

## ***Routine Accommodations Checklist Process***

### **Background**

MTC Resolution 3765 calls for all projects funded through MTC's programs and fund sources to consider the accommodations of bicyclists and pedestrians in planning, design and construction. The resolution specifies that project sponsors complete the Routine Accommodations Checklist when the project is submitted to MTC for funding. The checklist is intended for use on projects at their earliest conception or design phase so that any pedestrian or bicycle consideration be included in the project budget. The two-page checklist and accompanying guidance are attached to this document as Attachments A and B.

### **Use of the Checklist**

The Routine Accommodation checklist is intended for project sponsors to disclose information about how they have considered bicyclists and pedestrians in the planning and design of transportation projects and to provide a vehicle for discussion about specific accommodations. The countywide Bicycle/ Pedestrian Advisory Committees (BPACs) will be responsible for reviewing the reported accommodations. Answers to questions on the checklist will not affect eligibility for MTC programs. The checklist is designed to be used as follows:

1. MTC recommends the routine accommodations checklist be completed at the earliest stage of project development and made available to BPACs no later than the time at which a project is recommended to MTC for programming.
2. For funding programs for which CMAs recommends projects to MTC (such as local street and road rehabilitation), the checklist will be required to be submitted to MTC at the time which the CMA submits a list of projects to MTC.
3. For regionally competitive funding programs that do not go through the CMAs (such as MTC's regional TLC program), the checklist will be completed at the time at which the review panel has developed a recommended list of projects based on funds available for programming
4. Congestion Management Agencies (CMAs) are responsible for ensuring that local agencies have submitted completed checklists for those programs for which CMA's are responsible.
5. CMAs will make completed checklists available for review by countywide BPACs as described below.

6. MTC will compile checklists and will periodically review how Bay Area transportation projects are considering the needs of bicyclists and pedestrians.

The specific roles and responsibilities of each entity are described below.

**Programs and Fund Sources to Which Checklist Applies**

The checklist applies to all projects funded through the MTC programs and fund sources listed in Table 1. (See footnote for exceptions.) Projects are not limited to the list below.

**Table 1: Programs and Fund Sources\***

MTC Programs	Fund Source
<b>Federal</b>	
Capital Improvements, Clean Air, Regional Operations, Local Streets and Road Shortfall, Transit Capital Shortfall, TLC/HIP, Regional Bike/Pedestrian	Transportation Enhancement (TE)
	Surface Transportation Program (STP)
	Congestion Mitigation and Air Quality Improvement Program (CMAQ)
Fixed guideways improvements, bus earmarks, new starts and transit capital rehabilitation	FTA 5309
	FTA 5307
<b>Local</b>	
Bicycle and Pedestrian Projects	TDA Article 3
Funds projects identified in SB 916 for transit operations and capital programs	RM2 Funds

\* A checklist is not required for projects and planning efforts that do not impact the traveled way (e.g., emergency communications equipment).

**Roles and Responsibilities**

**Project Sponsors**

1. The project sponsor is responsible for completing the checklist. The checklist will be posted on MTC’s website. First time users will need to create a user account that will enable them to logon and add projects.
2. Once the checklist is completed online, MTC will post the projects a few times per month. If there are time constraints please contact MTC staff for a faster review.
3. Each project entered into the Routine Accommodations checklist application will receive a project number. This number will need to be entered into FMS.

4. The project sponsor is encouraged to submit the completed checklist to the CMA or MTC, as appropriate, early in the project conception process.

### **CMAs**

Please note: In counties where an agency other than the CMA staffs the countywide BPAC, some of these responsibilities may be shared with the other agency.

1. The CMA will forward completed checklists to countywide BPACs as early as possible and notify the BPACs when the checklists are available on the web.
2. Projects with completed checklists will be posted on MTC's webpage and will be listed by county. The CMAs can provide a link to the MTC page from the CMA webpage.
3. CMAs are responsible for ensuring project sponsors have completed the online checklists and making them available through their websites and to the countywide BPACs for review and discussion.
  - a. Each completed checklist will be linked from MTC's page to the applicable CMA's website.
  - b. Checklists for specific projects can be placed on the agenda for BPAC meetings, although they do not require BPAC approval.
  - c. BPACs may choose to review online or by e-mail, especially when there is short time between posting and MTC program adoption.
4. CMAs are encouraged to set their own process as to when project sponsors submit completed checklists but are encouraged to request the checklist be completed as early as possible so project sponsors may consider bicyclist and pedestrian needs during the development of the project and its budget.
  - a. The CMAs will determine when to make the projects available to BPACs for timely review before submittal to MTC for programming.
  - b. CMAs can require the checklist be completed as part of the project application if it fits within their review process.

### **Bicycle and Pedestrian Committees (BPACs)**

Countywide BPACs, in consultation with CMA staff, are responsible for defining procedures for reviewing checklists posted by the CMAs. Please note that each BPAC's membership shall be consistent with MTC Resolution 875.

1. BPACs may choose to review some or all of the completed checklists at a regular meeting or electronically.
2. In cases where the MTC timeline is especially short BPAC staff and/or chair, may need to establish an expedited process using web and e-mail.
3. BPACs should direct questions or concerns arising during checklist review to the project sponsor.

4. MTC and CMA staff will not be expected to participate in discussions about checklist content any more or any less than their current responsibilities allow (unless also the project sponsor).

**MTC**

1. MTC will revise program guidelines and project solicitations to reflect requirements related to the checklist.
2. MTC staff will verify that a completed checklist has been submitted for each project forwarded to MTC for programming.
3. For programs where sponsors submit projects directly to MTC, MTC will ensure the sponsor has completed the checklist.
4. MTC will conduct a periodic audit of selected checklists in detail to determine whether the checklist and other provisions in the MTC resolution are encouraging routine consideration of non-motorized travel needs.

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