



RESOLUTION APPROVING THE PARTICIPATORY BUDGETING PROGRAM OF PROJECTS
IDENTIFIED THROUGH THE BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN
PROCESS

WHEREAS, The Metropolitan Transportation Commission (MTC) established the Lifeline Transportation Program (LTP) to serve Communities of Concern, address gaps and barriers identified through a collaborative and inclusive planning process, and improve transportation choices for low-income persons; and

WHEREAS, Through Cycle 5 of its LTP MTC awarded \$600,000 to the San Francisco Municipal Transportation Agency (SFMTA) to implement recommendations from a participatory budgeting pilot program as part of its Bayview Community Based Transportation Plan (CBTP) process; and

WHEREAS, Participatory budgeting enables residents to nominate and vote on priority projects to be funded with an established budget; and

WHEREAS, The LTP has a 20% local match requirement for the final participatory budgeting pilot program of projects, amounting to \$150,000 to match MTC's \$600,000 grant for a total budget of \$750,000; and

WHEREAS, As San Francisco's Congestion Management Agency, the Transportation Authority is responsible for providing support, ensuring that SFMTA complies with MTC's requirements, and approving the final program of projects; and

WHEREAS, As required by MTC's guidelines, SFMTA staff worked with Bayview residents to establish a Community Steering Committee that adopted a Participatory Budgeting Rulebook to guide the process and community outreach strategy, developed project proposals in collaboration with SFMTA staff, selected which projects to place on the ballot, and concurred with the final program of projects; and

WHEREAS, The community nominated project ideas in coordination with the SFMTA's Bayview CBTP outreach process and, over a 7-week period beginning in July 2019, voted on projects to receive the \$750,000 in available Participatory Budgeting funding; and



WHEREAS, Attachment 1 shows the voting results, a ranked list of projects, and the SFMTA's funding recommendation, consistent with the Participatory Budgeting Rulebook which specified that 80% of the funding be used for operating projects and 20% for operating projects; and

WHEREAS, The SFMTA identified an alternative source of funds to increase all-day service frequencies on the 44 O'Shaughnessy (the highest-ranked project), improving upon the participatory budgeting proposal which would have only improved frequencies during the morning commute, and freeing up \$600,000 in LTP operating funds for the next highest scoring project; and

WHEREAS, The SFMTA developed its recommendation as detailed in Attachment 1 and summarized as a program of projects in Attachment 2 for the \$770,000 in total available participatory budgeting funds by assigning funding to the remaining projects in ranked order, bypassing the next-highest project when there was insufficient funding to fully cover its cost; and

WHEREAS, The recommended program of projects includes three new Transit Assistant positions that, over the next three years, will focus on aiding transit riders and acting as a safety presence on the 29 Sunset, 44 O'Shaughnessy, and T Third transit lines in the Bayview, as well as four crosswalk projects and two bus shelter projects, with the scope, schedule, and funding plan details shown in Attachment 3; and

WHEREAS, Projects that were not voted to receive LTP funds may be advanced as part of the larger Bayview CBTP investment plan; and

WHEREAS, At its November 20, 2019 meeting, the Citizens Advisory Committee was briefed on the subject request and unanimously approved a motion of support for the staff recommendation; now, therefore be it

RESOLVED, That the Transportation Authority hereby approves the Participatory Budgeting Program of Projects Identified through the Bayview CBTP; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this information to MTC, other relevant agencies, and interested parties.



Attachments:

1. Staff Recommendation
2. Finalized Project List
3. Summaries of Projects Recommended for Funding

**Attachment 1
Bayview CBTP Participatory Budgeting
Detailed Funding Recommendation**

Rank Based on Votes	Votes	Project	Participatory Budgeting Funds		Notes
			Requested	Recommended	
Operating Projects					
1	577	44 O'Shaughnessy - Increase morning commute frequency from 10 minutes to 9 minutes.	\$370,000	\$0	LTP funds are no longer needed. SFMTA identified alternate funding for an increase service on the 44 O'Shaughnessy throughout the day (not only during the morning commute) which will include this scope of work.
2	489	Transit Assistant Program - two Transit Assistants for three years	\$405,000	\$620,000	Recommendation combines projects 2 and 3.F18 With the available funding, SFMTA is able to fund a third Transit Assistant position for three years.
3	424	Transit Assistant Program - two Transit Assistants for two years	\$275,000		

Funds Available for Operating Projects¹ \$620,000

Funds Recommended¹ \$620,000

Attachment 1
Bayview CBTP Participatory Budgeting
Detailed Funding Recommendation

			Participatory Budgeting Funds		
Rank Based on Votes	Votes	Project	Requested	Recommended	Notes
Capital					
1	432	Silver Avenue at Bayshore Boulevard - Crosswalk improvement	\$10,000	\$10,000	Fully funded.
2	415	Williams Avenue at Apollo Street - Crosswalk improvement	\$75,000	\$75,000	Fully funded.
3	413	Lane Street at 3rd Street - New crosswalk, curb ramps, and curb extensions	\$100,000	\$0	Insufficient funding for project after funding higher community priorities. Project will be considered for inclusion in the Community Based Transportation Plan (CBTP) implementation plan.
4	353	Newhall Street at 3rd Street - New crosswalk, curb ramps, and curb extensions	\$125,000	\$0	Insufficient funding for project after funding higher community priorities. Project will be considered for inclusion in the CBTP implementation plan.
5	340	Donner Avenue at Bayshore Boulevard - New crosswalk	\$25,000	\$25,000	Fully funded.
6	305	Van Dyke Avenue at 3rd Street - Crosswalk improvement	\$25,000	\$25,000	Fully funded.
7	301	Oakdale Avenue at Phelps Street - One new bus shelter	\$7,500	\$75,000	Fully funded.
8	264	Oakdale Avenue at Keith Street - Two new bus shelters	\$20,000	\$0	Insufficient funding for project after funding higher community priorities. Project will be considered for inclusion in the CBTP implementation plan.
9	258	Hudson Avenue at Ingalls Street - One new bus shelter	\$7,500	\$75,000	Fully funded.
10	253	Oakdale Avenue at Baldwin Court - One new bus shelter	\$10,000	\$0	Insufficient funding for project after funding higher community priorities. Project will be considered for inclusion in the CBTP implementation plan.
11	251	Ingalls Street at Harbor Road - Two new bus shelters	\$20,000	\$0	Insufficient funding for project after funding higher community priorities. Project will be considered for inclusion in the CBTP implementation plan.

Funds Available for Capital Projects \$150,000
Funds Recommended \$150,000

¹ Per the Rulebook policy adopted by the Steering Committee, 80% of funding (\$600,000) is available for operating projects and 20% (\$150,000) is available for capital projects. After the participatory budgeting process was complete, the SFMTA identified an additional \$20,000 to fully fund the Bayview Transit Assistants project.

**Attachment 2
Bayview CBTP Participatory Budgeting
Program of Projects**

Rank Based on Votes	Project Sponsor ¹	Project Name	District(s)	Total Project Cost	Participatory Budgeting Funds	
					LTP Cycle 5 Funds Recommended	Matching Funds ²
Operating Projects						
2 and 3	SFMTA	Bayview Transit Assistants	6, 7, 8, 9, 10, 11	\$620,000	\$600,000	\$20,000
Capital Projects						
1	SFMTA	Silver Ave at Bayshore Boulevard Intersection Improvement	10	\$10,000		\$10,000
2	SFMTA	Williams Ave at Apollo Street Intersection Improvement	10	\$75,000		\$75,000
5	SFMTA	Donner Avenue at Bayshore Boulevard Intersection Improvement	10	\$25,000		\$25,000
6	SFMTA	3rd Street at Van Dyke Avenue Intersection Improvement	10	\$25,000		\$25,000
7	SFMTA	Oakdale Avenue at Phelps Street New Bus Shelter	10	\$7,500		\$7,500
9	SFMTA	Hudson Avenue at Ingalls Street New Bus Shelter	10	\$7,500		\$7,500
Total:				\$770,000	\$600,000	\$170,000

Funding Share (20% required local match)

78%

22%

¹ Sponsor acronym: San Francisco Municipal Transportation Agency (SFMTA).

² Per MTC guidance, the program of projects is required to have a local match of at least 20%. Prop K or other local funds will serve as the local match for the capital projects. After the participatory budgeting process was complete, the SFMTA identified an additional \$20,000 to fully fund the Bayview Transit Assistants project. SFMTA consulted with the Steering Committee which concurred with this recommendation.

Attachment 3
Bayview CBTP Participatory Budgeting Pilot
Summaries of Projects Recommended for Funding

Participatory Budgeting – Bayview Transit Assistants

Sponsor: San Francisco Municipal Transportation Agency

Recommended Cycle 5 LTP (PB Pilot) Funds: \$620,000

Recommended Phase: Operations

Districts: 6, 7, 8, 9, 10, 11

Scope:

The San Francisco Municipal Transportation Agency (SFMTA) will fund three new Transit Assistant positions through the Muni Transit Assistance Program (MTAP). Transit Assistants (TAs) aid transit riders, answer questions about transit service, deter vandalism, act as an unarmed safety presence on transit lines, and de-escalate conflicts between riders (often youth). TAs work in teams of two and their hours of operation are 10AM to 6PM. The three TA positions will be hired on a 3-year contract and will ride on the 29 Sunset, the 44 O’Shaughnessy, and the T-Third lines.

The area of operation for these new TA staff will focus on the Bayview and segments of the transit system Bayview residents ride on most frequently.

- **29 Sunset** – TA staff will ride on the 29 Sunset from City College of San Francisco in the west to 3rd Street at Fitzgerald Avenue in the east. TA staff will only ride east of 3rd Street on the 29 Sunset if shadowed by SFPD due to past instances of violence against TA staff.
- **44 O’Shaughnessy** – TA staff will ride on the 44 O’Shaughnessy from the Juvenile Justice Center on Portola Drive in the west to 3rd Street at Palou Avenue in the east. TA staff will only ride east of 3rd Street on the 44 O’Shaughnessy if shadowed by SFPD due to past instances of violence against TA staff.
- **T-Third** – TA staff will ride on the T-Third from the Bayshore/Arleta station in the south to the 4th & King station in the north.

The TAs funded through this project will be hired from the Bayview.

Schedule:

TA positions are funded on 3-year contracts. Hiring and training will take place in the spring of 2020, with the three new TAs deployed on the 29 Sunset, 44 O’Shaughnessy, and T-Third from July 2020 through June 2023.

Cost:

Bayview Transit Assistants	\$620,000
Total Cost	\$620,000

Funding Plan:

Source	Status	Funding	% of Cost by Fund Source
LTP Cycle 5 – PB Pilot ¹	Planned	\$600,000	97%
Local funds ²	Planned	\$20,000	3%
Total Funding		\$620,000	

¹The entirety of the Lifeline grant is being allocated to this single project because of fund source eligibility requirements. The 20% local match requirement for the Lifeline grant is being fulfilled through local funding of the approved capital projects.

²The additional \$20,000 necessary to fund these three TA positions must come from operations-eligible funding sources. Eligible local funds could include SFMTA Operating Funds or future cycles of San Francisco's Lifeline Transportation Program.

Project Location:



Figure 1: Bayview Transit Assistants

Participatory Budgeting – Transit Access Capital Improvements

Sponsor: San Francisco Municipal Transportation Agency

Recommended Cycle 5 LTP (PB Pilot) Funds: \$150,000

Recommended Phase: Construction

District: 10

Scope:

The San Francisco Municipal Transportation Agency (SFMTA) will implement a series of capital improvements across the Bayview for the purpose of improving access to transit and rider comfort/safety while waiting for transit.

This scope is for construction costs only; design costs are being absorbed into the larger Bayview CBTP 5-Year Investment Plan. Design for these projects will commence following the delivery of in-progress Quick Build projects in the Bayview, anticipated for full completion by June 2020.

Crosswalk safety and access improvements:

Silver Avenue at Bayshore Boulevard

Signal retiming to increase crossing times for pedestrians and introduce a leading pedestrian indicator. This project will improve safety and access to the 44 O'Shaughnessy, 8 Bayshore, and 9 San Bruno.

Williams Avenue at Apollo Street

Crosswalk enhancements including a pedestrian median island, advance signage, and crosswalk markings. Project details for Williams at Apollo are contingent upon the implementation and evaluation of a quick build at this location, scheduled for construction in January 2020. Based on evaluation of the effectiveness of the quick build treatments, this project will fund installation of permanent concrete elements, either bulb-outs or a pedestrian refuge island.

This project location is an uncontrolled crosswalk across the 66'-wide Williams Avenue, providing access to the only supermarket in the Bayview: Foods Co. This project also provides access to the 54 Felton bus stop located on Phelps Street.

Donner Avenue at Bayshore Boulevard

New crosswalk across the eastern leg of the intersection, including a paint-and-post median island to shorten pedestrian crossing distances and exposure to vehicles. Donner Avenue meets Bayshore Blvd at an oblique angle, with a 160' wide intersection opening. There is no crosswalk at this location, creating a barrier for pedestrians traveling north/south. The project will provide access to the 54 Felton.

Van Dyke Avenue at 3rd Street

Crosswalk enhancements at the intersection of Williams Avenue, 3rd Street, Van Dyke Avenue, and Lane Street, including upgrade to an existing painted safety zone in the southwest corner and potential additional safety zones around the Lane Street intersection with Van Dyke Avenue.

This complex 5-way intersection has 7 marked crosswalks. Residents expressed a desire to improve pedestrian safety and access to the T-Third platform and slow down the speeds of turning vehicles. This project improves access to the T-Third and 54 Felton.

Bus Shelter Installation:

Oakdale Avenue at Phelps Street

Install a new bus shelter for the 23 Monterey in the northeast corner of the intersection, adjacent to the Southeast Community Facility. Project will require relocation of existing bike racks.

Hudson Avenue at Ingalls Street

Install a new bus shelter for the 44 O’Shaughnessy and 54 Felton in the southwest corner of the intersection. Installation of the shelter on the brick sidewalk may require additional concrete footings.

This project improves transit access and comfort for the low-income residents of affordable housing on the Hunters View hilltop.

Schedule:

		Phase	Start	End
Crosswalk Projects	Silver Ave at Bayshore Blvd	Design	Q1 – FY 20/21	Q3 – FY 20/21
		Construction	Q4 – FY 20/21	Q2 – FY 21/22
	Williams Ave at Apollo St	Design	Q4 – FY 20/21	Q2 – FY 21/22
		Construction	Q3 – FY 21/22	Q1 – FY 22/23
	Donner Ave at Bayshore Blvd	Design	Q1 – FY 20/21	Q3 – FY 20/21
		Construction	Q4 – FY 20/21	Q2 – FY 21/22
	Van Dyke Ave at 3 rd St	Design	Q1 – FY 20/21	Q3 – FY 20/21
		Construction	Q4 – FY 20/21	Q2 – FY 21/22
Bus Shelter Projects	Oakdale Ave at Phelps St	Design	Q1 – FY 20/21	Q3 – FY 20/21
		Construction	Q4 – FY 20/21	Q2 – FY 21/22
	Hudson Ave at Ingalls St	Design	Q1 – FY 20/21	Q3 – FY 20/21
		Construction	Q4 – FY 20/21	Q2 – FY 21/22

Cost:

		Construction
Crosswalk Projects	Silver Ave at Bayshore Blvd	\$10,000
	Williams Ave at Apollo St	\$75,000
	Donner Ave at Bayshore Blvd	\$25,000
	Van Dyke Ave at 3 rd St	\$25,000
Bus Shelter Projects ¹	Oakdale Ave at Phelps St	\$7,500
	Hudson Ave at Ingalls St	\$7,500
Total Cost		\$150,000

¹ Project cost includes additional conduit required to provide power to these bus shelter locations beyond the standard length Clear Channel contractually provides. Costs are estimates based on previous contracts executed with SFPW to provide additional conduit.

Funding Plan:

Source	Status	Funding	% of Cost by Fund Source
Local funds (e.g. Prop K)	Programmed	150,000	100%
Total Funding		\$150,000	

Project Location:



Figure 2: Bayview Transit Access Capital Improvement Locations



Memorandum

AGENDA ITEM 7

DATE: November 27, 2019
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 12/10/2019 Board Meeting: Approve the Participatory Budgeting Program of Projects Identified Through the Bayview Community Based Transportation Plan Process

RECOMMENDATION Information Action

Approve the Participatory Budgeting Program of Projects identified through the Bayview Community Based Transportation Plan (CBTP) process.

SUMMARY

The Metropolitan Transportation Commission’s (MTC’s) Lifeline Transportation Program or LTP focuses on projects that serve Communities of Concern, address gaps and barriers identified through a collaborative and inclusive planning process and improve transportation for low-income persons. Through Cycle 5 of its LTP, the MTC awarded \$600,000 to the San Francisco Municipal Transportation Agency (SFMTA) to implement recommendations from a participatory budgeting pilot program as part of its Bayview CBTP process. Bayview residents nominated projects, developed project proposals in collaboration with SFMTA staff, and established a Community Steering Committee that selected which projects to place on a ballot. Residents then voted on their priorities. The SFMTA is recommending the highest-ranked projects to receive a total of \$770,000 including the \$600,000 in LTP funds plus \$170,000 in local match (Attachment 3). As San Francisco’s Congestion Management Agency, the Transportation Authority is responsible for approving the final program of projects (Attachment 4), which includes three new Transit Assistant positions that, over the next three years will focus on the Bayview and segments of the transit system Bayview residents ride on most frequently, as well as four crosswalk projects and two bus shelter projects.

- Fund Allocation
- Fund Programming
- Policy/Legislation
- Plan/Study
- Capital Project Oversight/Delivery
- Budget/Finance
- Contract/Agreement
- Other: _____



DISCUSSION

Background.

On January 24, 2018, MTC reserved \$1 million from Cycle 5 of its LTP for projects identified through a participatory budgeting pilot within one or more of the region's Communities of Concern. Participatory budgeting enables residents to nominate and vote on priority projects to be funded with an established budget. The intent of MTC's pilot program is to assess participatory budgeting components that are applicable and scalable at the regional and county levels. At its July 25, 2018 Commission meeting, MTC made \$600,000 of the \$1 million available to San Francisco for LTP-eligible projects selected through a participatory budgeting process as part of the SFMTA's Bayview CBTP.

The \$600,000 in LTP funds are from the State Transit Assistance (STA) fund, which is a flexible transit funding program that can be used for a wide range of transit-related capital and operating purposes. Only transit operators are eligible to receive STA funds.

The LTP has a 20% local match requirement for the final program of projects, which amounts to \$150,000 to match MTC's \$600,000 grant. This resulted in a total budget for the Bayview participatory budgeting process of \$750,000.

Bayview CBTP.

The Transportation Authority Citizens Advisory Committee and Board were briefed on the Bayview CBTP in September and October, respectively as part of a supplemental Prop K allocation to support completion of the plan, which is also funded with a Caltrans Sustainable Planning grant. To carry out the CBTP, the SFMTA contracted with five community-based organizations to lead a public engagement process. Over the course of the effort, the Bayview CBTP project team reached more than 4,000 Bayview residents and used the feedback received to develop a \$4 million investment plan focused on delivery of projects across the Bayview over the next five years. The SFMTA anticipates releasing the draft study by December 2019.

The \$600,000 in participatory budgeting funding from MTC will be used to implement the near-term capital improvements and transit operating projects identified through the balloting exercise. Projects that were not voted to receive LTP funds may be advanced as part of the larger CBTP investment plan. The Prop K Traffic Calming 5-Year Prioritization Program includes approximately \$2.5 million over Fiscal Years 2019/20 - 2021/22. SFMTA will also work to secure additional resources to implement recommendations from the CBTP.

Participatory Budgeting Process.

MTC's requirements for the participatory budgeting pilot are fairly extensive and one of the responsibilities of Transportation Authority staff was to support and ensure that SFMTA complied with the requirements. This section provides a summary of the participatory budgeting process in the Bayview CBTP.

As required by MTC's guidelines, SFMTA first established a 14-member Community Steering Committee which developed and adopted a Participatory Budgeting Rulebook (Attachment



1) to guide the process. The Rulebook includes goals, project eligibility, a timeline, how ideas would be collected and vetted, and roles and responsibilities of the Steering Committee, the Technical Advisory Committee, public agencies (SFMTA, MTC, and the Transportation Authority), and residents. The Community Steering Committee was also responsible for developing the public outreach approach and approving the public ballot before it was distributed.

Beginning in summer 2018, SFMTA collected project ideas from Bayview residents and stakeholders through multilingual outreach. Staff received over 250 ideas in response, which were screened by Transportation Authority and MTC staff for eligibility. SFMTA staff next worked with the Community Steering Committee to develop project proposals for a subset of ideas and members then selected the projects to be included on the final ballot (shown in Attachment 2). Community priorities that did not meet the Rulebook criteria for ballot consideration include a community shuttle, a service increase on the T-Third, a new T-Rapid bus line, and more frequent shelter/platform cleaning. The first three projects were omitted because the costs far exceeded the amount of funding available, and cleaning services are not eligible for STA funds.

The community voted over a 7-week period beginning in July 2019. Ballots were made available in Spanish, English, and Chinese at 19 locations in the Bayview community as well as online. 375 ballots were ultimately submitted, a response rate similar to prior participatory budgeting processes in the Bayview. Attachment 3 shows the voting results, a ranked list of projects, and the SFMTA's funding recommendation. The Rulebook specified that 80% of funding (\$600,000 or all of the STA funds) be used for operating projects and 20% (\$150,000 in local match) for capital projects.

Participatory Budgeting Recommendations for LTP Funds.

The SFMTA developed its recommendation (detailed in Attachment 3 and summarized as a program of projects in Attachment 4) by assigning funding to projects in ranked order, bypassing the next-highest project when there was insufficient funding to cover its cost. SFMTA will secure a total of \$170,000 in local match funds to fully fund the recommended program of projects, exceeding the required local match amount for the \$600,000 in LTP funds.

Of the three operating projects on the ballot, the project that received the most votes was to increase service on the 44 O'Shaughnessy. After close coordination with Commissioner Walton, the SFMTA was able to identify an alternative source of funds for this project and provide the improved service frequencies all day, while the LTP funds would have only improved frequencies during the morning commute. This allowed the \$600,000 in operating funds to be available for the next-highest scoring project: hiring three Transit Assistants for three years through the Muni Transit Assistance Program. These new positions will aid transit riders and act as a safety presence on transit lines in the Bayview and segments of the transit system Bayview residents ride on most frequently, specifically the 29 Sunset, 44 O'Shaughnessy, and T Third transit lines.



Of the eleven capital projects on the ballot, the six recommended projects were selected by ranked order and funding availability, and include the construction of four crosswalk projects and two bus shelter projects to improve access and safety in the Bayview.

The Community Steering Committee provided concurrence with the recommended program of projects in October 2019. Commissioner Walton has also stated his support for the program of projects.

Attachment 5 contains scope, schedule, and funding plan detail for the seven projects the SFMTA has recommended for funding.

Next Steps.

Pending Board approval, we will submit the program of projects to MTC. The MTC Commission will consider the program of projects for approval and allocate the \$600,000 in LTP funds in early 2020. We anticipate that SFMTA will request future Prop K funds for a portion of the local match.

We understand that MTC will release findings in 2020 from the participatory budgeting pilots conducted in San Francisco and Solano counties. MTC may use the result of this pilot to determine if it should direct more funds toward participatory budgeting in the future.

FINANCIAL IMPACT

The recommended action would not have an impact on the adopted Fiscal Year 2019/20 budget.

CAC POSITION

The CAC was briefed on this item at its November 20, 2019 meeting and unanimously adopted a motion of support for the staff recommendation.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Bayview CBTP Participatory Budgeting Rulebook
- Attachment 2 - Bayview CBTP Participatory Budgeting Ballot
- Attachment 3 - Bayview CBTP Participatory Budgeting Detailed Funding Recommendation
- Attachment 4 - Bayview CBTP Participatory Budgeting Program of Projects
- Attachment 5 - Bayview CBTP Participatory Budgeting Summaries of Projects Recommended for Funding

BAYVIEW

COMMUNITY BASED TRANSPORTATION PLAN



Bayview CBTP Participatory Budgeting Rulebook

Community Based Transportation Plan

In a Community Based Transportation Plan (CBTP), the SFMTA will work with residents of the Bayview to build a community transportation investment plan. The SFMTA wants to address the most pressing transportation needs of the community in a way that reflects the values and priorities of the current Bayview community. By collaboratively visioning, refining, and prioritizing potential projects with the community, the SFMTA will have a clear roadmap for implementation for years to come. As part of this plan process, the SFMTA especially wants to raise up the voice of those most dependent on transit, and those most vulnerable to its changes: youth, seniors, residents with disabilities, and residents of affordable housing.

Participatory Budgeting in the CBTP

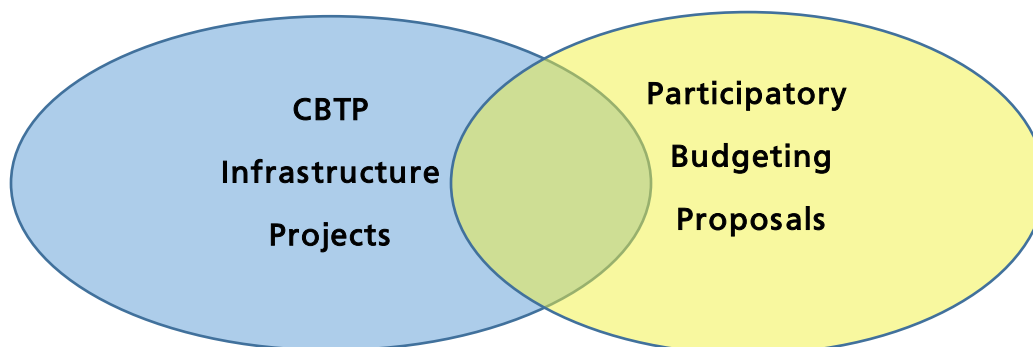
Participatory Budgeting (PB) is a democratic process in which community members decide how to spend part of a public budget. Through PB, Bayview residents develop project proposals in collaboration with City staff, residents vote on projects, and the list of projects receiving the most votes are funded through a limited Lifeline transportation grant with specific State Transit Assistance (STA) eligibility requirements. The Lifeline transportation grant is sponsored by the Metropolitan Transportation Commission (MTC).

How much money is available?

Up to \$600,000 dollars has been set aside for projects that are identified through the PB process AND meet STA eligibility requirements as outlined on Page 3. Project must improve transit and access to transit for residents, with focus on traditionally underserved residents in the Bayview.

How is PB different than the rest of the CBTP?

- Lifeline grant funding is available only for PB proposals
- Proposals must meet eligibility rules to be included in PB ballot
- The CBTP is focused on transportation infrastructure which include some programs, while PB proposals can include programs and operations



BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Goals

1. Improve Community Mobility
 - a. Improve access to transit for all community members, with special emphasis on seniors, youth, disabled, and low-income residents.
 - b. Increase access to opportunity and essential services for all community members.
 - c. Reduce reliance on automobile trips.
2. Engage Our Community
 - a. Ensure all members of the community have a voice.
 - b. Engage those who are traditionally underrepresented in politics, who face obstacles to participating, or who feel left out of the political process.
3. Transform Our Democracy
 - a. Empower Bayview residents with the skills and knowledge they need to shape their transportation future.
 - b. Build leadership from the bottom up and forge deeper ties between residents, neighborhoods, and communities.
4. Open Up Government
 - a. Increase transparency and accountability of local government.
 - b. Improve communication, collaboration, and trust with SFMTA.
 - c. Support a framework within SFMTA for decision-making that promotes a more just and equitable city.

Project Eligibility

Projects are eligible for placement on the ballot if they meet the following criteria:

- **Projects must improve community mobility, transit, or access to transit**, according to the requirements of the [Lifeline Transportation Program](#).
- **Provide primary benefit for the public-at-large (or a subset group that is not delineated by exclusive or paid membership in a group or organization)**. Projects that only benefit private individuals are not eligible. Transportation services may not be restricted to members of a specific organization, but can be designed to primarily serve in-need segments of the population (such as seniors or residents with disabilities).
- **Projects are designed to accomplish their goals and fulfill their purpose using MTC Lifeline grant funds**. Projects may not obligate the City or MTC to ongoing funding beyond the life of the MTC Lifeline grant. If other funding sources are needed to accomplish the project goals, those funds must be identified prior to submission for City review and vetting.
- **Projects must be consistent with the needs, proposed solutions, and enhanced coordination strategies contained within the [2018 MTC Coordinated Public Transit-Human Services Transportation Plan](#)**. Projects must increase mobility options

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



for seniors, people with disabilities, veterans, and people with low-incomes that are also cost-efficient for the region.

- **Projects must be capital infrastructure, capital improvements, durable acquisitions, transportation service enhancements, or programs that improve access to Lifeline transportation services.**
- If possible, projects should demonstrate a 20% local match from the implementing agency (an “in-kind” non-cash local match is also acceptable). The final list of projects must have a cumulative 20% local match. **Local match will be provided by City agency partners.**
- Project funding must be spent within 3 years from MTC programming action date.
- Project funding cannot cover administrative, overhead, and routine maintenance costs.
- Projects cannot promote religious views.
- Funding, in most cases, will not be distributed upfront and will be distributed as payment or service, on a reimbursement basis, and/or progress payment to a local certified contractor.

Eligible Projects	
Operating Projects	Capital Projects
<ul style="list-style-type: none"> • New/enhanced fixed route transit service • Late night & weekend transit service • Transit-related aspects of bicycling • Restoration of lifeline-related transit that was previously eliminated or at risk of being eliminated • Community shuttle service (if available to the public at-large) • Community-led programs that improve access to transit • Community-led programs that increase awareness of transit services • Demand-responsive van service for paratransit • Community-led ridesharing & carpool • Marketing, incentives, and education campaigns for transit use 	<ul style="list-style-type: none"> • Purchase of new transit vehicles • Bus stop enhancements • Rehab, safety, modernization improvements for transit • Infrastructure that improves transit access for low-income communities (improved sidewalks, crosswalks, street lighting, etc)

NOTE: Projects must be determined to be fully eligible for ballot placement, as determined by SFCTA, SFMTA, and MTC staff.

PB funding must be additive: it cannot backfill programs or projects with already-committed funding.

PB funding can be used to accelerate the timeline of committed projects.

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Projects Must Contain

- Eligible project sponsor (i.e. transit operator) & sub-recipient (i.e. public agency or non-profit organization).
- Identified local match funding or in-kind contribution, if possible.
- Enough detail to clearly understand the purpose and intent of the project.
- Description of the public benefit derived from the project and how project benefits transit or transit access.
- Total estimated budget, including the cost to fully implement the project to completion; projects with ongoing operations must identify ongoing annual operating costs beyond the life of the grant.
- Timeframe for project completion.

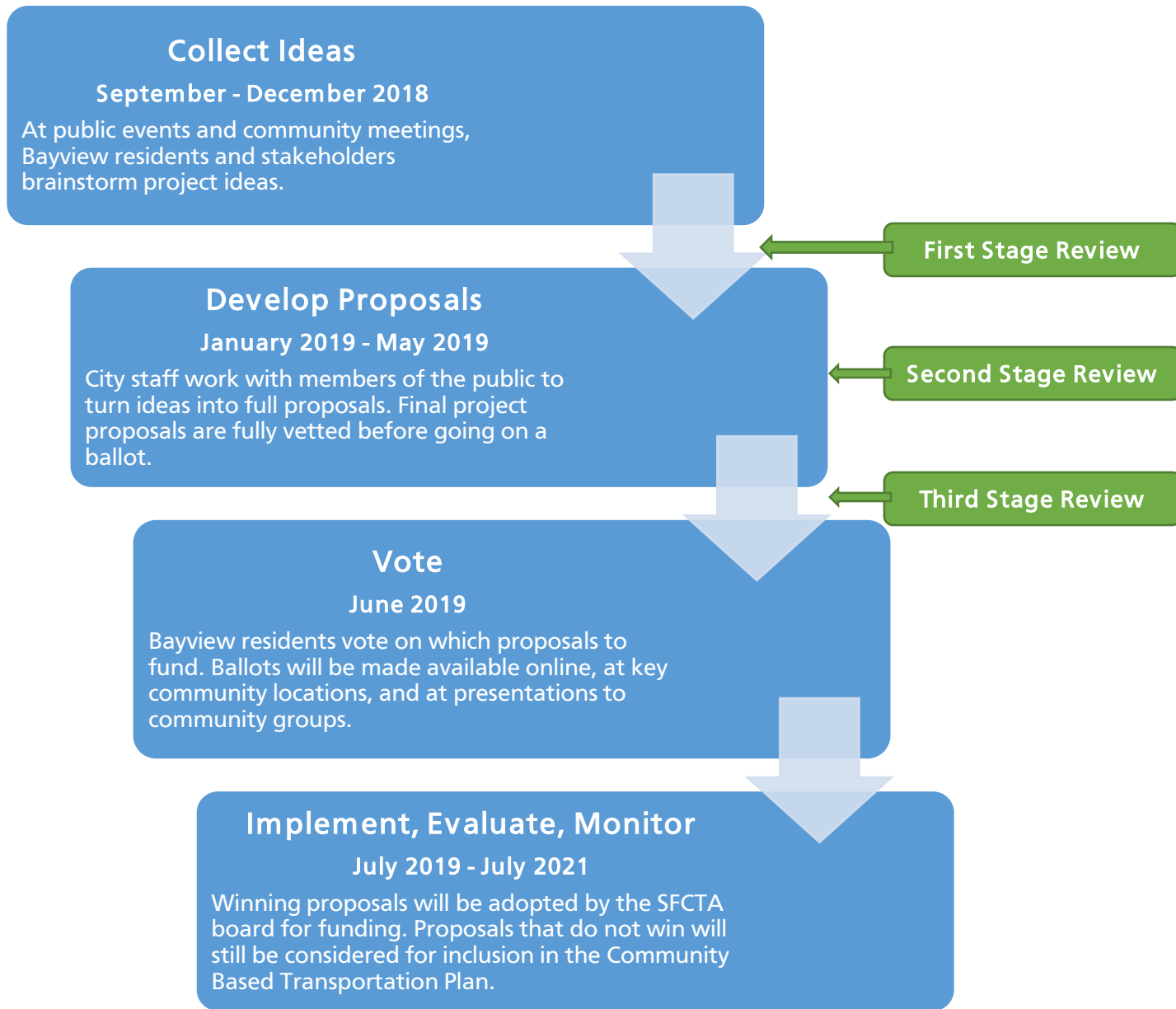
PB ELIGIBILITY & ALLOCATION OF FUNDING		
Projects	Operating Projects (services)	Capital Projects (infrastructure)
How Much? (\$600,000 total)	\$480,000	\$120,000
Where	Within Bayview CBTP boundaries or primarily serving Bayview residents	Public right-of-way or publicly accessible private property
Eligible Recipient	Transit Agency (SFMTA or other transit operator)	Transit Agency (SFMTA or other transit operator)
Eligible sub-recipient	Public agency or 501(c)3 non-profit	Public agency
Who benefits	Bayview residents	Bayview residents
Min/Max per project	\$20,000 minimum \$480,000 maximum	\$7,000 minimum \$120,000 maximum
Local Match requirement	20% of total program of projects	20% of total program of projects
When	Funding available summer 2019	Funding available summer 2019
Timely Use of Funds	Project funding must be expended within 3 years of MTC Commission approval date (July 2019)	Project funding must be expended within 3 years of MTC Commission approval date (July 2019)

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Timeline: What Happens When?

PB has four main stages:



BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Collect Ideas

Ideas for PB proposals will be collected at public events and community meetings during the first phase of outreach for the Bayview Community Based Transportation Plan. The Steering Committee will determine how PB outreach and idea collection will take place at these events, as well as other appropriate methods for idea collection during this stage of the PB process.

Where possible and appropriate, City staff and the PB Steering Committee will provide Spanish and Cantonese translation of materials, which may include interpretation at public events.

Develop Proposals

City Staff and the Steering Committee will strive to minimize the total number of projects by combining and amending projects that address a similar level of public need, vetting projects that do not meet eligibility criteria and rules, and/or prioritizing projects based on greatest need and benefit. Individuals and organizations that propose ideas during the first PB phase will be invited to collaborate with City staff in the development of ideas into project proposals, including identified implementing agencies and partner eligible non-profits.

A fully eligible project must go through a three-stage review and vetting process.

First Stage Review (Nov – Dec 2018)

The initial list of project ideas will be reviewed and vetted by the San Francisco County Transportation Authority (SFCTA). During this vetting, SFCTA will work with MTC to determine the eligibility of each project and will seek technical expertise from SFMTA and other City departments to determine the feasibility of potential projects.

The SFCTA will provide the results of eligibility screening to SFMTA for review. Review will include screening projects with the TAC and the Steering Committee to determine potential for other City departments or non-profits to serve as sub-recipients. SFMTA, or another transit agency, must agree to be a project sponsor for a project to proceed to the second stage of review.

Following review, City staff will connect individuals and organizations that proposed ideas with corresponding SFMTA divisions willing to implement eligible proposals. These groups will further refine project concepts.

Second Stage Review (Mar 2019)

Public agency representatives and participating members of the public shall submit fully-eligible project proposals to the Steering Committee. City staff will communicate all comments, revisions, and feedback made during the first stage of the review to the Steering Committee and participating members of the public. The Steering Committee will conduct a review of active proposals and provide their recommendations to the City for full vetting.

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Third Stage Review (May 2019)

Individuals and organizations will be asked to submit final project proposals including ballot language, photos, etc to City staff for consideration for placement on the ballot. Based on the Steering Committee's recommendations, the SFMTA shall make final determinations about which individual projects will advance to the ballot. City staff will concurrently notify the Steering Committee and proposal submitters of final ballot determinations.

Following this final review, the City may not alter any proposal approved for the ballot.

Vote

At a meeting before April 2019, the Steering Committee shall determine:

- *Number of projects on the final ballot*
- *Ballot appearance and layout*
- *Instructions for voting – how the ballot/vote works*
- *Minimum voter eligibility requirements*
- *Method & locations for ballot distribution*
- *Length of public vote period*
- *Verification process to confirm voter eligibility & protect privacy*

Project Funding

Upon completion of the public voting process, the SFCTA Board and the MTC Commission must approve the project list before they are eligible for funding. The SFCTA Board will have discretion to approve projects, the amount of funding awarded, and any additional conditions placed on use of approved funds.

If any projects are not approved by the SFCTA Board, the project receiving the next highest votes in the public ballot will be substituted in for funding, pending approval by the SFCTA board.

All Capital Funding projects not awarded funding through participatory budgeting will be considered for inclusion in the Bayview Community Based Transportation Plan recommendations.

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



Roles & Responsibilities: Who Does What?

Bayview Residents

- Submit ideas for possible projects
- Vote on PB ballot

Individuals & Organizations Championing Proposals

- Work with City staff to develop ideas into proposals
- Conduct outreach with community members to generate support
- Work with City staff to develop project budgets, schedules, and funding plans
- Vote on PB ballot

Community Steering Committee

The Community Steering Committee is a 12 member body representing Bayview residents and organizations. The steering committee was selected through an application process, with input provided by SFMTA, MTC, SFCTA, and the District 10 Supervisor's Office.

- Finalizes rules for Participatory Budgeting process (PB Rulebook)
- Informs public outreach approach & process for PB
- Recommends projects to advance past first and second stage review
- Assists in promotion of the PB process
- Assists in identifying local project champions and eligible 501(c)3 sub-recipients
- Reviews final ballot list
- Promotes voting process for participatory budgeting

TAC (Technical Advisory Committee)

The Technical Advisory Committee is a 17 member body made up of SFMTA division representatives, City agency partners, and funding agency partners.

- Identify City departments as appropriate sub-recipients for operating projects
- Review project proposals
- Promote participatory budgeting process through their communications channels

SFMTA (San Francisco Municipal Transportation Agency)

- Host public PB events in the Bayview
- Host Steering Committee meetings
- Serves as eligible project recipient (SFMTA)
- Develops contracts for infrastructure grant awards
- Reviews project eligibility

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



- Works with Project Champions to develop infrastructure proposals
- Develop cost estimates for projects
- Identifies/secures local match funding
- Collects information MTC requires for final report and provides it to SFCTA, including:
 - Representation on Steering Committee
 - Regarding the ballot process:
 - Demographic detail of participants and comparison with the community's demographics
 - Percent of participants that are low income
 - For each funded project:
 - Forecasted service area
 - Project type
 - Evaluation of process:
 - Percent of participants in events/outreach activities who report the process was accessible/easy to understand
 - Percent reporting positive experience with the process with respect to communications, accountability, and commitment
- Provides quarterly Caltrans Planning Grant reports to SFCTA and MTC

BMAGIC

- Facilitates steering committee meetings
- Coordinates logistics & events
- Facilitates with SFMTA & Project Champions
- Designs outreach campaign

Other Public Agencies

- Agree to act as sub-recipient (or recipient if a transit operator)
- Work with project champions to develop proposals (where acting as sub-recipient)
- Develop cost estimates for projects (where acting as sub-recipient)

District 10 Supervisor's Office

- Approves final Steering Committee membership
- Assists in identifying potential projects
- Assists in ballot distribution & voting promotion
- Assists in community outreach to raise PB profile
- Review & comment on project proposals prior to finalizing ballot

SFCTA (San Francisco County Transportation Authority)

- Provide oversight of participatory budgeting process

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN



- Ensures compliance with MTC's LTP Cycle 5 and participatory budgeting guidelines
- Participates in process, including Steering Committee (not as a member) and community outreach meetings
- Coordinates effort with D10 Mobility Management Study
- Informs selection of Steering Committee members
- Attends project kick-off and major milestone meetings
- Works with MTC and SFMTA to determine project eligibility and develop a public record of which projects are eligible and ineligible
- Approves final program of projects and submits list to MTC for approval
- With input from SFMTA, drafts final report on project objectives and performance measures, as required by MTC
- With input from SFMTA, performs ongoing monitoring of progress and develops annual reports to MTC

MTC

- Establishes guidelines for the participatory budgeting process
- Serves as a learning partner
- Reviews scope of work
- Identifies Policy Advisory Committee member to serve on Steering Committee, if available
- Attends project kick-off and major milestone meetings
- Provides guidance on project eligibility
- Approves final project list and provides funding for identified projects

Participatory Budgeting Ballot

How do I vote?

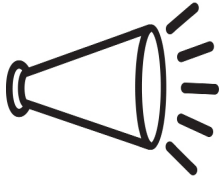
Please answer the questions to the right of this box. Then rank the **Transit Service Proposals** by circling your choices. At the bottom, rank the **Street Improvement Proposals** and fill out the optional demographic questions so we can get a better sense of who voted. Questions about each project? Refer to our voter guide at any ballot box in the Bayview.

Are you a Bayview resident?

Yes No

Are you at least 14 years old?

Yes No



WHAT IS PARTICIPATORY BUDGETING?

Your ideas, Your projects, Your vote

In participatory budgeting, Bayview residents come up with ideas, turn them into real proposals, and vote on what gets funded. The SFMTA has worked over the past year with residents, organizations, and a Community Steering Committee to create proposals that improve transit and access for residents.

Now you get to vote on which proposals to fund.

Transit Service Proposals (\$576,000 Total Available)

Project	Description	Cost	1st Choice	2nd Choice	3rd Choice
			Circle One	Circle One	Circle One
44 O'Shaughnessy Mornings	Increase morning commute frequency from 10 min to 9 min	\$370,000	1	2	3
Transit Assistants (TAs)	2 new TAs for 3 years, ride on 29 & 44 buses	\$405,000	1	2	3
Transit Assistants (TAs)	2 new TAs for 2 years, ride on 29 & 44 buses	\$275,000	1	2	3

Street Improvement Proposals (\$144,000 Total Available)

Project	Description	Cost	1st Choice	2nd Choice	3rd Choice
			Circle One	Circle One	Circle One
New crosswalk: 3rd St at Lane St	New crosswalk, curb ramps, and curb extensions to make walking along 3rd St safer and easier	\$100,000	1	2	3
New crosswalk: 3rd St at Newhall St	New crosswalk, curb ramps, and curb extensions to make walking along 3rd St safer and easier	\$125,000	1	2	3
Bus Shelter	2 new shelters at Oakdale Ave & Keith St	\$20,000	1	2	3
Bus Shelter	1 new shelter at Oakdale Ave & Phelps St	\$10,000	1	2	3
Bus Shelter	2 new shelters at Ingalls St & Harbor Rd	\$20,000	1	2	3
Bus Shelter	1 new shelter at Hudson Ave & Ingalls St	\$10,000	1	2	3
Bus Shelter	1 new shelter at Oakdale Ave & Baldwin	\$10,000	1	2	3
Crosswalk	Improve crosswalk on Williams Ave at Foodsco	\$75,000	1	2	3
Crosswalk	Improve crosswalk on 3rd St at Van Dyke Ave	\$25,000	1	2	3
Crosswalk	New crosswalk at Doner Ave at Bayshore Blvd	\$25,000	1	2	3
Crosswalk	Improve crosswalk on Silver Ave at Bayshore	\$10,000	1	2	3

Please tell us about yourself! We want to ensure the input we get from residents is representative of the Bayview's rich diversity
SURVEY IS OPTIONAL AND ALL RESPONSES ARE CONFIDENTIAL

Race/Ethnicity

Chose all that apply

- African American
- Asian
- Pacific Islander
- Latinx
- Native American, or Alaska Native
- White
- Other
- Prefer not to state

Gender

- Male
- Female
- Other
- Prefer not to state

Age

- Under 18
- 18 - 45
- 45 - 65
- 65+
- Prefer not to state

Income

- \$15,000 or less
- \$15,000 - \$40,000
- \$40,000 - \$75,000
- \$75,000 - \$100,000
- \$100,000+
- Prefer not to state