



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Regional Bicycle Working Group and Regional
Pedestrian Committee

DATE: January 10, 2011

FR: Sean Co

W. I.

RE: Results of Complete Streets Checklist from STP/CMAQ Block Grant Program

Background

The new Complete Streets Checklist underwent major revisions from its debut when it was applied to the ARRA projects last year. Based on feedback from the CMAs, cities and bicycle coalitions the online checklist was changed to ease the data input as well as management of the checklists themselves. The most significant change was to enable project sponsors to fill out a checklist for each physical location as part of project. A project that was a program of improvements such as a “citywide pavement resurfacing project” could contain multiple locations where capital improvements made. The new checklist allows entry of the physical location of the intersection or street as well as characteristics and is linked to the description of the project as a whole.

Timing for Checklists to be Completed

When the checklist requirement was introduced, MTC did not provide guidelines for completion of the checklists since each CMA has different procedures for programming MTC funds. Understandably, the CMAs don't want project sponsors to do any additional work for a project that may not get funded. The checklist is most effective when it is completed as early as possible in the planning process so any concerns about accommodating bicycles and pedestrians can be addressed before the project advances in development.

MTC requires checklists to be completed before projects are programmed into FMS. As guidance, the checklist requirement is similar to when the resolution of local support for the project is submitted. Most agencies submit their resolution of local support at the time when the projects are entered into FMS, a final formality before the TIP amendment. Submitting a checklist this late while it fulfils the requirement, does not give the BPACs time to review the checklists in a meaningful manner. There is not sufficient time to raise any concerns about non-motorized accommodations with the project sponsors that would enable changes to the project design.

Many Checklists to be Reviewed

For a program such as the block grant projects, the amount of checklists that are available for the BPAC to review can be overwhelming. Alameda County submitted 50 checklists which would be a significant amount of work for a volunteer BPAC to undertake.

CMA staff have noted that BPAC members have expressed reluctance to proceed with the review of checklists when their comments won't affect the scope of the project. If projects are

reviewed late in the programming process, then there is not much opportunity for feedback from the BPAC members to the project sponsors.

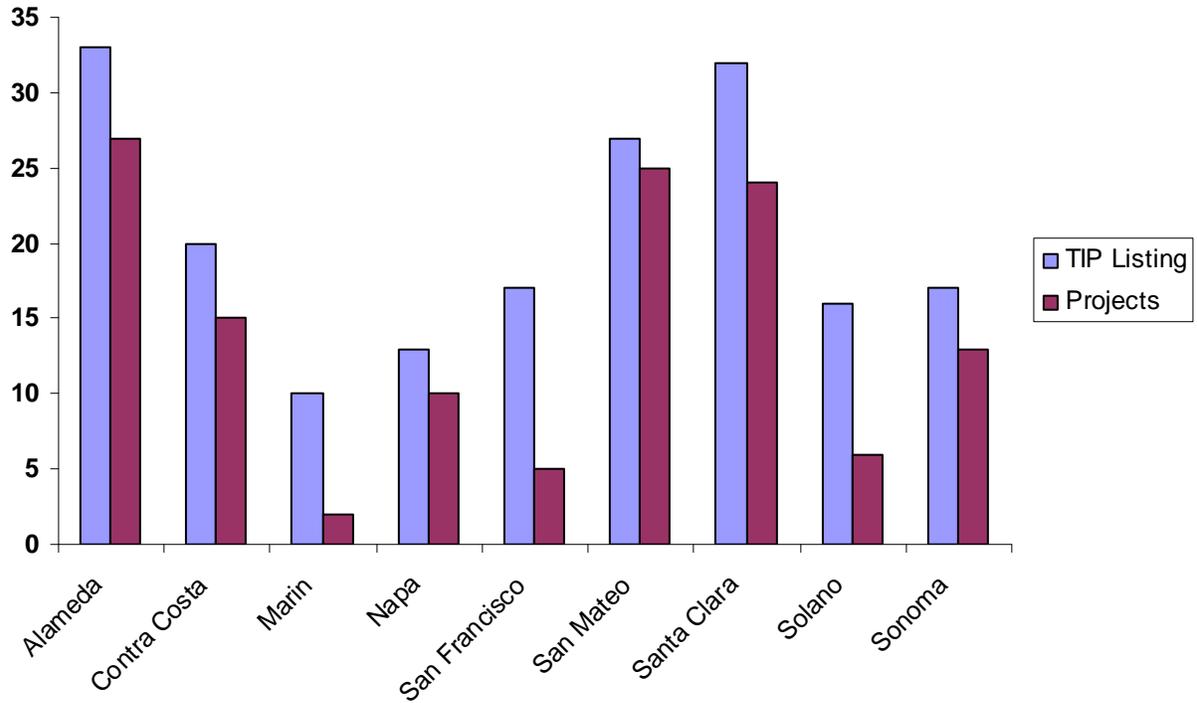
Checklists Not Filled Out Correctly

In this latest version, the sponsors are required to complete a short description of the project followed by the actual checklist. The project description should match up with the TIP listing. In the block grant program, there were 127 projects completed in the database versus 185 projects. The total checklists completed were 169. There is no way to know without reading the description of the projects how many individual checklists needed to be complete. Due to the time constraints for the TIP amendment, there was no follow up to correct checklists that were not properly completed.

Next Steps

Staff will take feedback and work on any necessary changes to the checklist application and process. Additional analysis on checklist results as shown in the two charts below can be available for future reports. It is anticipated that the checklist will be applied to projects in Cycle 1 of the STP/CMAQ CMA Block Grant.

Listing of Projects in the TIP vs Projects that Completed a Checklist



Type of Improvements in Completed Checklists

