

Attachment A

Transit-Accessible Locations: Social Service/Health Care and Transit Coordination Scope of Work

1. Assess transit accessibility of social service and health care facilities in the East Bay

- **Task 1.1**
 - Define “social service” and “health care” facility.
 - Obtain location of social service and health care facilities in the East Bay.
 - Plot location of social service and health care facilities in East Bay.
 - Overlay transit routes.

- **Task 1.2**
 - Assess transit accessibility (within ¼ mile) to social service and health care facilities based on GIS mapping results in Task 1.1.

- **Task 1.3**
 - Prepare report with findings.

Deliverable (on a monthly basis)	Documentation
List of health care and social services in East Bay	Definition of health care and social services (what is included, what is excluded from the definition)
Map of East Bay with social service and health care facilities, and transit route overlay	List of facilities with addresses, as well as location of transit routes
Transit accessibility report	List of locations within a quarter mile of transit, as well as locations outside a quarter mile of transit

2. Document existing federal, state and local policies that influence locational decisions for health care and social service agencies

- **Task 2.1**
 - Review federal, state (as well as outside California) and local polices and laws that affect how social service/health care agencies site facilities.

- **Task 2.2**
 - Propose changes, additions or new policies to incentivize decisions that place facilities at locations with transit access.

Deliverable (on a monthly basis)	Documentation
Report containing federal, state and local polices that guide locational decisions	Documentation of sources
Report on potential additions, changes or new polices that would incentivize decisions to place health care and social service facilities at locations with transit access	Based on Task 2.1 and 2.2, rationale for proposing changes or new policies

3. Outreach/Input

Engage social service and health care decision-makers and other key stakeholders through interviews, focus groups, surveys, etc., in discussions about the importance of transit-accessible locations. Seek information about how decisions are made and identify effective incentives to include transit accessibility as a key factor in making locational decisions.

- **Task 3.1**
 - Identify 20-30 social service and health care decision-makers in the East Bay to discuss factors involved in siting facilities.
 - Identify city planning directors to discuss policies that would aid or encourage social service and health care facilities to be located near transit.

- **Task 3.2**
 - Develop strategy to reach stakeholders, incorporating surveys, interviews and/or focus groups.
 - Prepare questions for interviews, surveys and focus groups that will prompt health care and social service decision-makers to discuss factors that influence decisions about where to locate facilities, as well as how to place more emphasis on transit access in the decision-making process.
 - Prepare questions for interviews, surveys and focus groups with city planning directors that will elicit policy ideas that will encourage the siting of social services and health care near transit.
 - Review questions and list of those to be contacted with MTC citizen advisory committees – the Elderly and Disabled Advisory Committee and the Minority Citizens Advisory Committee – for input.

- **Task 3.3**
 - Contact and schedule interviews or focus groups.

- **Task 3.4**
 - Analyze results of survey, interview and focus group data, documenting the sentiments, concerns, and specific issues related to locating health care and social service facilities at or near transit.

- **Task 3.5**
 - Prepare summary report detailing outreach results.

Deliverable	Documentation
Contact social service and health care decision-makers, as well as planning directors	List of decision-makers and planning directors contacted
Final outreach strategy	Report outlining outreach strategy
Creation of survey instruments, interview and focus group questions	Written copy of survey, questions
Interview and focus group schedule	List of dates and time of focus groups or interviews
Completed surveys	Summary report and copy of survey results
Interview and focus group summary	Summary report on interview and focus group results

4. Regional Summit

Host a regional summit that will highlight the importance of connecting transit to health care and social service facilities by showcasing the outcomes of this project, including maps illustrating transit accessibility relative to the location of health care and social service facilities, as well as policies and incentives that support siting facilities on or near transit corridors.

- **Task 4.1 Plan Regional Summit**
 - Select a date to host the regional summit.
 - Prepare summit program.
 - Identify and invite guest speakers.

- **Task 4.2 Assemble List of Summit Invitees**
 - Compile lists of health care professionals, social service professionals, planning directors, city managers, lenders, elected officials, transit agency staff and others to invite to summit.

- **Task 4.3 Prepare Summit Marketing Materials and Invitations**
 - Prepare materials promoting the summit.
 - Send out summit invitations.

- **Task 4.4 Host Summit**
 - Manage day-of-summit activities – set up, check-in, oversee program content, summit wrap-up, etc.

- **Task 4.5 Documentation of Summit**
 - Prepare a summary report of the summit proceedings.
 - Post proceeding to MTC website.
 - Outline regional next steps emerging from summit discussion.

Deliverable	Documentation
Regional Summit plan	Summit date, program and identified speakers
Summit Invitees	List of health care professionals, social service professionals, planning directors, city managers, lenders, elected official, transit agency staff and others to be invited to summit
Summit marketing materials	Copies of materials to be used to promote the summit, include text for invitations
Regional summit	Final summit program, list of attendees
Summit proceedings	Summary of the event

5. Draft Report

- **Task 5.1 Compile Draft Report**
 - Draft a report that summarizes the results of Tasks 1-4 above and clearly delineates best practices or next steps for health care and social service agencies, as well as other stakeholders

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 (e.g. transit operators, city planning agencies, etc.), for siting transit-accessible health care and social service facilities.

- **Task 5.2 Review Draft Report**
 - Review the draft report with the Elderly and Disabled Advisory Committee, the Minority Citizens Advisory Committee and other stakeholders.

Deliverable	Documentation
Draft report	1 copy for review

ADMINISTRATION/COORDINATION

6. Project Management and Final Product

- **Task 6.1 Project Management**
 - MTC will manage the project including administration of the grant and coordination of all activities related to the Scope of Work. Duties will include establishing contractual arrangements with a consultant, monitoring consultant work, reviewing deliverables, processing invoices, etc.

- **Task 6.2 Final Product**
 - Finalize the draft report that summarizes the results of Tasks 1-4 above and delineates best practices and next steps for health care and social service agencies, as well as other stakeholders (e.g. transit operators, city planning agencies, etc.), for siting transit-accessible health care and social service facilities.

The report will be available to agencies throughout the region interested in improving the connection between transit and health care and social services.

Deliverable	Documentation
Project management	Project administration/product delivery
Final report	4 hard copies and 1 electronic copy; document to the MTC project manager