

# **Metropolitan Transportation Commission Policy Advisory Council**

**September 8, 2021**

**Agenda Item 9**

## **Community-Based Transportation Planning Program Status Update and Evaluation Objectives**

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### **Subject:**

Overview of MTC's Community-Based Transportation Planning (CBTP) program, an initiative that provides funding for community-led transportation planning in Equity Priority Communities (EPCs). Staff will review program outcomes and provide an overview of the objectives of an upcoming program evaluation.

### **Background:**

#### CBTP Overview

The CBTP program was launched in 2002 as an equity-focused implementation action following the adoption of the Regional Transportation Plan in 2001. While refinements have been made over time, the main focus of the program continues to emphasize engagement with local communities to identify prioritized solutions that improve mobility needs in EPCs.

MTC Resolution No. 4316, adopted by the Commission in January 2018, establishes the guidelines for the CBTP program (Attachment B). It identified EPCs and Transportation Disadvantaged Areas (such as areas impacted by wildfires) as the target geographies for CBTPs, specified key components to include in CBTPs, and allocated nearly \$1.5 million in funding from the second round of the One Bay Area Grant program (OBAG 2) to the nine Bay Area County Transportation Agencies (CTAs) based on their share of the region's population of individuals with low incomes.

MTC, CTAs, and staff from cities, transit agencies, and community-based organizations (CBOs) all have distinct roles in the CBTP effort. MTC provides funding for CBTPs and establishes guidelines. CTAs lead and oversee the CBTP process, including initiating CBTP work in eligible areas. City staff are involved in the CBTP process in various capacities, ranging from serving on advisory committees to full project management authority delegated by the CTA. Transit agency staff serve on advisory committees and are consulted about service within the CBTP geography. CBO staff also serve on advisory committees and often actively participate in the CBTP process.

by facilitating engagement with community members or collecting data. The CBTP guidelines encourage CBO compensation for their efforts.

At the conclusion of the CBTP process, CTAs produce a planning document that summarizes local transportation needs, recommended solutions, potential funding sources for implementation of CBTP recommendations, and the public engagement process. CBTPs can be narrowly focused or wide-reaching. For example, the 2020 Portsmouth Square CBTP focused on safety and accessibility needs on streets immediately bordering a public plaza. The document included specific recommendations on an intersection-by-intersection basis. Alameda County's 2020 CBTP included distinct recommendations for 14 EPC agglomerations, identifying context-specific solutions for a range of places ranging from West Oakland to unincorporated areas like Cherryland.

In total, 34 communities have completed the CBTP process, 12 of which have revised their CBTPs within the last 5 years. Nine CBTPs were completed in 2020: two countywide CBTPs in Alameda and Napa counties, four CBTPs in Contra Costa County, one CBTP in San Francisco County, and two pilot participatory budgeting CBTPs in Solano and San Francisco counties. Several more CBTPs are currently underway or set to begin work soon.

#### **CBTP Program Evaluation**

MTC staff will conduct a program evaluation beginning in fall 2021, prior to adopting the next round of guidelines in 2022. The program evaluation has two primary objectives:

**1) Understand the outcomes of the CBTP process to better support implementation.**

Staff will summarize the recommended solutions included in CBTPs to identify common themes and emerging issues. Additionally, staff will assess local and regional plans and funding programs to understand the degree to which CBTP recommendations are advancing to the funding and implementation stage. These analyses will inform future funding policy to support the implementation of CBTP recommendations.

**2) Identify the strengths and shortcomings of the existing CBTP process to inform the next set of guidelines**

Staff will interview CTA, city, transit agency and CBO staff to develop a better understanding of the challenges and success factors associated with developing CBTPs.

Feedback from those charged with conducting CBTP work will inform the next round of guidelines, with a goal of encouraging more efficient and thorough planning processes.

**Next Steps:**

The CBTP program evaluation will conclude in late 2021. Staff will brief the Policy Advisory Council on the findings of the evaluation and present draft guidelines in early 2022, prior to seeking Commission approval on the guidelines. Staff anticipates that the updated guidelines will be finalized and adopted for a future CBTP funding cycle.

**Issues:**

None identified.

**Recommendations:**

Information

**Attachments:**

- Attachment A: PowerPoint
- Attachment B: MTC Resolution No. 4316

# Community-Based Transportation Planning Program Update

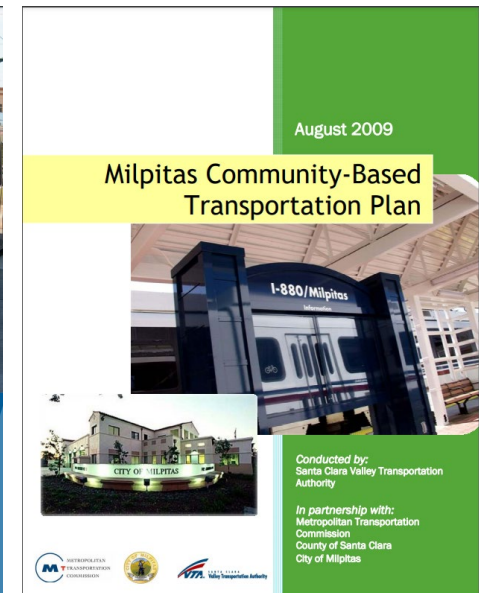
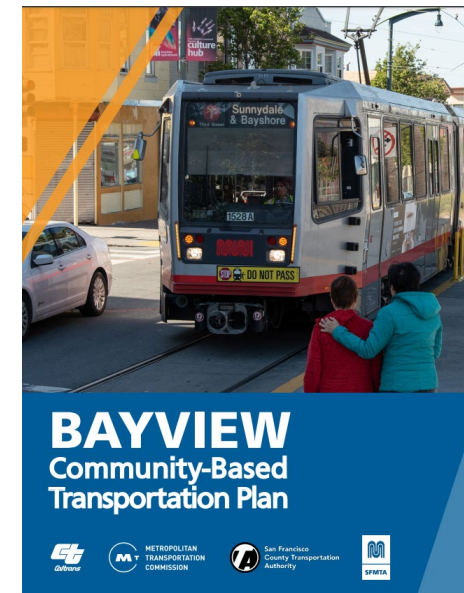
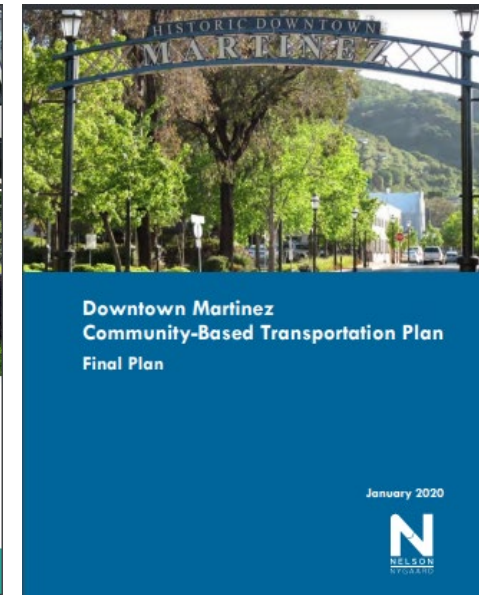
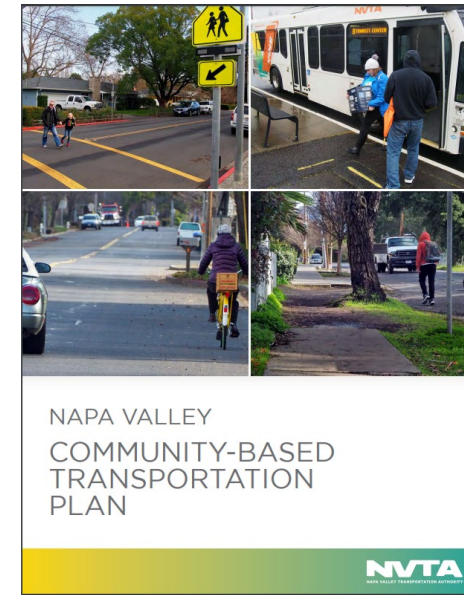
Raleigh McCoy

September 8, 2021

MTC Policy Advisory Council

# Program Introduction

- Community-led transportation plans focused in Equity Priority Communities
- Identify transportation challenges and solutions to enhance mobility options
- Planning documents that rely on multiple funding sources for implementation
- Relevant to multiple components of the MTC Equity Platform



# Guidelines

- CBTP program launched in 2002 with adopted guidelines establishing the parameters for the program (MTC Resolution 3440)
- Program guidelines updated in January 2018 (MTC Resolution 4316) with the following key changes:
  - Allocation of \$1.5M in OBAG 2 funding across 9 counties, based on low-income population - *increasing funding per CBTP compared to prior guidelines*
  - Requirements for using CBTP funding - *including use-it-or-lose-it provision to encourage action and incentives for more CBO participation*
  - Eligible geographies (EPCs (then called CoCs) and locally identified Transportation Disadvantaged Areas) - *adding flexibility for CTAs*
  - Key components to include in CBTP documents - *standardizing components across plans*
- Guidelines also established the requirement for MTC to conduct a program evaluation in 2021

# Roles and Responsibilities

## MTC

- Provides planning funds to counties
- Establishes program guidelines
- Serves on advisory committees
- Fund recommended solutions

## County Transportation Agencies

- Lead and oversee CBTP process
- Involve cities, transit agencies, and community-based organizations
- Initiate CBTP process
- Fund recommended solutions

## Cities and Transit Operators

- Some cities lead and oversee CBTP process (with CTA agreement)
- Serve on advisory committees
- Fund recommended solutions

## Community-Based Organizations

- Convene community members for engagement sessions
- Assist with data collection and facilitation
- Serve on advisory committees

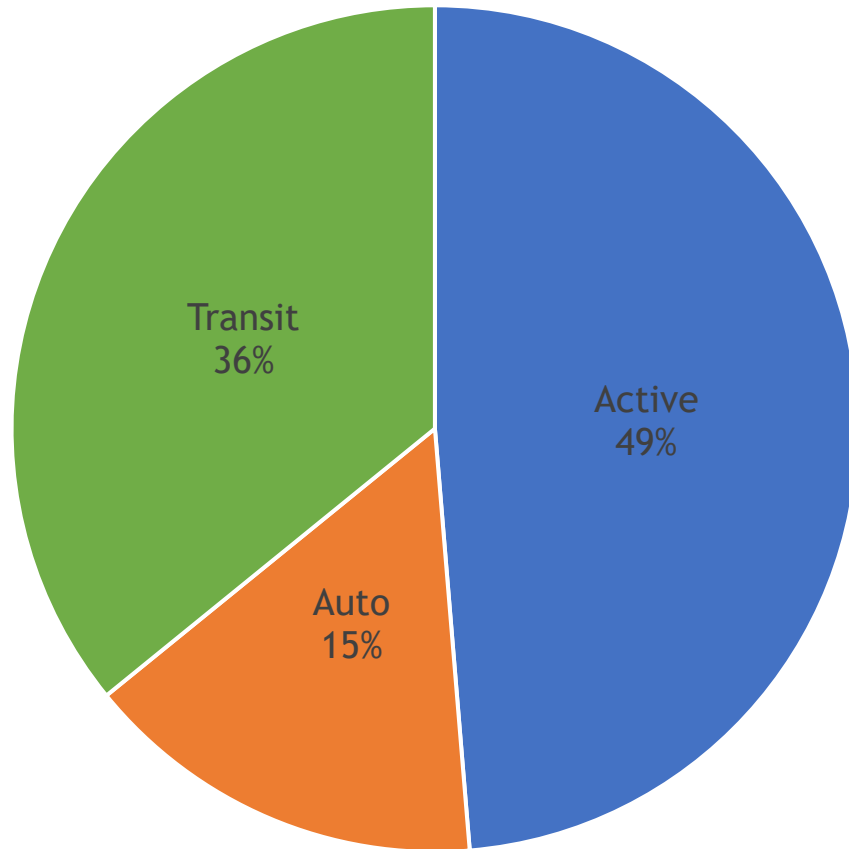
# Current Status

- 34 communities have completed CBTPs
- 12 communities have revised their CBTPs
- 9 CBTPs were completed in 2020
  - Countywide CBTPs in Alameda and Napa counties
  - Participatory Budgeting pilots in Vallejo and Bayview
  - Concord, Richmond, Martinez, Pittsburg/Bay Point, and Portsmouth Square
- Several more CBTPs on the horizon for 2021

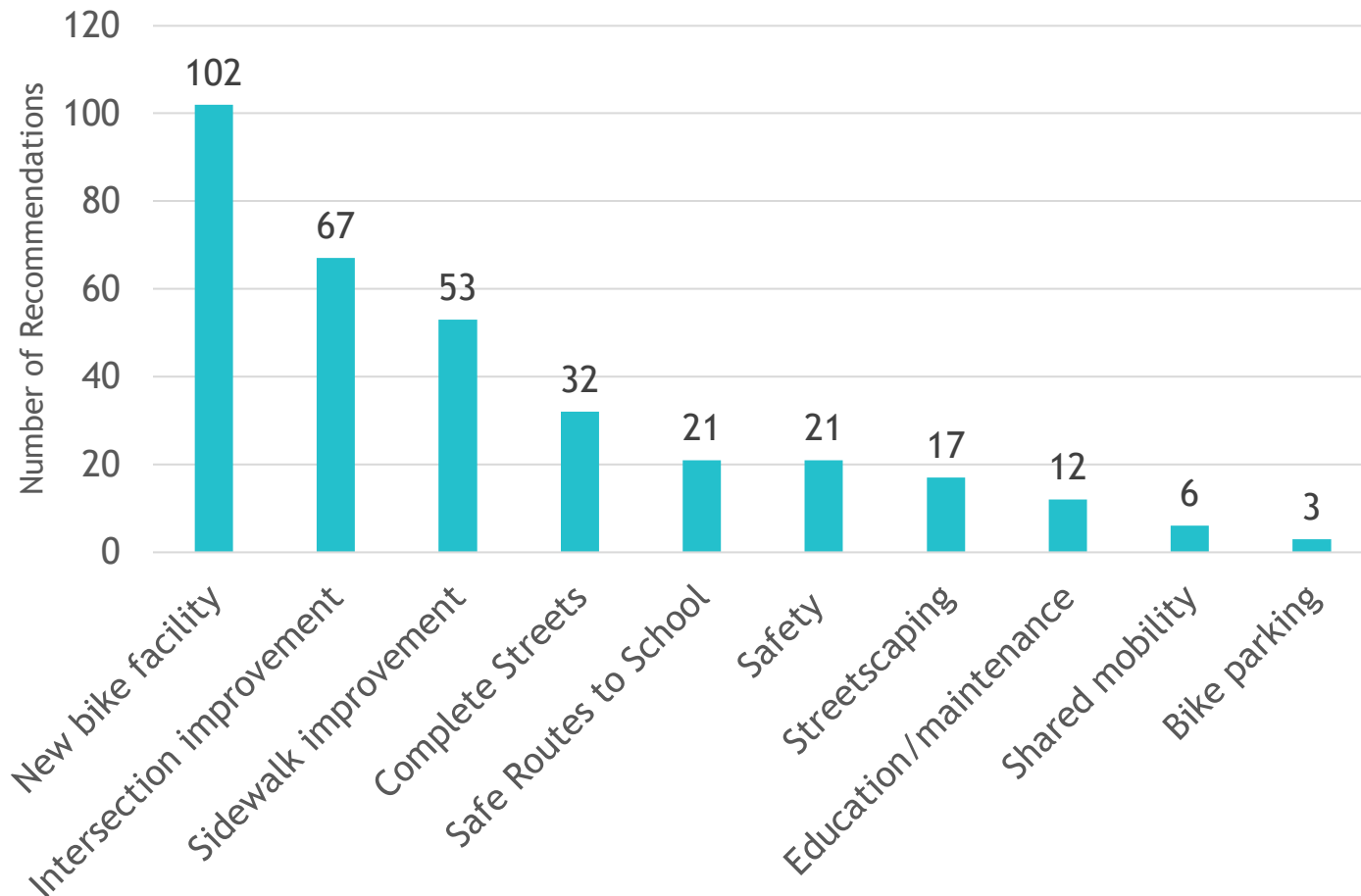


# Common CBTP Recommended Solutions

CBTP Recommendations

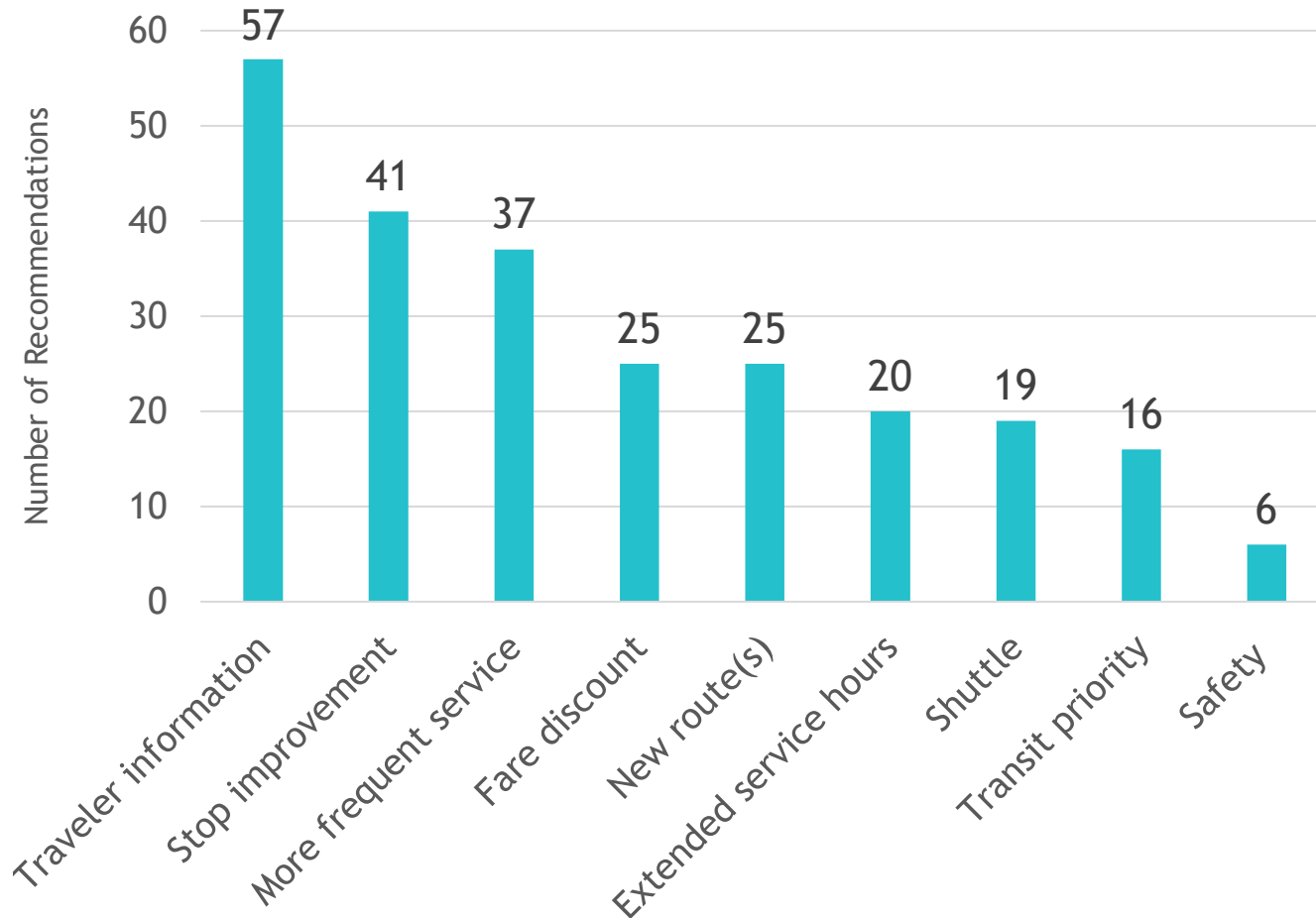


# CBTP Recommendations Summary: Active Transportation



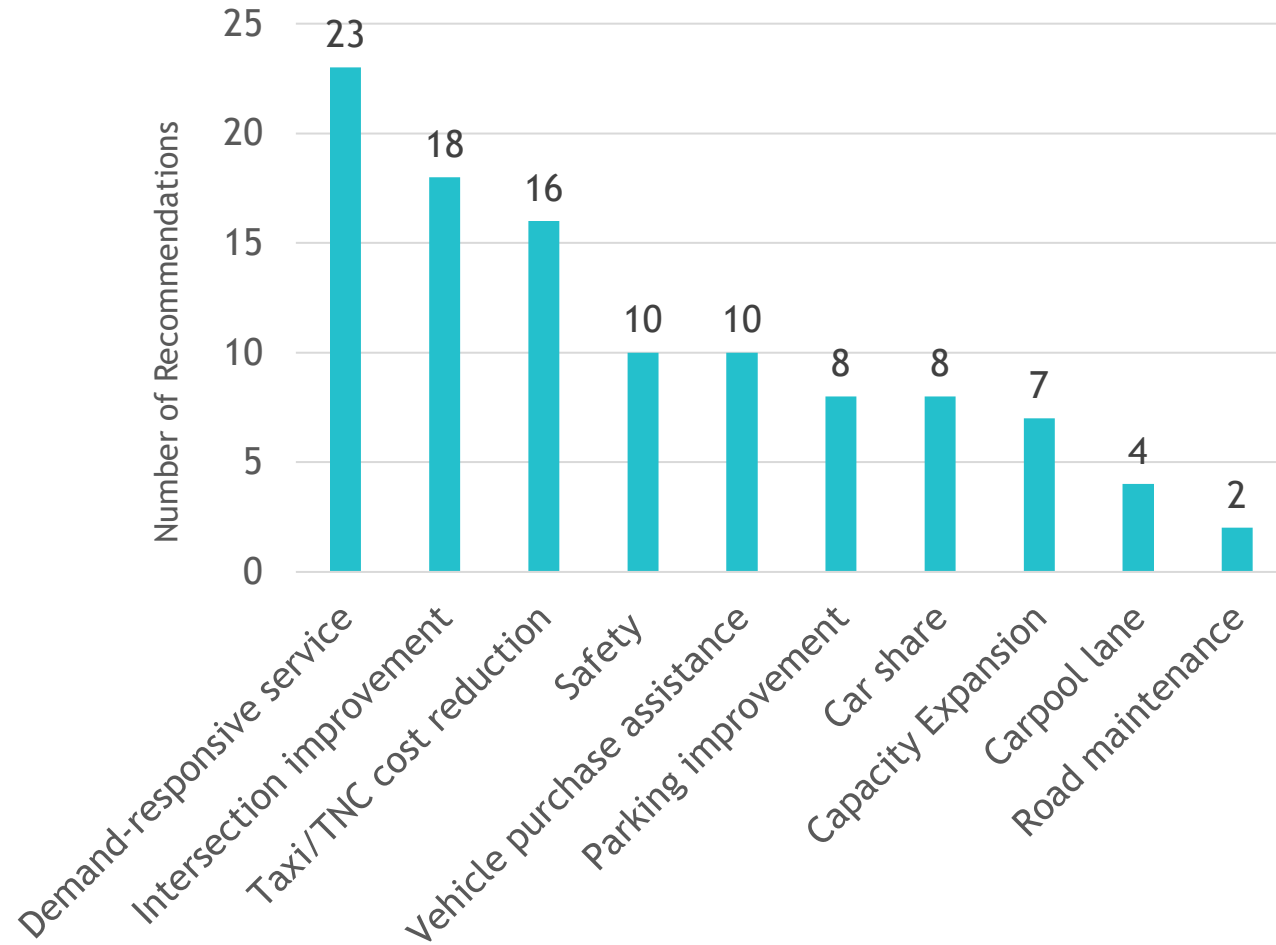
- **New bike facility:** new or extended bike lanes and multi-use paths
- **Intersection improvement:** crosswalks, pedestrian refuges, curb ramps
- **Sidewalk improvement:** new or extended sidewalks, pedestrian overcrossings, maintenance
- **Complete Streets:** road diets, traffic calming, multimodal corridor projects

# CBTP Recommendations Summary: Transit



- **Traveler information:** multilingual information, real-time arrival signage, travel training
- **Stop improvement:** benches, shelters, BART station plaza enhancements
- **More frequent service:** reduce headways on existing routes
- **Fare discount:** youth passes, means-based discounts, fare integration

# CBTP Recommendations Summary: Auto



- **Demand-responsive service:** vanpool, volunteer drivers for seniors or transportation to healthcare
- **Intersection improvement:** traffic signals, turning lanes, interchange improvements
- **Taxi/TNC cost reduction:** taxi vouchers, subsidized TNC trips, “TaxiScrip” programs
- **Safety:** speed bumps, striping improvements, driver education
- **Vehicle purchase assistance:** access to financing and subsidies

# Program Evaluation Objectives

- **What are CBTP outcomes?**

- What are the common mobility challenges and solutions identified by CBTPs?
- Are local and county planning documents including CBTP recommendations?
- Are CBTP recommendations receiving funding?
- What are the barriers and success factors that influence funding and implementation of CBTP recommendations?

- **How are CBTPs produced?**

- Where would more support or flexibility from MTC help?
- What changes would help to reduce the time it takes to complete CBTPs?
- What best practices could inform future guidelines?
- How can CBTPs better align with local equity programs and priorities?

# Next Steps

- Program evaluation work will occur throughout 2021
- Will return to the Policy Advisory Council in early 2022 with findings and draft implementation guidelines
- Final guidelines will be approved by the Commission in spring 2022
- Updated guidelines will be finalized and adopted for a future CBTP funding cycle



# Questions?

Date: January 24, 2018  
W.I.: 1311  
Referred by: Planning

ABSTRACT

Resolution No. 4316

This Resolution adopts program guidelines for the 2017-2021 cycle of the Community-based Transportation Planning Program.

Date: January 24, 2018  
W.I.: 1311  
Referred by: Planning

RE: Community-based Transportation Planning Program Guidelines - 2017-2021 Cycle

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 4316

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, the Lifeline Transportation Network and the Environmental Justice Reports as components of the 2001 Regional Transportation Plan, identify transit needs in economically disadvantaged communities throughout the San Francisco Bay Area and recommend the initiation of community-based transportation planning as a first step to address them; and

WHEREAS, MTC established guidelines to launch and implement the Community-based Transportation Planning (CBTP) Program in 2002 in response to the recommendations outlined in the Lifeline Transportation Network and the Environmental Justice Report; and

WHEREAS, the CBTP Program has provided roughly \$2.5 million in funding for over 40 collaborative planning processes in low-income communities<sup>1</sup> across the region since 2002; and

WHEREAS, lessons learned through the CBTP Program since the guidelines were first established in 2002 warrant updating the guidelines in advance of a new CBTP funding cycle; now therefore be it

RESOLVED, that MTC approves the guidelines for the 2017-2021 cycle of the CBTP Program, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that Attachment A of this Resolution may be amended from time to time.

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<sup>1</sup> MTC defined low-income communities as Communities of Concern even though the CoCs are identified using many other factors such as race/ethnicity, age (over 65 years), disability, rent burden, linguistic isolation, and vehicle ownership.

METROPOLITAN TRANSPORTATION COMMISSION

A handwritten signature in blue ink, appearing to read "Jake Mackenzie", is written over a horizontal line.

Jake Mackenzie, Chair

The above resolution was adopted by the  
Metropolitan Transportation Commission  
at a regular meeting of the Commission held  
in San Francisco, California, on January 24, 2018.

Date: January 24, 2018  
W.I.: 1311  
Referred by: Planning

Attachment A  
MTC Resolution No. 4316  
Page 1 of 4

### Community-Based Transportation Planning Program Guidelines - 2017-2021 Cycle

The following guidelines shall apply to the 2017-2021 Community-Based Transportation Planning (CBTP) Program:

1. **Program Goals** – in developing the CBTPs, the County Congestion Management Agencies (CMAs) must address the following two goals of the regional program:
  - Improve access and mobility for low-income communities, for commute as well as non-commute trips; and
  - Engage residents and community organizations in conducting the analysis and shaping the recommendations.

In addition, CMAs are encouraged to consider non-traditional solutions to meet travel needs of low-income communities. Non-traditional solutions may include car share, bike share, ride-sharing, van- and/or car-pooling, and on-demand, flex-route transit, among others.

2. **Funding allocation** – each county shall receive a CBTP planning grant based on its share of the region's low-income population<sup>2</sup> (U.S. Census American Community Survey, 2015). The grants shall be limited to a maximum funding amount equal to 20 percent of the total funds, or \$300,000, and a minimum of \$75,000. The total funding available for the CBTP program is \$1.5 million through the second round of the One Bay Area Grant Program (OBAG 2.0). Of this total, \$35,000 shall be set aside by MTC for conducting a program evaluation in 2021. County allocations are laid out in the table below.

Table 1: Proposed CBTP Funding Allocation

County	Population – Low-Income Share	Low-Income – Share in Region	Low-Income Population	Funding Proportional to Low-Income Population	Adjusted CBTP Grants (max. \$300,000 and min. \$75,000 per county)	
Alameda	27%	23%	426,642	\$337,987	\$300,000	20%
Contra Costa	25%	15%	272,721	\$216,051	\$215,000	14%
Marin	20%	3%	49,052	\$38,859	\$75,000	5%
Napa	28%	2%	38,553	\$30,542	\$75,000	5%
San Francisco	27%	12%	225,756	\$178,845	\$175,000	12%
San Mateo	21%	8%	155,274	\$123,009	\$120,000	8%
Santa Clara	23%	22%	415,848	\$329,436	\$300,000	20%
Solano	30%	7%	122,735	\$97,231	\$95,000	6%
Sonoma	29%	8%	142,693	\$113,042	\$110,000	7%
Bay Area	25%	100%	1,849,272	\$1,465,000	\$1,465,000	100%

Source: U.S. Census American Community Survey, 2011-2015, 5-year average, MTC analysis

<sup>2</sup> Population in households earning less than 200 percent of the federal poverty level in 2015.

3. ***Coordination with other planning efforts*** – CMAs may combine CBTPs for more than one CoC, or develop a countywide plan for all CoCs. CBTPs may be developed as part of an existing planning effort (for e.g., planning for Priority Development Areas, county-wide investment and growth strategy, county-wide transportation program, or local jurisdiction general or specific plan). All program guidelines for the 2017-2021 CBTP Program shall still apply to the CBTP component of these planning efforts. If developing standalone CBTPs per CoC, CMAs may spend no more than \$100,000 of the planning grant on each plan.
4. ***Steering Committee*** - CMAs must establish a steering committee that includes social service agency and CBO and/or non-profit representatives to ensure a collaborative and inclusive CBTP planning process.
5. ***Use it or lose it provision*** – CMAs shall administer the CBTP program and must initiate the planning process for each plan within nine months of executing a grant agreement (or MoU amendment) with MTC, and adopt the plan within three years of initiating the planning process. Any funds not used within this time period shall be repurposed by MTC at its discretion for other CBTPs.
6. ***Local match*** – CMAs must provide a ten percent match for the CBTP planning grants, which may be in the form of in-kind staff time (source of CBTP funding is the State Transit Assistance program).
7. ***Incentives for community engagement*** – CMAs are highly encouraged to set aside up to 10 percent of the planning grant towards direct financial support to local community-based organizations (CBOs). This funding may be used by the CBO(s) to provide services (for e.g., translation, outreach or meeting coordination) and/or to participate in the planning process (for e.g., as stipends).
8. ***Eligible uses*** – eligible uses for CBTP planning grants include, consultant services, direct costs or stipends associated with plan development and adoption, stakeholders engagement, and, if applicable, an implementation plan. The individual plans must be developed for MTC-designated CoCs (see map of CoCs below). CMAs may designate additional transportation disadvantaged areas (TDAs), which would also be eligible for CBTP planning grants after consideration and approval by MTC staff. The criteria for identifying additional TDAs must include at least one of the following three demographic characteristic: income, age (youth or seniors) and disability. In the North Bay, CMAs may designate areas affected by recent wildfires as a TDA. CMAs must designate TDAs before executing a grant agreement (or MoU amendment) with MTC.
9. ***Prioritizing planning areas*** – CMAs are encouraged to prioritize CBTPs for areas that do not currently have a plan, areas where the plan is more than 5 years old, and areas that have the highest concentration of low-income populations.
10. ***Key components and deliverables*** – CBTPs must include key components and deliverables identified in Table 2 below. Some components may be rolled into a broader effort (for e.g., outreach and engagement for a general plan update could count towards component A.). All components may or may not be completed at the same scale (for e.g., a countywide baseline conditions analysis and needs assessment for all CoCs may be followed by separate recommendations for each CoC).

Table 2: Key Components and Deliverables for CBTP Plans

<i>Plan Components</i>	<i>Guidance and Description</i>
<i>A. Outreach and Engagement</i>	Identify key stakeholders (for e.g., partner agencies, CBOs and disadvantaged/ under-represented populations), describe outreach activities (for e.g., interviews, workshops, forums, focus groups, surveys, and polls), develop multi-lingual collateral materials (for e.g., newsletters, flyers, and website), and document residents and community feedback.
<i>B. Baseline Conditions</i>	Create a map of the planning area (showing community facilities and amenities, major transportation infrastructure, regional context, CoCs, and if applicable TDAs), summarize demographic characteristics (current conditions and recent trends, if relevant), document existing transportation services (by mode, spatial distribution and temporal characteristics), etc.
<i>C. Needs Assessment</i>	Identify key local, sub-regional and regional destinations for residents and workers in CoCs and TDAs (for e.g., job centers, medical and community facilities, grocery stores, etc.), gaps in existing transportation services and infrastructure to access these destinations, and barriers to filling these gaps, etc.
<i>D. Recommendations</i>	Identify potential solutions, innovative approaches, or best practices from other regions; address the role of emerging technologies; and develop a prioritized list of initiatives, projects and/or programs, etc.
<i>E. Implementation</i>	Develop an implementation plan for key recommendations, as needed.
<i>F. Monitoring and Evaluation</i>	Develop a process and institute a mechanism to track progress and funding provided for implementation (for each initiative, project and/or program), establish monitoring protocols, etc.

## Plan Bay Area 2040 Communities of Concern Map

