



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Technical Advisory Committee

DATE: July 12, 2007

FR: Sean Co

RE: Application of Routine Accommodations Checklist

Background

MTC staff has developed a document (Attachment 1) that describes the role and responsibilities of county Congestion Management Associations (CMAs), the county Bicycle and Pedestrian Advisory Committee (BPACs), project sponsors and MTC in implementing the routine accommodations checklist (Attachment 2) as called for in MTC Resolution No. 3765. A subcommittee with representatives from the Regional Pedestrian Committee (RPC), the Regional Bicycle Working Group (RBWG) and CMAs provided extensive input during development of the document. This memo highlights a few noteworthy aspects of the checklist process.

Timing for Completing the Checklist and BPAC Review

MTC recommends the routine accommodations checklist be completed at the earliest stage of project planning, initiation and conception and, in accordance with MTC Resolution 3765, MTC will require that the checklist be completed and made available to BPACs no later than the time at which a project is recommended to MTC for programming. For funding programs for which CMAs recommend projects to MTC (such as local street and road rehabilitation), this is the time at which the CMA submits a list of projects to MTC. For regionally competitive funding programs that do not go through the CMAs (such as MTC's regional TLC program), this is the time at which the review panel has developed a recommended list of projects based on funds available for programming.

This approach has several advantages:

- The point at which CMAs propose projects to MTC for programming is the point at which MTC can most effectively assure compliance with its policies and is the appropriate point for this policy, which applies to projects funded with MTC regional discretionary funds.
- This approach allows each CMA to decide, in consultation with its member jurisdictions and BPACs, whether to require the checklist be completed and made available to BPACs earlier. A CMA may receive far more projects for any given call than it recommends to MTC for programming; this has workload implications for BPACs, project sponsors and CMAs. Further, each CMA has its own process for identifying the projects recommended to MTC, and timelines may vary by program.
- The timing still allows checklists to affect the design of the project during environmental review and in design work that follows funding.

MTC strongly recommends project sponsors take the opportunity to complete the checklist at the earliest stages of project planning, initiation and conception, which may be well before a project is submitted to MTC or a CMA for funding, and offers several advantages to the project sponsor:

- This will enable consideration of bicyclists and pedestrian needs during the development of the project.
- The completed checklist could address any issues that members of the public have regarding bicyclist and pedestrian accommodations before the project is brought before local boards saving time in the public process.
- The project sponsor may apply for other MTC programs and the completed checklist can be readily updated and re-submitted, as needed.

Posting Checklists to the Web

MTC has committed to assisting the CMAs post the project lists on the web to address limited resources at the CMA level. To that end, MTC is developing a web-based form that will allow the project sponsor to complete the checklist online. The process will be implemented as follows:

- The checklist is posted online and is available to view or download.
- CMA staff can direct BPACs to review the checklists or put them in a meeting agenda packet.
- The CMA webpage provides a link to the MTC hosted page where the checklists are posted for the appropriate county.
- Checklist data is collected and analyzed by MTC.

Routine Accommodations Audit

MTC staff thank all who have participated in this effort for their patience and creative thinking as we have debated some of the finer points of implementing the checklist as required by MTC Resolution No. 3765. MTC recognizes this is an entirely new process and it may require some adjustments down the line. MTC will conduct an audit of the checklist process once projects have been added to the 2008 Regional Transportation Improvement Program (RTIP) and the 2008 STP/CMAQ program in spring of 2008 but no later than 1 year after implementation. This audit will check to see whether the checklist is proving effective in including routine accommodations needs. This review may include some of the following:

- Effectiveness of the checklist for counties that require all projects to complete the checklist as well as counties that only require completion for MTC funded projects.
- Changes to the checklist to facilitate ease of use and review.
- Types of responses from the checklist.
- BPAC review and input process.
- Success of CMA and MTC in executing their outlined responsibilities.

Next Steps

Prior to implementing the checklist, MTC will be revising the guidelines in all of MTC's call for projects to reflect the Routine Accommodations process where applicable. Additionally, MTC will work to develop and implement the web-based system to post the checklists online.

MTC anticipates the checklist will become effective in calls for projects that are initiated after Fall 2007. However, we will confirm the actual "start date" in a letter to the CMAs.

- Attachment 1 Routine Accommodations Checklist Process
- Attachment 2 Routine Accommodations Checklist
- Attachment 3 Routine Accommodations Guidance

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