

**Appendix 3**  
**CARE Program Cycle 1**  
**Community-Based Transportation Plan Project Development Technical Assistance (CBTP TA) Program Guidelines**

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**1. Overview**

The Community-Based Transportation Plan Project Development Technical Assistance (CBTP TA) Program, which is part of MTC’s [Community Action Resource and Empowerment \(CARE\) Program](#), will provide funding to advance transportation projects from Community-Based Transportation Plans (CBTPs), participatory budgeting (PB) processes, or other substantive community-driven planning efforts. The program seeks to strengthen the pipeline between planning and implementation by supporting activities that move community-prioritized concepts from early-stage development toward design and construction readiness. This call for projects is specifically focused on taking project concepts through to final design, along with related outreach, so that they are ready to move to construction.

This program builds directly on the long-standing [CBTP Program](#). Established in 2002, CBTPs are community-driven plans funded by MTC and administered by County Transportation Agencies (CTAs). These plans emphasize robust engagement with residents of Equity Priority

Communities<sup>1</sup> (EPCs) with the goal of identifying transportation needs and recommending improvements that reflect local priorities. Over more than two decades, CBTP efforts have generated a wide range of mobility solutions and community-identified project concepts across EPCs, some of which have been implemented through MTC-funded PB pilots in San Francisco's Bayview and Solano's Vallejo alongside their CBTP activities.

The broader CARE Program continues to bridge PB and CBTP through its Participatory Budgeting and Project Delivery (PB-PD)<sup>2</sup> component, which focuses on delivering community-identified transportation projects. While PB-PD operates independently, it may generate a pool of community-prioritized concepts that can be further advanced and designed through the CBTP TA Program. Projects that have reached 100% design through CBTP TA may also be eligible for PB-PD funding to support construction.

By aligning planning outcomes with project development and implementation pathways, the CBTP TA Program helps advance community priorities identified in CBTPs. These outcomes include, but are not limited to, enhanced active transportation options, improved transit access, and strengthened multimodal connectivity, addressing persistent mobility barriers experienced by historically underserved populations across the Bay Area.

## 2. Key Information

This program is administered by MTC in partnership with CTAs. While MTC oversees the overall process and reviews final project selections, CTAs are responsible for managing the project nomination process. This process may be coordinated with the fourth round of the One Bay Area Grant (OBAG 4) County Program Call for Projects or conducted through an alternative approach, subject to MTC staff approval.

Project nomination lists must be submitted to MTC by October 31, 2026<sup>3</sup>, in alignment with the OBAG 4 County Program deadline, unless an alternative project nomination approach and timeline are approved by MTC staff.

For questions, contact Janica Mendillo at [jmendillo@bayareametro.gov](mailto:jmendillo@bayareametro.gov).

## 3. Funding Overview

\$12 million in non-federal funds will be distributed among the nine Bay Area counties for the CBTP TA Program. Each county will receive 30 percent of available funds as a base allocation, with the remaining 70 percent distributed based on the county's share of the region's

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<sup>1</sup> Equity Priority Communities are census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color. A combination of additional factors helps define these areas. For more information, please visit MTC's [website](#).

<sup>2</sup> The CARE PB-PD component is under development. Additional program details will be shared later in 2026.

<sup>3</sup> Submittal deadline will be aligned with any future OBAG 4 guidance.

low-income population, defined as households earning below 200 percent of the federal poverty level.

CTAs shall nominate projects consistent with their assigned funding targets. At their discretion, CTAs may adjust their CBTP TA funding amount by up to +/- 30 percent, with any adjustment reflected as an equal and opposite change to their PB-PD funding targets. For example, if a CTA requires less funding for CBTP TA, their PB-PD budget will be increased by an amount equal to the reduction in CBTP TA. County-specific funding targets, along with the corresponding 30 percent maximum flexible funding available for CBTP TA, are presented in the table below.

Nominated projects must meet the \$250,000 minimum project amount threshold.

Please note that this program cannot fund any post-award cost increases. Project sponsors will be expected to deliver the approved project scope within the awarded funding amount.

County	CTA	Total Funding	Flexible Funding
Alameda	Alameda County Transportation Commission	\$2,379,000	+/- \$713,700
Contra Costa	Contra Costa Transportation Authority	\$1,692,000	+/- \$507,600
Marin	Transportation Authority of Marin	\$668,000	+/- \$200,400
Napa	Napa Valley Transportation Authority	\$562,000	+/- \$168,600
San Francisco	San Francisco County Transportation Authority	\$1,456,000	+/- \$436,800
San Mateo	City/County Association of Governments of San Mateo County	\$1,095,000	+/- \$328,500
Santa Clara	Santa Clara Valley Transportation Authority	\$2,110,000	+/- \$633,000
Solano	Solano Transportation Authority	\$1,044,000	+/- \$313,200
Sonoma	Sonoma County Transportation Authority	\$994,000	+/- \$298,200
<b>Total</b>		<b>\$12,000,000</b>	<b>+/- \$3,600,000</b>

## 4. Eligibility Requirements

### Eligible Applicants

Bay Area cities, counties, transit agencies, federally recognized Tribal governments, and CTAs are eligible to apply for CBTP TA funds.

Non-profit organizations are only eligible if they partner with an eligible OBAG recipient (e.g., CTA, transit operator) that is willing to serve as the recipient of the funds.

## Eligible Projects

To qualify for funding, projects must meet the following criteria:

- Consist of capital transportation improvements, as defined in MTC Resolution No. 4740 under Complete Streets and Community Choice. Operational studies may be eligible for funding, subject to MTC review.
- Located within an EPC. If a project is not physically located within an eligible geography but is designed to serve the intended beneficiaries of the program, such as older adults, people with low incomes, people with disabilities and communities of color, the project sponsor must clearly demonstrate a nexus between the project location and the community served. Visit [the interactive web map](#) for EPC locations.
- Originate from a CBTP, MTC-funded PB<sup>4</sup>, a locally led PB process<sup>5</sup>, or a comparable community-driven planning effort that includes community voting or project prioritization.
- Provide clear and verifiable evidence of current community support, particularly from historically underserved populations and organizations representing these communities.

The required documentation varies based on the project's origin and the recency of the engagement process:

- **Projects originating from a PB process completed in 2022 or later** must include the originating planning or engagement document and do not require supplemental documentation.
- **Projects originating from a PB process completed in 2021 or earlier** must include the originating planning or engagement document and at least one additional form of supplemental documentation.
- **Projects not generated by a PB process** must include the originating planning or engagement document and at least one supplemental documentation item, depending on the age of the originating plan:
  - **CBTPs or other community-driven plans from 2022 or later:** At least one type of supplemental documentation demonstrating current community support is required.
  - **CBTPs or other community-driven plans from 2021 or earlier:** At least two types of supplemental documentation demonstrating current community support are required.

Projects that do not meet the minimum documentation requirements will be deemed ineligible.

Applicants may submit any of the following forms of supplemental documentation:

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<sup>4</sup> MTC funded participatory budgeting pilots in 2018 through the Bayview and Vallejo CBTPs.

<sup>5</sup> Examples of participatory budgeting efforts include Marin County, the City of Oakland, and San Francisco's District 7.

- **Letters of Support:** Minimum of three letters from separate community-based organizations (CBOs), non-profit organizations, or local elected officials.
- **Collective Petitions or Sign-On Letters:** At least ten signatures from trusted organizations broadly representing the community (e.g., CBOs, non-profits, Parent Teacher Organizations, food banks, faith-based groups).
- **Formal Endorsements:** Minimum of two official endorsements from community councils, boards, commissions, or advisory committees (e.g., Bicycle and Pedestrian Advisory Committee, Equity Advisory Committee).
- **Community Prioritization Workshops:** Documentation showing that CTAs, city staff, CBOs, and members of the public participated in reviewing and prioritizing candidate projects.
- **Engagement Reports or Completed Plans:** Reports or plans with documented engagement may be submitted in combination with other types of documentation to strengthen evidence of community support.

## Eligible Expenses

Eligible activities include:

- Early- to final-stage project development activities, including project initiation and scoping, environmental review and approval, and preliminary engineering needed to advance a project toward final design and implementation.
- Outreach activities to gather input for the design and/or to show the updated design to the public and stakeholders.

Project sponsors will be responsible for selecting their own consultants to carry out project development activities as listed above. Sponsors may choose to utilize MTC's on-call Design Services consultant bench to support their work.

## 5. General Program Requirements

The following general MTC programming requirements apply to the project nomination process.

- **Public Involvement.** MTC is committed to a public involvement process that is proactive and provides opportunities for continuing involvement, comprehensive information, timely public notice, and public access to key decisions. MTC provides many methods to fulfill this commitment, as outlined in the [MTC Public Participation Plan](#). Additional details on CTA public involvement requirements for a call for projects are available in the OBAG 4 project selection and programming policies (MTC Resolution No. 4740).
- **Adherence to MTC's Complete Streets Policy ([MTC Resolution No. 4493](#)).** Sponsors must comply with MTC's Complete Streets Policy, and its successor, including the requirements to submit a Complete Streets Checklist and solicit input from a local Bicycle and Pedestrian Advisory Committee for each applicable project.

## 6. Project Review and Evaluation

CTAs, in coordination with MTC, will nominate projects, evaluate projects for program eligibility, and score and/or rank projects. CTAs will develop evaluation materials, deadlines, and procedures for their project nomination process. At minimum, CTAs must incorporate the following regional criteria into their project evaluations:

- **Eligibility:** CTAs should review projects and potential sponsors for eligibility.
- **Alignment:** CTAs should evaluate projects for alignment with relevant regional plans and policies. Additional weight should be given to projects that demonstrate consistency with one or more of the following regional plans and policies:
  - Current iteration of [Plan Bay Area](#) at the time of submittal to MTC
  - [Coordinated Public Transit-Human Services Transportation Plan](#)
  - [Regional Safety/Vision Zero Policy](#) (MTC Resolution No. 4400)
  - [Equity Platform](#)
- **Level of Community Support:** CTAs should evaluate projects based on the demonstrated level of community support. Beyond meeting eligibility requirements, additional consideration should be given to projects that include support letters and other documentation, as described above, that reflect meaningful community endorsement.
- **Scope:** CTAs should assess projects based on scope, prioritizing those that aim to advance project concepts to 100% PS&E.
- **Deliverability:** CTAs must evaluate projects for potential deliverability issues, deprioritizing or excluding projects as needed based on risk. CTAs should ensure that potential projects sponsors have sufficient capacity and technical expertise to complete projects in accordance with MTC's Regional Project Delivery Policy and meet expenditure deadlines, which will be developed as part of the funding agreement process.

CTA project evaluation criteria must be approved by both MTC staff and the CTA's governing board prior to initiating the project nomination process.

### Project Nominations

CTAs will submit project nominations, evaluations, and associated documentation to MTC for review. CTAs coordinating project nominations with the OBAG 4 County Program Call for Projects process are encouraged to submit CBTP TA nominations with their OBAG 4 County Program project nominations as part of a single, integrated nomination packet. Nomination lists must be approved by the CTA's governing board prior to submission to MTC. CTA project nomination packets are due to MTC by October 31, 2026<sup>3</sup>, unless an alternative project nomination approach and timeline are approved by MTC staff. Regardless of the project nomination approach used, CTA project nomination packets must include the following elements:

- **Nomination List:** list of eligible projects for the CBTP TA Program, ranked or scored according to the evaluation criteria developed by the CTA and approved by MTC staff.

The list must include the CTA’s final funding recommendations as well as projects that were considered but not recommended for funding.

- **Scoring Documentation:** supporting materials, such as project scoring sheets, demonstrating that project selection was conducted in accordance with adopted criteria and procedures, with consistent and equal consideration of all projects.
- **Board Approval:** signed resolution documenting CTA governing board action approving the project nomination list.
- **Community Support Documentation:** materials verifying project eligibility as described above.

## Regional Project Review

Using the nomination packets submitted by CTAs, MTC CARE staff will review documentation to ensure CTA, sponsor and project compliance with applicable policies for the CBTP TA Program. Any issues identified will be communicated to CTA staff, and projects with unresolved issues will be excluded from further consideration.

Using this process, MTC staff will develop a draft program of recommended projects for Commission adoption. MTC staff will coordinate with CTA staff to provide comments and feedback on the draft program of projects and may refine the recommended program of projects accordingly.

## Program Approval

Staff plan to recommend CBTP TA projects to the Commission for award in early 2027.

## 7. Post-Selection Process Roles and Responsibilities

Following program approval, each CTA will complete a Funding Agreement with MTC. The Funding Agreement would include each agency’s approved list of projects and each project’s associated tasks.

Each CTA or project sponsor will be responsible for selecting consultants to conduct project development activities and may choose to consider consultants from MTC’s on-call Design Services consultant bench.

## 8. Schedule

The following schedule is coordinated with the OBAG 4 County Program.

Milestone	Date*
Call for Projects Release	February 2026
Project Nomination List Deadline	October 31, 2026 <sup>6</sup>
MTC Review of Nominations	November 2026

<sup>6</sup> Submittal deadline will be aligned with any future OBAG 4 guidance, unless an alternative project nomination approach and timeline are approved by MTC staff.

<b>MTC Committee Approval</b>	Anticipated Early 2027
<b>Funding Agreement Execution</b>	Anticipated Spring 2027

*\*All dates are subject to change.*