Assessment Timeline.jpg*

**SECTION 4: PROJECT AREA**

MAP REFERENCES:

* <https://cleanmobilityoptions.org/project-area-mapping-tool/>
* <https://webmaps.arb.ca.gov/PriorityPopulations/>
* <https://calepa.ca.gov/envjustice/ghginvest/>

**Where is Your Project Located?** SB 535 Disadvantaged Communities (see Map Reference)

**Eligible Census Tracts of Project Area:** 06602900001, 06602900002

**Project Area Setting Description:** One or multiple neighborhoods within an incorporated city/town

**Name of County (or Counties):** Yolo

**Name of City/Cities of Town(s):** City of California

**Description of Demographics:** The demographics of City of California are White (Hispanic) (33.7%), White (Non-Hispanic) (26.7%), Asian (Non-Hispanic) (13.4%), Other (Hispanic) (12.8%), and Black or African American (Non-Hispanic) (6.6%). The City has a large number of agricultural, warehouse, and manufacturing workers. Residents who are 60 years or older make up 6% of the population, but they are often far away from essential services and have limited transportation options outside of Dial-A-Ride. 23.2% of City of California, CA residents had an income below the poverty level in 2019, which was 49.3% greater than the poverty level of 11.8% across the state.

**Project Area Map***City of California - CTNA Map.jpg*

**SECTION 5: BUDGET SUMMARY**

BUDGET TEMPLATE:

<https://cleanmobilityoptions.org/na-budget-worksheet/>

**Budget Using the CMO Template:**

*City of California Budget Budget.pdf*

**SECTION 6: COMMUNITY-BASED ORGANIZATION SUPPORT**

**Does the Application Meet the Criteria to be Considered a Community-Based Organization (CBO)?**No

**Provide Name of an Eligible CBO That Supports the Project:**

Community Health Center

**Indicate at Least 2 of the Following Traits Which Qualify the Supporting Organization as a CBO:**

The organization is place-based, with an explicit geographic focus area that includes the proposed project area.

Staff members, volunteers, or Board members reside in the community where the project is located.

The organization has a demonstrated track record of at least one year of providing services in the proposed project area.

**Provide Evidence that the Statements Checked are True with Brief Examples or Details**

The Community Health Center is an organization based in the City of California and has been focused on meeting the needs of the community, conducting in-depth community engagement and outreach, and providing direct services to community members. Staff members and volunteers either live within the City of California or live within a 15-mile radius. CHC has been serving the community since 2018, when it was incorporated into a 501(c)3 nonprofit organization.

**Letter of Support from CBO**

*CMO-Letter-of-Support-and-Commitment-City-of-California.pdf*

**SECTION 7: SUPPORTING DOCUMENTS**

**Additional Supporting Documents (Optional)**

**Letter(s) of Commitment from each Sub-Applicant (Optional)**

**Additional Supporting Documents for Nonprofit Organizations Only**

**Letter(s) of Commitment from a Local or Regional Public Agency**

*CMO-Letter-of-Support-and-Commitment-Template-July 2020.pdf*

**Evidence of Lead Applicant Tax-Exempt Status with the Internal Revenue Service**

*CMO-Tax-Exemption-Document-IRS.pdf*

**Evidence of Lead Applicant Tax-Exempt Status Under California State law**

*CMO-Tax-Exemption-Document-CA.pdf*

**Evidence of Lead Applicant Incorporation for at Least One Year**

*CMO-Organizational-Incorporation.pdf*

**Evidence of Lead Applicant Being Registered and in Active and Good Standing with the California Secretary of State**

*CMO-Registration-Evidence.pdf*

**SECTION 8: ATTESTATIONS AND SIGNATURE**

**Signature:** Jill Doe

**Signature Date:** 7/8/2022

**Signed by:** Jill Doe

**Position:** Transportation Service Program Coordinator