

SCS Submittal Package Summary Guide

This document describes the information CARB needs for evaluating an MPO Sustainable Communities Strategy (SCS), based on CARB's [Final Sustainable Communities Strategy Program and Evaluation Guidelines](#) (November, 2019) or Guidelines. This document refers to tables that CARB staff has prepared as guides and examples (see the file named "Example Tables"). Recognizing the regional and organizational differences among MPOs, CARB encourages MPOs to customize the information they provide according to the specific context of their region or SCS. If an MPO has questions about its specific circumstances and the information it has to submit, please reach out to CARB staff.

Please note that the submittal of the MPO Technical Methodology for quantifying GHG emission reductions to CARB occurs in a separate process, prior to submitting the information provided in this package¹.

Determination Components

1. **Trend Analysis:** provide a complete Data Table². See "Table 1: Data table template" in the Example Tables file. All cells should be filled. If data is not available or inapplicable, indicate this within the table. The following eight metrics in the Data Table will form the basis of CARB's trend analysis and will be needed for the years 2005, the plan base year, 2020, 2035, and the plan horizon year³.

- *Household Vehicle Ownership:* average number of light-duty vehicles registered (i.e., LDA, LDT1, LDT2, and MDV vehicle categories) per household.
- *Mode Split:* percentage of average daily trips by travel mode, including single-occupant vehicle, high-occupancy vehicle or carpool, transit, ride-hailing or TNC, bike and walk. Public transit, bike, and walk are considered as alternative modes.
- *Travel Time by Mode:* regional average travel time (minutes) by trip purpose (e.g., for commute and non-commute trips), by travel mode. Alternative indicators (e.g. non-auto mode share) may also be provided.
- *Transit Ridership:* total number of one-way linked or unlinked average daily transit passenger trip boarding's on public transportation per day.
- *Average Vehicle Trip Length:* regional average daily trip distance (miles/day) of driving.
- *Seat Utilization:* average daily percentage of occupied vehicle seats on the roadway network, including for passenger vehicles and transit buses.

¹ See [Appendix A](#) of the Guidelines for a template and guidance on how to submit the Technical Methodology.

² The example table is updated from page 55 of the Guidelines.

³ More information on the Trend Analysis is listed on page 39 of the Guidelines.

- *Household VMT*: average daily light-duty vehicle VMT from each household within the MPO for all trip purposes (e.g., going to work, school, shopping, and personal business) and excludes group quarters and visitors.
- *GHG per Capita*: average daily CO₂ within the MPO jurisdiction from light-duty vehicles.

2. **Policy Analysis**: provide descriptions of the land use and transportation characteristics and strategies in the SCS, as well as the key actions for implementing the SCS strategies.⁴⁴ See "Table 2: Example table for RTP/SCS strategies and actions"; "Table 3: Example table for transportation project funding table"; and "Tables 5-8: Example tables for forecasted development pattern", which are all included in the Example Tables file:

2.1 RTP/SCS Strategies and Actions: Provide a list of SCS strategies and related key actions that are included in the MPOs' current SCS. See "Table 2: Example table for RTP/SCS strategies and actions" in the Example Tables file

- For each SCS strategy listed, indicate whether it is new to the SCS, or carried over from the MPO's previous SCS. If it has been carried over from the previous plan, indicate whether it has been modified in the current plan and how. For each strategy, indicate whether GHG emissions impacts were quantified on- or off-model.
- For each SCS strategy, identify the associated key actions in the RTP/SCS that will support its implementation. Examples of types of key actions include:⁵

Funding: Designating funding for specific projects, programs, planning studies, staff positions, and/or partnership activities. Examples would be:

- Providing funding for grant programs that reward local jurisdictions for investing in priority development areas identified in the region's SCS and committing to and achieving housing growth at all income levels.
- Providing funding for the conservation of natural resources, open space, or agricultural lands.

Policies, Planning, and Programs: Information about the plans and programs administered or coordinated by the MPO. Examples would be:

- Conditioning regional discretionary funding based on provisions for local jurisdiction housing element compliance and factors related to lower-income housing production.
- Developing regional active transportation plans that guide local jurisdiction planning and investment processes.

⁴ More information on the Policy Analysis is listed on page 40-43 of the Guidelines.

⁵ For additional ideas, see [Appendix C: 2018 MPO Best Practices for SCS Development and Implementation](#) from CARB's 2018 Progress Report on California's Sustainable Communities and Climate Protection Program.

- Implementing a regional integrated transit fare system.

Technical Assistance: Information regarding tools, guidelines, and other technical assistance provided by the MPO for its board, member jurisdictions, and the public to advance the SCS strategies. Examples would be:

- Developing templates for a complete streets policy or parking management plan that locals can adapt to their context.
- Providing data to local jurisdictions to help with coordinating local and regional planning.
- Providing planning assistance to local jurisdictions with limited resources.
- For each key action, provide details such as what agencies are involved, the role of the MPO and what the MPO has already done, and the timing of key milestones for implementing the action.

2.2 Transportation Project List: include a complete list of transportation projects, tabulated in Excel⁶. See "Table 3: Example table for transportation project funding table", in the Example Tables file. Include information on: Project Type (road expansion, road maintenance, active transportation, transit, or other), Cost, Funding Sources (local, regional, state, federal), Project Time Period (e.g. base year through 2020, 2020 through 2035 or beyond 2035), and Location (jurisdiction, intersections). If "other project types" are included (e.g. aviation), please specify what is included.

2.3 Forecasted Development Pattern: provide a summary of changes in the projected regional growth patterns. See "Tables 5-8: Example tables for forecasted development pattern" in the Example Tables file.⁷ CARB recommends tabulating land use categories by MPO place-type, providing definitions for the place types used, and if available, supplementing this information with GIS files that reflect these inputs. If an MPO or its member jurisdictions do not define place-types in their plan, the MPO can provide the information for forecasted development pattern by local jurisdiction.

3. Investment Analysis: provide a breakdown of total plan investments for the SCS period by mode (e.g. transit, active transportation, road expansion, road maintenance, and other).⁸ This should summarize investment information provided for Section 2.2 on the list of transportation project investments. If the investment breakdown accounts for investments beyond those listed in the transportation project list, this should be noted and explained.

4. Plan Adjustment Analysis: provide a narrative explaining if and how the SCS strategies and actions are different from the previous SCS, and how any changes in the strategies and actions are anticipated to help the region meet its targets.⁹

⁶ This information is also provided on page 53 of the Guidelines.

⁷ This table is also listed on page 34 of the Guidelines.

⁸ See pages 42-43 of the Guidelines for more details.

⁹ If you have already included this information in "2. Policy Analysis", refer CARB staff to that section. More information on the Plan Adjustment Analysis is on pages 43-44 of the Guidelines.

5. **Off-Model Emission Reduction Calculations:** provide documentation supporting any off-model emissions reduction calculations, including¹⁰:
 - A brief description of the strategy, targeted population, funding source, implementation and monitoring plan.
 - The step-by-step process, input data, and calculations for each off-model strategy.
6. **Model Documentation:** provide model documentation including a summary of the modeling framework, data and assumptions, calibration, and validation results for the land use and travel demand models.
7. **Auto Operating Cost (AOC)¹¹:** provide the calculation details for AOC including data sources for fuel price, non-fuel cost, fuel efficiency, and VMT.
8. **Model Sensitivity Test Results (If applicable¹²):** ARB may request model sensitivity testing and results as needed. If **applicable**, provide the documentation of the sensitivity analysis conducted and the results.
9. **EMFAC Input and Output Files:** use the exact same version of EMFAC and methodology the MPO used in the second round SCS. Provide the following information:
 - EMFAC input and output files with VMT estimates for the region.
 - Calculations that demonstrate how the region is achieving its GHG target. These calculations typically include EMFAC CO₂ outputs (for years 2005, 2020, and 2035) in pounds per capita, the percentage reduction, and percentage reductions after any EMFAC adjustment and other off-model adjustments.

Reporting Components

10. **Tracking Implementation:** provide data to demonstrate whether and how strategies in the prior SCS were implemented.¹³ "Table 4: Example table for tracking implementation analysis" provides a list of example strategies and associated metrics. If data is not available, please explain whether and how the region has implemented the strategies adopted in its previous SCS. If strategies are not currently being implemented, or are being deferred, please identify these and explain why.
11. **Incremental Progress** (If applicable)¹⁴: provide a list of SCS strategies that have been added or changed since the last SCS¹⁵ along with a list of SCS variables that change independent

¹⁰ For more information, see [Appendix E](#) of the Guidelines.

¹¹ For more information, see [Appendix D](#) of the Guidelines.

¹² For more information, see [Appendix B](#) of the Guidelines

¹³ See pages 37-38 of the Guidelines for more details

¹⁴ Please check the Guidelines, or, contact your assigned CARB liaison to see if conducting the analysis is applicable to your MPO. See 44-48 of the Guidelines for more information on the Incremental Progress Analysis process and methodology.

¹⁵ If you have already included this information in "2. Policy Analysis", refer CARB staff to that section.

of MPO actions (i.e., demographics, auto operating cost, vehicle fleet efficiency, household income) and the magnitude of changes between the second and third SCSs. Summarize the changes in VMT and GHG emissions. If MPOs choose to use a performance-based approach to report, then provide Trend Analysis performance indicator data for the second and third SCSs.

12. Equity: MPOs should provide a summary of their efforts as part of the RTP/SCS social equity analyses according to CTC's RTP Guidelines, with information on:¹⁶

- The methodology used to identify underserved or impacted Environmental Justice communities.
- Measures or indicators used to evaluate the impacts of SCS strategies on underserved or impacted Environmental Justice communities¹⁷, along with data sources used in developing and analyzing performance indicators.
- Results from the equity analysis, including the results of Title VI analysis.
- The public outreach and engagement process and its results.

¹⁶ See page 49 of the Guidelines for more information.

¹⁷ See the example of these performance measures in the 2017 RTP Guidelines for MPOs (Appendix L, page 319).