

Community-Based Transportation Planning Program Draft Guidelines – 2027-2031 Cycle

The following guidelines shall apply to the 2027-2031 Community-Based Transportation Planning (CBTP) Program:

1. **Program goals** – in developing the CBTPs, the County Transportation Agencies (CTAs) must address the following two goals of the regional program:
 - Improve access and mobility for socially and economically disadvantaged groups, including people with low incomes, communities of color, people with disabilities, older adults and residents of Equity Priority Communities (EPCs); and
 - Engage residents and community organizations in conducting the analysis and shaping the recommendations.

In addition, CTAs are encouraged to consider non-traditional solutions to meet travel needs of historically underserved communities. Non-traditional solutions may include carshare, bikeshare, rideshare, van- and/or car-pooling, and on-demand, flex-route transit, among others.

2. **Funding allocation** – The exact amount of funding to be made available via the CBTP Program is under development through the Community Action Resource and Empowerment (CARE) Participatory Budgeting and Implementation (PBI) Program (see MTC Resolution No. 4604). Counties will determine their CBTP funding amount, with the maximum amount based on each county's share of the region's low-income population, defined as individuals earning less than 200% of the federal poverty level in 2024. For counties receiving a CBTP planning grant of less than \$200,000, funding may be supplemented through the CARE CBTP Technical Assistance Program to reach an allocation of \$200,000.
3. **Coordination with other planning efforts** – CTAs may produce a CBTP for a community comprised of one or more census tracts designated as an EPC or a countywide CBTP with location-specific recommendations for all EPCs. CBTPs may be developed as part of an existing planning effort (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 2027-2031 CBTP Program shall apply to the CBTP component of these planning efforts.
4. **Steering committee** – CTAs shall establish a steering committee that includes representatives from CBOs and/or non-profits serving the EPC, one or more social service or health agencies, transit agencies serving the EPC and one or more city agencies, among other participants, to ensure a collaborative and inclusive CBTP planning process. CTAs are encouraged to reduce barriers to committee participation by providing capacity-building support, technical assistance, and accessible planning resources, particularly for organizations that do not traditionally engage in transportation planning but serve socially and economically disadvantaged groups.
5. **Local jurisdiction partnership** – CTAs shall work with city staff from the jurisdiction(s) in which the EPC(s) are located to coordinate on planning activities and recommendations that emerge from CBTPs. CTAs may also choose to pass funding directly to a city agency (e.g., Planning Department, Department of Transportation, or Department of Public Works) so that the

city may lead the planning process. In that case, a CTA representative shall serve on the steering committee and communicate with MTC to ensure CBTP guideline compliance.

6. ***Use it or lose it provision*** – the CBTP must be adopted within three years of initiating the planning process. Any funds not used by the end of calendar year 2031 shall be repurposed by MTC at its discretion for other CBTPs.
7. ***Local match*** – CTAs must provide a ten percent non-federal match for the CBTP planning grants, which may be in the form of in-kind staff time (source of CBTP funding is federal Surface Transportation Program funding).
8. ***Incentives for community engagement*** – where local CBOs are available to participate in the CBTP process, CTAs shall provide compensation for tasks associated with engaging the community to provide input into the planning process. Compensation may take many forms, including direct payments for services (e.g., translation, outreach, event space rental, or meeting facilitation) and/or to incentivize community participation in the planning process (e.g., gift cards, stipends, or meals). CTAs may use local match funds to support incentives for resident participation.
9. ***Eligible uses*** – eligible uses for CBTP planning grants include consultant services, direct costs or stipends associated with plan development and adoption, and stakeholder engagement. Plans must be developed for MTC-designated EPCs (see map of EPCs below) or locally-designated transportation disadvantaged areas (TDAs), such as rural areas with high rates of poverty. CTA staff shall discuss all TDAs with MTC staff prior to proceeding with a CBTP for these areas.
10. ***Consultation with MTC*** – a representative from MTC shall be included in the project scoping phase and approve the project scope before a contract is awarded or work begins.
11. ***Prioritizing planning areas*** – CTAs are encouraged to prioritize CBTPs for areas that do not currently have a plan, areas where a CBTP is more than 5 years old, and areas that have the highest concentration of low-income residents.
12. ***Key components and deliverables*** – CBTPs shall include key components and deliverables identified in Table 2 below. Some components may be rolled into a broader effort (i.e., 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 (i.e., a countywide baseline conditions analysis and needs assessment for all EPCs may be followed by separate recommendations for each EPC). CBTPs must be adopted by the respective city council. Countywide CBTPs must be adopted by the CTA board.
13. ***Post-adoption coordination*** – following adoption of the CBTP by the applicable city council(s) and/or CTA board, CTAs shall submit all final CBTP deliverables and adoption materials to MTC. In addition, within six months of adoption, CTAs shall convene at least one post-adoption meeting with MTC and the CBTP Steering Committee, including CBO partners, for project close-out.

Table 1. Key Components and Deliverables for CBTPs

<i>Plan Components</i>	<i>Guidance and Description</i>
A. Outreach and Engagement	Identify key stakeholders (e.g., partner agencies, CBOs and disadvantaged/underrepresented populations), describe outreach activities (e.g., interviews, workshops, forums, focus groups, surveys, and polls), develop multi-lingual collateral materials (e.g., newsletters, flyers, and website), and document community feedback.
B. Baseline Conditions	Describe the planning area, including demographic characteristics and current transportation statistics for residents living within the planning area (e.g., average commute times or vehicle ownership rates). Describe existing transportation infrastructure/services within the planning area. Include a map of the planning area showing community facilities and amenities, major transportation infrastructure, and boundaries of EPCs and TDAs, if applicable.
C. Related Plans and Projects	Inventory ongoing or recently (within past 5 years) completed plans, projects, and programs that may affect the area. If the area has an existing CBTP, summarize recommendations and their implementation status.
D. Needs Assessment	In partnership with community residents and CBOs, identify key local, county, and regional destinations for residents and workers in EPCs and TDAs (e.g., job centers, medical and community facilities, grocery stores, parks, etc.), gaps in existing transportation services and infrastructure to access these destinations, and barriers to filling these gaps. For communities updating CBTPs, confirm whether needs previously identified are still relevant.
E. Recommendations	In partnership with community residents and CBOs, identify potential solutions, innovative approaches, or best practices from other communities; assess the role of emerging technologies; and develop a prioritized list of initiatives, projects and/or programs. Include a cost estimate for each recommendation.
F. Implementation	Produce a plan to implement CBTP recommendations, including potential funding sources, implementation lead(s), and time frames for each recommendation. Describe the process of integrating recommendations from the CBTP into the Countywide Transportation Plan and local Capital Improvement Programs (if applicable).
G. Monitoring and Evaluation	Develop and implement a process to report progress and funding provided for implementation for each initiative, project, and/or program to MTC and the CBTP steering committee.

Plan Bay Area 2050+ Equity Priority Communities Map

