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
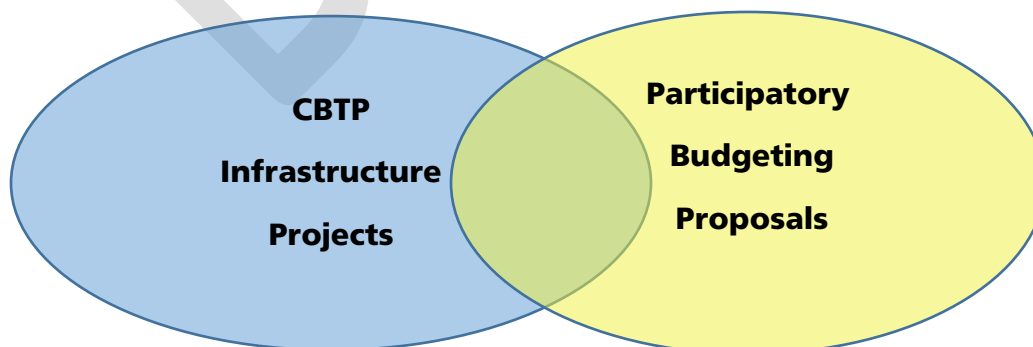
Goals

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

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**
• 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	• 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 <u>can</u> 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.
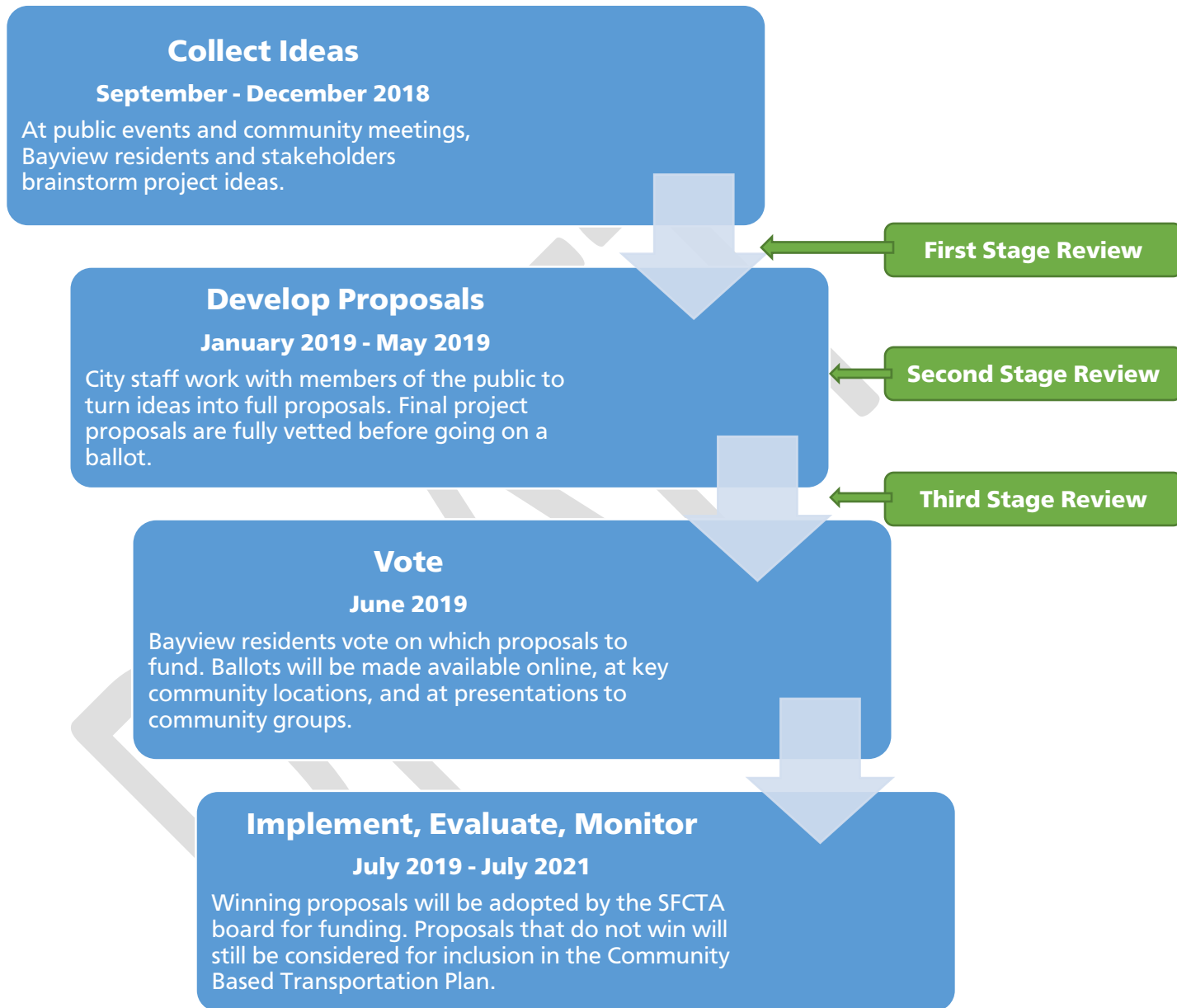- Timeframe for project completion.

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)

Timeline: What Happens When?

PB has four main stages:

Collect Ideas
September - December 2018
At public events and community meetings, Bayview residents and stakeholders brainstorm project ideas.

First Stage Review

Develop Proposals
January 2019 - May 2019
City staff work with members of the public to turn ideas into full proposals. Final project proposals are fully vetted before going on a ballot.

Second Stage Review

Third Stage Review

Vote
June 2019
Bayview residents vote on which proposals to fund. Ballots will be made available online, at key community locations, and at presentations to community groups.

Implement, Evaluate, Monitor
July 2019 - July 2021
Winning proposals will be adopted by the SFCTA board for funding. Proposals that do not win will still be considered for inclusion in the 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.

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.

<u>Vote</u>

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*

<u>Project Funding</u>

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.

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

- 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

- 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