2015 Call for Projects Applicant Workshop

Experts will be available to answer questions about potential project applications in the following categories:

- Regional Surface Transportation Improvements
- Goods Movement Improvements
- Signal Synchronization & Bus Speed Improvements
- Transportation Demand Management
- Bicycle Improvements
- Pedestrian Improvements
- Transit Capital

What will be discussed:

- Applicant Eligibility
- Overview of the Call for Projects
- Project Eligibility
- Project Selection Process
- Call for Projects Application Package
- Who You Should Contact for Help
- New Program Requirements
- Other Important Program Requirements
- Funding Agreement (FA)/Letter of Agreement (LOA) Processing
- Local Match Requirements

Who should attend:

Cities, County of Los Angeles, State of California Department of Transportation, Transit Operators and other Eligible Applicants

Contact:

doreen Morrissey (213) 922-3704
Mercedes Meneses (213) 922-2880

DATE:
Tuesday September 30, 2014
10 am – 1 pm

LOCATION:
Metro Gateway Building
One Gateway Plaza, Boardroom, 3rd Floor
Los Angeles, CA 90012
Los Angeles County Metropolitan Transportation Authority (Metro)

2015 CALL FOR PROJECTS

APPLICATION PACKAGE
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<td>Capital improvement projects on regionally significant arterial highways which improve traffic flow and reduce congestion, such as: bottleneck intersection improvements, closure of gaps in the arterial system, and other arterial improvements. Project must be on the public right-of-way. Rehabilitation, Restoration and Resurfacing (3R) are eligible as a component of a larger capacity-enhancing project. Complete Streets projects are encouraged, as long as 60% of the project is RSTI.</td>
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<td>Goods Movement Improvements (see page 71)</td>
<td>Grade separations, roadway geometric and operational improvements, intersection improvements, truck access improvements and other capacity enhancements on regionally significant roadways, major and secondary arterials, high truck volume arterials, dedicated truck routes, de-facto truck routes and/or other major freight corridors/facilities. Project must be located on a public facility/structure that serves local and regional needs, supports industrial and commercial land uses and provides access to and from major goods movement activity centers, railyards, ports (air and sea) and other freight generators (warehouse/distribution centers). Project may include up to a 20% multimodal component and up to a 20% 3R component of a larger Goods Movement Improvement.</td>
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<td><strong>Transportation Demand Management</strong>&lt;br&gt;(see page 113)</td>
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<td><strong>Bicycle Improvements</strong>&lt;br&gt;(see page 131)</td>
<td>Capital improvement projects that provide access and mobility for regional bicycle travel, gap closures that connect bikeway networks, on-street improvements to transit hubs, high-capacity bicycle parking, and innovative projects that promote bicycling. Rehabilitation, Restoration, and Resurfacing (3R) are eligible as a component of a larger project.</td>
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<td><strong>Pedestrian Improvements</strong>&lt;br&gt;(see page 147)</td>
<td>Capital improvement projects that provide capital funds for the construction of projects that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project’s construction. Eligible projects may include: sidewalk construction, extensions and widening; curb ramps (as part of sidewalk reconstruction); enhanced pedestrian crossing features; landscaping; signage; lighting; and street furniture. Improvements must be for the use of the general public and located within a public right-of-way, in a public easement.</td>
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<td><strong>Transit Capital</strong>&lt;br&gt;(see page 163)</td>
<td>Bus purchases and construction of or improvement to transit centers, bus layover areas, park and ride lots, transit stops, commuter rail stations, and transit maintenance facilities.</td>
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This package provides: Information and forms needed to apply for funding for regional capital transportation projects and programs within Los Angeles County. The Call for Projects (Call) is a competition through which various federal, state, and local transportation funds are awarded to the most competitive, regionally significant projects. Depending on the modal category, funds will be available beginning Fiscal Year 2016-17 and will be allocated for five years. The deadline for applying is January 16, 2015.

The 2015 Call for Projects has a Complete Streets focus. Historically, Los Angeles has been auto-centric, focused primarily on automobile travel, sometimes to the exclusion of pedestrians, bicyclists, and transit users. In recent years, this perspective has changed and Metro desires to accelerate this change by promoting a multimodal transportation system in Los Angeles County, including prioritizing Complete Streets and incorporating First/Last Mile Improvements wherever possible.

A “Complete Street” is a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including public transit users and operators, pedestrians, bicyclists, children, persons with disabilities, seniors, motorists, and movers of commercial goods. First/Last Mile Improvements are designed to facilitate easy, safe, and efficient access to the transit system by directing public transit users to and from stations/stops, with the ultimate goal of increasing ridership.

The Call for Projects presents an opportunity for Metro to coordinate with partner agencies to increase mobility options, improve air quality and health, and strengthen the economy by co-funding transportation improvements in Los Angeles County. The Complete Streets focus can be found throughout the 2015 Call for Projects Draft Application Package, including:

- New Program Requirement
  - Project sponsors awarded funding through the 2015 Call for Projects must comply with the California Complete Streets Act of 2008 or adopt a city council resolution indicating their support of Complete Streets
  - Project sponsors awarded funding through the 2015 Call for Projects must collect before-and after- bicycle and pedestrian counts, when applicable

- Part I – General Information
  - Identification of other modes in a multimodal application
  - Impact Checklist: asks applicant how the needs of bicyclists and pedestrians were considered in the project design

- Part III – Transportation Modal Applications
  - Complete Streets emphasis in Evaluation Criteria:
    - the project’s connectivity with and ability to complement nearby transit projects
    - the degree to which the project promotes improvements among modes and
transportation services by different agencies

- the project’s contribution to a balanced and integrated transportation system for the movement of people and goods

- First/Last Mile Improvements in Evaluation Criteria:
  - the extent to which project facilitates access to transit stations and the degree to which the project eliminates access and safety barriers to transit facilities

Who can apply? All public agencies that provide transportation facilities or services within Los Angeles County. These include: cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Metro may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

What types of projects are eligible? Only capital projects that fall into the following modal categories are eligible to compete for funds. Each category has specific eligibility requirements that are described in detail on the pages noted:

- Regional Surface Transportation Improvements – Capital improvement projects on regionally significant arterial highways which improve traffic flow and reduce congestion, such as: bottleneck intersection improvements, closure of gaps in the arterial system, and other arterial improvements. Project must be on the public right-of-way. Rehabilitation, Restoration and Resurfacing (3R) are eligible as a component of a larger capacity-enhancing project. Complete Streets projects are encouraged, as part of a larger RSTI project (see page 53).

- Goods Movement Improvements – Grade separations, roadway geometric and operational improvements, intersection improvements, truck access improvements and other capacity enhancements on regionally significant roadways, major and secondary arterials, high truck volume arterials, dedicated truck routes, de-facto truck routes and/or other major freight corridors/facilities.

  Project must be located on a public facility/structure that serves local and regional needs, supports industrial and commercial land uses and provides access to and from major activity centers, railyards, ports (air and sea) and other freight generators (warehouse/distribution centers). Project may include a minor Rehabilitation, Restoration and Resurfacing (3R) component of a larger Goods Movement Improvement (see page 71).

- Signal Synchronization and Bus Speed Improvements – Traffic signal synchronization, transit preferential treatment and priority systems, bottleneck intersection improvements, traffic control and monitoring systems, and Intelligent Transportation System (ITS) (see page 91).
• Transportation Demand Management (TDM) – Technology and/or innovation-based strategies, Ridesharing Incentive/Disincentive Programs, Parking Management Programs, Transportation Facilities Amenities, Commuter Service Centers, and New and Unique Demonstration Projects (see page 113).

• Bicycle Improvements – Capital projects that provide access and mobility and regional bicycle travel, gap closures that connect bikeway networks, on-street improvements to transit hubs, high-capacity bicycle parking, and innovative projects that promote bicycling. Rehabilitation, Restoration, and Resurfacing (3R) are eligible as a component of a larger project (see page 131).

• Pedestrian Improvements – Provides capital funds for the construction of projects that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project’s construction. Eligible projects may include: sidewalk construction, extensions and widening; curb ramps (as part of sidewalk reconstruction); enhanced pedestrian crossing features; landscaping; signage; lighting; and street furniture as part of a larger project. Improvements must be for the use of the general public and located within a public right-of-way or in a public easement (see page 147).

• Transit Capital – Bus purchases and construction of or improvement to transit centers, bus layover areas, park and ride lots, transit stops, commuter rail stations, and transit maintenance facilities (see page 163).

How much money is available? The funds available will vary by modal category. Preliminary Funding Marks will be available in Spring 2015 before Metro’s Preliminary Staff Recommendations are scheduled to be released in July 2015.

Where do I go with questions? Page 27 lists “Metro’s 2015 Call for Projects Contacts.” This page contains a matrix identifying the names and phone numbers for the different Call functions. In addition, a workshop is scheduled for Tuesday, September 30, 2014, (see Workshop flyer in front of this application) to review application requirements, changes from previous Call for Projects, and to provide additional information. Also at this workshop, Metro staff will announce the availability of subregional workshops. These workshops will be scheduled at the request of the subregions.
Call for Projects Background
The Call is a competitive grant program that co-funds new regionally significant capital projects. It is typically held biennially in odd-numbered years. Metro’s Long Range Transportation Plan (LRTP) reserves funds to help implement some of Metro’s multimodal programming responsibilities. The first Call was held in 1993 and continually evolves to address new agency initiatives, recently-passed legislation, and Board directives. It is open to public agencies that provide transportation facilities or services within Los Angeles County.

Funding for the Call comes from a variety of local, state, and federal sources. Local sources include Proposition C 10 percent and Proposition C 25 percent funds and amounts vary among Calls, depending on sales tax revenue. State sources include Regional Improvement Program (RIP). The amount varies depending on the state’s budget situation. Federal funds include Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP). Funding for prior Calls has ranged in value from a total of $120 to $800 million and covered anywhere from four to six years. Many of the funding sources have restrictions on use and are limited to specific modal categories.

The transportation modes funded through the Call also changed over time. Pedestrian improvements were separated from the Bicycle Improvements category, Freeway Improvements have been removed from the Call and are programmed through the LRTP, and Goods Movement Improvements was separated from the Regional Surface Transportation Improvements category. For this Call, the Transportation Enhancement Activities category has been eliminated because a funding source no longer exists.

Call for Projects Goals
Goals have been developed for the 2015 Call for Projects. These goals serve as principles which guide the development of the modal applications. They are:

- Improve Mobility
- Maximize person throughput on streets
- Reduce Vehicle Miles Traveled (VMT)
- Reduce Greenhouse Gas (GHG) emissions

Sustainability
Sustainability is a core value at Metro. To that end, Metro adopted the Countywide Sustainability Planning Policy (CSPP) in December 2012. The policy establishes three principles for Sustainability applicable to Metro’s planning and programming activity:

- Connect People and Places
- Create Community Value
- Conserve Resources

The Sustainability criterion embedded in this application serves to advance principles and goals of the CSPP in evaluating and selecting projects for funding.
The agency is committed to reducing countywide greenhouse gas (GHG) emissions and to reducing, re-using and recycling internal resources. Similar to previous funding cycles, this Call awards points to projects that support efforts to create a more sustainable transportation system, including those that contribute to GHG emission reduction goals and targets established by state law. While the strategies and impacts associated with incorporating sustainability into projects will differ across modes, the Call for Projects recognizes that sustainability should be an element of every project and assigns an equal number of points to this goal across modes.

The 2015 Call for Projects incorporates sustainable design elements as a requirement for program funding, acknowledging that sustainable design practices (including items like the use of energy efficient lighting) are now commonplace, more easily incorporated into design, and often contribute to the overall cost-effectiveness of a project. Other examples of sustainable design practices include water efficient landscaping and the use of recycled-content building materials. Refer to Appendix H for a list of general examples as well as links to more detailed information.

The sustainability evaluation criterion also provide a stronger connection with the regionally adopted 2012-2035 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS). The SCS, which was adopted on April 4, 2012 by the Southern California Association of Governments (SCAG) Regional Council, reflects how the region will meet the state-established greenhouse gas reduction targets of 8% per capita by 2020 and 13% per capita by 2035. The SCS was developed by SCAG through a collaborative process, pursuant to the requirements of California’s Sustainable Communities Strategy and Climate Change Protection Act (commonly referred to as Senate Bill 375). Implementation of the SCS advances Metro’s goal of reducing countywide greenhouse gas emissions, while also maximizing opportunities for Metro and Los Angeles County to access state transportation funding.

As part of the development of the RTP/SCS, SCAG developed a list of possible mitigation measures, which include greenhouse gas reduction strategies that project sponsors may wish to consider1 in completing their applications.

**Complete Streets**

Metro is developing a Complete Streets Policy to establish a standard of excellence for multimodal design. The policy will be presented to the Metro Board in Fall 2014 for consideration and adoption. “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, users and operators of public transit, bicyclists, persons with disabilities, seniors, children, motorists, and movers of commercial goods. All transportation improvement projects present opportunities to adopt a Complete Streets approach.

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The State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008, which requires that when cities or counties make substantive revisions to the circulation elements of their general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system.” The California Global Warming Solutions Act of 2006 sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking.

The Complete Streets Policy builds upon projects and programs already underway at Metro to increase mobility options and to improve air quality and health. It is a tool to help guide Metro to better coordinate within the various functions and departments of the agency and between partner organizations that have influence or jurisdiction over the public realm. To maximize the benefits of significant transportation investments within the county over the next decades, concerted effort and active collaboration within the organization and among partner agencies are necessary to create a fully integrated transportation system that serves all users. Metro encourages partner agencies to develop projects that serve all users of the roadway and to promote greater efficiency in how transportation funds are used, for example to:

- encourage agencies to coordinate complete streets implementation with routine roadway maintenance, street repaving, retrofits;
- consider all users during project planning and design to avoid costly retrofits in the future; and
- re-prioritize projects that provide the greatest mobility benefits.

Projects recommended for funding in the 2015 Call for Projects will be required to comply with the California Complete Streets Act of 2008 by modifying their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopting a City Council resolution indicating their support of Complete Streets. These actions must be completed prior to the first programming year.

First/Last Mile
Metro’s First/Last Mile Strategic Plan and Planning Guidelines were adopted by the Metro Board of Directors in April 2014. Concurrently, the Metro Board directed staff to prioritize first/last mile projects in future Call for Projects with the intent of expanding the reach of transit. To prioritize first/last mile projects, this Call for Projects will award additional points to those jurisdictions which used the First/Last Mile Strategic Plan and Planning Guidelines to develop the project or used similar methodologies and/or goals in the project development process. The aim of this effort is to leverage the investment in transit by Metro and our local partners and create a more livable and accessible Los Angeles County.
IMPORTANT PROGRAM REQUIREMENTS

For the 2015 Call for Projects, the important program requirements follow. The NEW requirements are italicized.

- **2015 Call for Projects Online Application:** The 2015 Call for Projects Application Package, Part I-General Project Information and Part II-Project Financial Plan and Part III-Modal Category Information, will be available on-line for project applicants to fill in the required data for their application information.

  Application forms and instructions are available on the Internet at: http://www.metro.net/callforprojects.

  A complete application package, comprised of Parts I, II, and III (general, financial, and modal applications), along with the appropriate documents, as well as a CD-R or DVD of each application, must be submitted by the application submittal deadline of January 16, 2015, at 3 p.m. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed.

- **Advancement of Project Funds:** For those project sponsors recommended for funding with local funds and interested in advancing their projects, Metro will grant a Letter of No Prejudice (LONP) to start their project before an agreement is executed. The project sponsor would then be able to fund any pre-construction elements including design, right-of-way acquisition and utilities relocation, with their Local Match.

  For those project sponsors recommended for funding with state and/or federal funds and interested in advancing their projects, Metro will work with the project sponsor as much as possible to advance the funds with state and/or federal approval. Metro cannot grant or authorize an LONP for state and/or federal funds.

- **Bicycle and Pedestrian Counts:** Project applicants must collect before- and after- bicycle and pedestrian counts (when applicable and as directed by the Metro Project Manager), if awarded funding. The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

  Project sponsor must be prepared to conduct “before and after” bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The “after” counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

  The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.
• **Complete Streets:** Project sponsors awarded funding through the 2015 Call for Projects must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

• **Criterion Weighting:** Weighting has been changed for one of the evaluation criteria, based on the addition of the First/Last-Mile Improvements criterion (which is eligible for up to five points). Five (5) points were removed from the Regional Significance & Intermodal Integration criterion which now varies between 30 points in the RSTI and GMI modes to 25 points in all other modes.

• **Eligible Applicants:** Transit agencies eligible for federal funds are allowed to apply directly for funding in the Call for Projects and will no longer be required to seek sponsorship from an eligible agency.

• **First/Last-Mile Improvements:** A new evaluation criterion has been added to the 2015 Call for Projects, giving priority to projects which provide First/Last Mile access to the regional transit system. Project applications are eligible to receive up to five (5) points for proposing First/Last-Mile Improvements.

• **Goods Movement:** Traditionally, Metro has capped its contribution to major Goods Movement projects at 17% of the total project cost. A major Goods Movement project is defined as a project with a total project cost of $40 million or higher. If this is a project that received prior Calls for Project funding, Metro will take into account prior Metro contributions when calculating the 17%.

• **Local Match:** Local Match continues to be a Call for Projects “Requirement.” Submitted projects that do not meet the minimum local match requirement will be disqualified. The required 20% Local Match must be a monetary cash match, except for the Transit Capital mode. For the Transit Capital mode, the 20% Local Match can be monetary and/or land. The Local Match for the RSTI and GMI modes has been reduced to 20% from 35%.

  Environmental document preparation and/or preliminary engineering cannot be considered as a contribution towards the 20% Local Match.

  If the project is approved for funding by the Metro Board, the project sponsor’s Local Match must remain at the percentage committed to as part of the Board adoption.

• **Metro Lapsing Policy:** Project sponsor must expend, allocate or obligate funds in the year of programming, as identified in the Funding Agreement or Letter of Agreement executed with Metro. Metro will extend the project only once, for a period of up to 20
months. These actions bring the Call for Projects policies into alignment with the State California Transportation Commission (CTC) lapsing guidelines.

- **Project Contact:** The contact person designated to serve as the liaison between Metro and the Project Applicant must be an employee of the Project Applicant and cannot serve as a consultant or contractor to the sponsoring agency.

- **Submittal to the California Association of Local Conservation Corps:** Bicycle and Pedestrian Improvement applications no longer need to be submitted to a local Community Conservation Corps (CCC) or the California Conservation Corps regarding their ability to participate in the scope of work identified in the project application.

- **Transportation Enhancement Activities (TEA) Mode:** The TEA mode is no longer an eligible mode in the 2015 Call for Projects since the funding source has been eliminated.

- **Wayfinding Signage:** Project applicants are encouraged to implement wayfinding signage to Metro transit facilities, wherever appropriate.

- **Audit Issues:** Metro may withhold awarding funds or delay executing an FA or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any FA/LOA terms and/or Scopes of Work (such as misuse of funds, not returning money that an audit indicated should be returned or disallowable costs). Projects from such applicants will be evaluated and perhaps awarded funds; however, any outstanding audit issues must be resolved within 90 days of Metro Board approval of the 2015 Call for Projects or the funds may be rescinded.

- **Construction:** All projects must contain a construction component. The Call for Projects will only fund design or right-of-way purchase in conjunction with construction. This requirement does not apply to bus vehicle purchases or TDM projects.

- **Developer Responsibility:** Metro will not fund any projects that have been identified as the full responsibility of a developer, such as in a traffic mitigation program for an environmentally-cleared project. If a project contains an element of shared responsibility between the developer and a local jurisdiction, the local jurisdiction may apply for a proportionate share of its own costs through the Call for Projects with the developer committed to funding the developer’s proportionate share. Failure to disclose a project that has been identified as the shared responsibility between a developer and local jurisdiction may result in the disqualification of the application.

- **Federal and State Funding:** The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state
Applicants should be aware that if awarded federal and state funds for TDM, Bicycle, and Pedestrian projects, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

The Caltrans Local Assistance Guidelines are available at: http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm

An example of federal and state requirements is that a project sponsor must receive approval from Caltrans through an Authorization to Proceed (E-76 form) for each phase of work prior to beginning the phase. Failure to receive this approval will make the project ineligible. Metro has no other sources of funds for these projects and therefore cannot assign another funding source, if deemed ineligible by Caltrans. Additionally, state and federal funding require that a sponsor meet state regulations to award a project’s construction contract within six (6) months from the date of the allocation of funds or risk the California Transportation Commission (CTC) lapsing those funds. Applicants are advised to review the Local Assistance Procedures Manual and the Local Assistance Program Guidelines prepared by the Division of Local Assistance of Caltrans.

At this time, for the RSTI, GMI, Signal Synchronization and Bus Speed Improvement, and Transit Capital modes, it is unknown what types of funds will be assigned. Metro reserves the right to assign state or federal funds in these categories.

- **Federal Toll Credits**: The Federal Highway Administration (FHWA) granted approval for project sponsors in the State of California to participate in the federal toll credits program. Toll credits are not money. They are similar to waivers or permission slips that allow federal funds to be used at a 100% reimbursement rate.

Project sponsors can now use federal funds (such as STP-L and demo funds) as their match even if the grants are federally funded. However, toll credits cannot be used to supplant, replace, or reduce the project sponsor’s matching contribution. Project sponsors must still provide a matching contribution in the proportion required by the modal category—but the match may now consist entirely of federal funding.

This change is effective immediately and applies to existing Call for Projects grants as well. If in the future, toll credits are eliminated, successful project sponsors will once again be required to provide match denominated in local funds in the appropriate proportion. For more information, please contact Patricia Chen at (213) 922-3041.
• **Funding Agreement, Letter of Agreement, STIP Letter of Agreement, and Transit Letter of Agreement:** Should a project applicant be awarded funds in the 2015 Call for Projects, the applicant is deemed a project sponsor in order to enter into funding agreements with Metro, such as a Funding Agreement (FA), Letter of Agreement (LOA), State Transportation Improvement Program (STIP) LOA or Transit LOA. Upon project selection and in the first year that funds are programmed, a FA, LOA, STIP LOA, or Transit LOA between Metro and the project sponsor must be executed. A FA is required for all Proposition C-funded projects, a STIP LOA is required for all STIP-funded projects, and a LOA is required for all federally-funded Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) projects. A Transit LOA is required for all projects transferred to, and administered by, the Federal Transit Administration (FTA).

Draft samples of the latest FA, LOA, STIP LOA, and Transit LOA boilerplates are available in Appendix G and on the Internet at: [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/). Please be advised that these boilerplates are subject to change.

The FA supersedes the legal funding agreement previously known as the MOU. Previously executed MOUs will remain in effect.

• **Glossary of Acronyms:** To respond to changing state and federal legislation and Metro Board policy and to assist potential project sponsors, staff has developed a glossary of acronyms, available in Appendix I.

• **Impact Checklist:** The Impact Checklist is a pass/fail requirement for continuing the evaluation process, and is located in General Project Information, Part I, of the Application Package. It is intended to document how the needs of pedestrians and bicyclists were considered in the process of planning and/or designing the proposed project. Project applicants for all modes, except TDM, must complete Parts I and II of the Impact Checklist. TDM applicants complete Part III of the Impact Checklist.

• **Ineligible Applications:** Applications that do not follow the Call for Projects application process (e.g., incomplete or non-responsive to any questions) may be disqualified and not evaluated for funding.

• **Internet Browser:** Metro staff has identified minimum requirements for Internet browsers used to access the online Call for Projects application. They will provide technical support for Internet Explorer version 8.0 or higher and Firefox version 3.5 or higher. If an applicant is using an older version of either software, it must be updated to these minimum requirements.

• **Local Match Escalation:** The funding amounts submitted for the Local Match requirement will be escalated with the appropriate inflation rate for each of the years the project is to be programmed. This will provide the applicant with a realistic understanding of their Local Match funding commitment before the Metro Board approves the 2015 Call for Projects scheduled for September 2015.
• **Local Match Federal Funds Assignment:** If in the future, toll credits are eliminated and Metro assigns federal funds to your project, and federal funds are already included as part of your Local Match, you may be required to provide additional non-federal (cash) funds of 11.47% to match. For more information, please contact Patricia Chen at (213) 922-3041.

• **Local Match and Measure R Highway Operational Improvement Funds:** Project applicants can use any combination of local funds, including Measure R Subregional Highway Operational Improvement dollars, towards the minimum Local Match percentage, provided that the project is included in a Metro Board-approved Subregional project list at or before the January 2015 Metro Board Meeting. Measure R Subregional Highway Operational Improvement dollars must not exceed the minimum Local Match percentage requirements. If a particular project sponsor would like to provide an overmatch, the local jurisdiction would need to use their own funds (other than Measure R Subregional Highway Operational Improvement dollars).

• **Local Match Overmatch:** As with past Call for Projects, additional Local Match funding above the required minimum will result in a higher score. Overmatch points of up to five points may be awarded.

• **Maintenance of Effort (MOE):** The Metro Board of Directors requires that prior to receiving local grant funds (e.g., Proposition C and Measure R local return) through the Call for Projects, Grantees must meet a Maintenance of Effort (MOE) requirement consistent with the State of California’s MOE as determined by the State Controller’s office. With regard to enforcing the MOE, Metro will follow the State of California’s MOE requirement, including, without limitation, suspension and re-implementation.

• **Metro Right-of-Way:** The project applicant is responsible for coordinating with Metro’s Real Estate Department and ensuring consistency with Metro’s Right-of-Way policy if the project is either adjacent to, or encroaches upon, Metro property or requires a license for its use from Metro. The cost of any alterations to the Metro right-of-way to make it usable for a project, including relocations or removal of existing structures, will be the responsibility of the project sponsor.

If a project is awarded funding that includes use of Metro right-of-way, a license must be executed concurrent with the FA/LOA.

• **Metro’s Share Responsibility:** The Metro Board-approved 2015 Call for Projects funded amount serves as a cap on the amount of Metro funding through the life of the project. If total project costs increase, Metro’s funded amount will stay constant unless the Metro Board takes action to change it. If, however, total project costs decrease, Metro’s proportionate share will decrease accordingly (i.e., if Metro’s contribution is 80% and costs decrease, Metro’s award will decrease to 80% of the new total project cost).
• **Metro TAC:** Metro staff has consulted with Metro’s 35-member, countywide, multimodal Technical Advisory Committee (TAC) and its Subcommittees in development of the application and evaluation criteria for each modal category.

• **Multimodal Applications:** Project applicants should submit a project in the modal category with which it is mostly associated and in which the project would score the highest possible points under the evaluation criteria. The amount of points and weighting percentages are provided for each of the evaluation criteria in the Call Application Package. Large projects with distinct multimodal components should submit applications in separate modal categories (Part III of the Application Package) and in the General Application (Part I), and cross-reference the project name and description of the other modal category applications that are being submitted. Projects submitted in this manner must be able to stand alone without the other modal components because each application will be evaluated independently and all of the components may not be approved for funding. If project applicants have questions regarding how to submit a complete and thorough application, they should contact the modal leads identified on page 27.

• **Overhead Rates:** The Applicant’s current overhead rate must be certified in compliance with Federal Acquisition Regulation (FAR) Subpart 31. If the current rate is not available, the Applicant must provide an estimated overhead rate in compliance with FAR Subpart 31. Prior to starting the project, the Applicant must provide the certified rate or estimated rate based on FAR Subpart 31.

• **Operations and Maintenance Costs:** The Call for Projects does not fund operations and maintenance costs so project applicants should consider those costs as they develop their scopes of work.

• **Partial Funding:** Metro reserves the right to partially fund a project grant request so long as the project remains feasible.

• **Project Administration:** Project management/administration is capped at a maximum of 10% of the total project cost.

• **Project Funding Disclosure:** Project applicants are required to disclose and self-certify grant funding obtained from all sources. Applications that do not fully disclose all grant funding may be disqualified and not evaluated for funding.

• **Project Funding Request Caps:** Project funding request caps have been established for three of the modes—RSTI, Bicycle, and Pedestrian Improvements. For RSTI, the individual project funding request cap is $6 million, while the cap is $2.5 million for the Bicycle and Pedestrian Improvements modal categories. Applications that do not respect these caps may be disqualified and not evaluated for funding.
• **Project Readiness:** The 2015 Call for Projects Application Package and Evaluation Criteria emphasize Regional Significance and Mobility Improvement. Project Readiness will be considered as a pass/fail requirement for continuing the evaluation process. Applicants should take into consideration long-lead items such as right-of-way acquisition when submitting funding applications.

Consultation with affected community groups and community outreach will be considered as part of project readiness. “Letters of support” should be included with the application package, not mailed separately to Metro’s CEO. The information needed to determine project readiness is now contained in the General Project Information, Part I of the Application Package.

• **PSR/PDS and PSRE:** For locally sponsored projects, Metro will only accept applications for projects that include a construction element. Therefore, Metro requires an approved Caltrans’ Project Study Report/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. Each modal application provides detailed information on the PSR/PDS and PSRE requirements. In addition, Appendix B of this application package contains the Metro PSRE guidelines.

PSR/PDS documents are valid for three years. Documents that were prepared or approved within the past two years should be reviewed given changes in costs (e.g., right-of-way, construction, etc.), traffic, or other time-sensitive information. Applicants should conduct similar reviews on PSREs that were not prepared or approved within the past two years. Metro encourages project applicants to coordinate early with Caltrans staff on the necessity for a PSR/PDS for their project. Information regarding the state requirements can be obtained by referencing the Caltrans website [http://www.dot.ca.gov/hq/oppd/design/](http://www.dot.ca.gov/hq/oppd/design/).

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no longer allowed. **Failure to submit this document may result in disqualification of the associated application.** A draft document will not be acceptable at the time of the application submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

Please note that starting with the 2017 Call for Projects, a PSR will be required for all projects affecting a state highway facility per Caltrans requirements. A PSR/PDS will no longer be accepted at that time.

• **Prop A Local Return:** Metro will not fund any projects eligible for Proposition A Local Return monies for Applicants who have previously traded their Proposition A Local Return funds for general fund monies within the last two years.

• **Real Estate Appraisal:** For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP)
regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to Metro (January 16, 2015). Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department.

The land value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal.

- **Ridership Data:** Ridership data can be requested directly from Records Management at RMC@metro.net

- **Right-of-Way:** If the sponsor desires to use any project facility or any real property purchased to implement the project to generate revenue, project sponsor shall first obtain Metro’s written consent prior to entering into any such revenue-generating arrangement (funded by Local Funds only).

- **SAFETEA-LU Project Eligibility:** SAFETEA-LU Earmark Projects are eligible to compete for funding in modal categories based on their merits. The PSR, or if applicable, PSR/PDS, or equivalent scoping document, and Part II–Project Financial Plan of the 2015 Call Application Package must detail all project funding sources. Earmark dollars alone cannot be used as overmatch in order to obtain bonus points under Local Match Criteria.

- **Scope of Work:** Project sponsors awarded funding through the 2015 Call for Projects must implement their projects in accordance with the project work scope as approved by the Metro Board. Metro may consider minor changes to project work scope on a case-by-case basis. Major changes to a project work scope constitute a project substitution and will make a project ineligible for funding and potential deobligation of funds. Project sponsors may not submit cost increases for a project work scope previously approved by the Metro Board.

- **Sustainable Design Elements:** Project sponsors awarded funding through the 2015 Call for Projects must consider sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design, develop a Sustainable Design Plan, and report on implementation of the Sustainable Design Plan. Additional information is available in Appendix H.

- **Use of Awarded Funds:** Metro requires that agencies awarded funds through the Call for Projects process use the funds in the most cost-effective manner. If an agency that is awarded funds intends to use a consultant to implement all or part of the project, Metro requires that such activities be procured in accordance with that agency’s contracting procedures and state and/or federal law, whichever is applicable. The effective use of funds provision will be verified by Metro through on-going project management and through the final project audit.
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Los Angeles County Metropolitan Transportation Authority (Metro)

2015 CALL FOR PROJECTS

OVERVIEW

The Los Angeles County Metropolitan Transportation Authority (Metro) is required by Federal (Title 23 U.S.C. 134 (g) & (h)) and State (P.U.C. 130303) statutes to prepare a Transportation Improvement Program (TIP) for Los Angeles County. Metro is required to program revenues in the TIP across all transportation modes based on the planning requirements of the Transportation Equity Act for the 21st Century (TEA-21), Federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), and Moving Ahead for Progress in the 21st Century (MAP-21). Metro accomplishes this mandate by planning and reserving funds on a multimodal basis through the Metro Board-adopted Long Range Transportation Plan (LRTP), the biennial Call for Projects, the TIP Short Range Transit Plan (SRTP), the TIP Local Program, and the Regional Improvement section of the State Transportation Improvement Program (STIP).

The Fiscal Year (FY) 2015 Call for Projects will program a variety of local, state, and federal revenues to regionally significant capital projects throughout the County. These funds will be programmed in coordination with several other planning and programming processes, taking into consideration regional needs. Metro will program funds through the Call for Projects consistent with the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), the Air Quality Management Plan (AQMP), and all applicable federal, state, and local requirements.

To take advantage of the flexibility of various funding sources, Metro has developed a single unified application process, which allows each applicant to apply for the specific regionally significant capital project(s) of interest to the applicant agency. Through the Call for Projects, Metro identifies needs and allots an amount of funds to various regional capital transportation projects. Once needs are identified and projects are selected, specific funds are assigned to meet the eligibility requirements of fund sources and to leverage the maximum amount of federal and state funds for the County.

MODAL CATEGORIES

An applicant may apply for more than one project in each modal category but must submit an application package for EACH project. In addition, applicants must prioritize the projects submitted in each category.

Metro encourages multimodal and multi-jurisdictional transportation improvements. Project applicants should submit a project in the modal category with which it is mostly associated and in which the project would score the highest possible points under the evaluation criteria. Points and weighting percentages are provided for each of the questions under each of the evaluation criteria in this Call Application Package.

Large projects with distinct multimodal components should submit separate applications in each modal category (Part III of the Application Package) and in the General Application
(Part I), cross-reference the project name and description of the other modal category applications that are being submitted. Projects submitted in this manner must be able to stand alone without the other modal components because each application will be evaluated independently and all of the components may not be approved for funding in the Call for Projects process. If project applicants have questions regarding how to submit a separate, complete and thorough application, they should contact the modal leads identified on page 27.

A complete application package, comprised of Parts I, II, and III (general, financial, and modal applications), along with the appropriate documents, as well as a CD-R or DVD of each application, must be submitted by the application submittal deadline of January 16, 2015. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed.

- Regional Surface Transportation Improvements (RSTI)
- Goods Movement Improvements (GMI)
- Signal Synchronization and Bus Speed Improvements (Signal Synch)
- Transportation Demand Management (TDM)
- Bicycle Improvements (Bike)
- Pedestrian Improvements (Ped)
- Transit Capital

**APPLICATION DEADLINE**

ALL HARD COPY APPLICATIONS AND CD-R OR DVD MUST BE RECEIVED BY 3:00 PM, FRIDAY, JANUARY 16, 2015. NO POSTMARKS WILL BE ACCEPTED. NO FAX OR E-MAIL APPLICATIONS WILL BE ACCEPTED. DO NOT SUBMIT SPIRAL OR MACHINE-BOUND DOCUMENTS.

Submit two (2) copies of each application and one (1) CD-R or DVD to Metro by mail at the following address:

**Metro**
One Gateway Plaza MS 99-23-1
Los Angeles, CA 90012
ATTN: CALL FOR PROJECTS – RENA LUM

Or submit two (2) copies of each application and one (1) CD-R or DVD to Metro in person at the following address:

**Metro**
One Gateway Plaza, Parking Level P1 Mail Room
Los Angeles, CA 90012
ATTN: CALL FOR PROJECTS – RENA LUM

The general application and modal category applications are also available on the Internet at http://www.metro.net/callforprojects.
Contact Rena Lum at (213) 922-6963, if you are unable to access the files from the Internet.

- The Online Application and Instructions for Part I-General Project Information and Part II-Project Financial Plan, will be available on the web at: http://www.metro.net/callforprojects.

**PROJECT EVALUATION PROCESS AND SCHEDULE**

Each project will compete within a modal category and will be evaluated against other projects in that modal category. Each modal category has specific questions with points assigned to each evaluation criteria.

**EVALUATION CRITERIA WEIGHTS BY MODE**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>RSTI</th>
<th>GMI</th>
<th>Signal Synch</th>
<th>TDM</th>
<th>BIKES</th>
<th>PEDS</th>
<th>Transit Capital</th>
</tr>
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<tbody>
<tr>
<td>Regional Significance &amp; Intermodal Integration</td>
<td>30</td>
<td>30</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>First/Last Mile Improvements</td>
<td>5</td>
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<td>5</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Project Need &amp; Benefit to Transportation System</td>
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<td>35</td>
<td>35</td>
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Metro staff has reviewed the application requirements and evaluation criteria with TAC and the appropriate TAC Subcommittees. The application and evaluation criteria for each modal category have been tailored to enhance the evaluation process. (See Modal Application for additional information about each evaluation criterion and weights.)
In general, each project will be evaluated based on the following types of evaluation criteria:

1) **Regional Significance & Intermodal Integration:**
   - The degree to which the project supports the recommendations and goals for each transportation mode as stated in Metro’s adopted LRTP.
   - The degree to which the project is part of a regional program to address mobility, reduce traffic congestion and improve air quality.
   - The project’s connectivity with and ability to complement nearby transit projects.
   - The degree to which the project provides access to regional trip generators, regional activity centers, fixed guideway, and Metrolink, and improves access between jurisdictional boundaries.
   - The degree to which the project promotes improvements among modes and transportation services by different agencies.

2) **First/Last Mile Improvements:**
   - The extent to which project facilitates access to transit stations.
   - The degree to which the project eliminates access and safety barriers to transit facilities.
   - The extent to which the project utilizes or is consistent with the Metro Board-adopted First/Last Mile Strategic Plan Planning Guidelines.

3) **Project Need & Benefit to Transportation System:**
   - The degree to which the project creates mobility benefits for the region, including improved access for the transit-dependent population.
   - The project’s contribution to a balanced and integrated transportation system for the movement of people and goods.
   - The potential for the project to increase transit use, and to improve the transit system.
   - The extent to which the project eliminates or corrects deficiencies in the transportation system, such as existing gaps, bottlenecks, or points of congestion/overcrowding.
   - The importance of the project to the effective operation and management of existing transportation facilities and systems.
   - The extent to which the project furthers previous actions supporting the project or area services such as completing partially funded project segments.

4) **Local Match Requirement:**
   - Twenty percent (20%) of monetary Local Match (non-Metro funds), except for Transit Capital. For Transit Capital, the 20% Local Match can be cash and/or land.

5) **Cost Effectiveness:**
   - The project’s cost effectiveness in relationship to the total project cost.
   - The applicant’s demonstrated commitment to covering life-cycle operational and maintenance expenses.
6) **Land Use and Sustainability Policies/Principles:**

- The project’s ability to advance the goals and priorities of the adopted Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- The jurisdiction/agency demonstrates that the project is complemented by programs or activities that will implement the RTP/SCS, while also increasing the effectiveness of the project.
- The jurisdiction/agency demonstrates its commitment to coordination activity with the land use planning authority. Evidence may be a SCAG Sustainability Program (formerly Compass Blueprint) project, a Strategic Growth Council Planning Grant, Metro Transit-Oriented Development (TOD) Planning Grant, or similar program.
2015 CALL FOR PROJECTS SCHEDULE

After detailed evaluation and ranking, Metro staff, in consultation with the Metro TAC, will recommend to the Metro Board a program of projects for each modal category. This program of projects is scheduled for review and adoption in September 2015. A tentative schedule for the 2015 Call for Projects is as follows:

- **September 12, 2014**  “Working Document” Application Package Mailed
- **September 30, 2014**  Project Applicant Training Workshop  
  10:00 am - 1:00 pm  
  Metro Board Room (3rd Floor)  
  One Gateway Plaza  
  Los Angeles, CA 90012
- **October 2014**  “Working Document” Application Package Submitted to Metro Board for Adoption
- **October 2014**  Supplement to “Working Document” Application Package, if necessary
- **January 16, 2015**  **Applications Due — 3:00pm**
- **January - June 2015**  Project Application Evaluation Period - Projects to be Evaluated by Metro Staff and subsequently presented to TAC Subcommittees and TAC for Review and Comments
- **June 2015**  Metro Board review of Preliminary Staff Recommendations
- **Weeks of July 13 and July 20, 2015**  Special TAC and TAC Subcommittee Meetings to Review Preliminary Staff Recommendations
- **July 28-29, 2015**  TAC Meetings to Hear Project Presentations/Appeals and to Take Action on Projects Recommended for Funding
- **September 2015**  Draft Transmittal to the Southern California Association of Governments (SCAG)
- **September 2015**  Metro Planning and Programming Committee Action On Call for Projects
- **September 2015**  Metro Board Adoption of Call for Projects
- **October 2015**  Successful Project Sponsor Workshop
• October 2015  Final TIP Submittal from Project Sponsors/Local Agencies to Metro Programming and Policy Analysis of ALL Projects through the ProgramMetro TIP Database (https://program.metro.net)

• December 15, 2015  2016 STIP Transmitted to SCAG

• December 2015  Final 2015 County TIP Transmittal to SCAG

• Summer 2016  SCAG 2015 RTIP Approval

• Summer 2016  U.S. Department of Transportation 2015 TIP Approval

PRELIMINARY FUND ESTIMATES AND PROJECT ELIGIBILITY

Preliminary Funding Marks will be released in Spring of 2015. These funding marks will represent a conservative estimate of the FUNDS AVAILABLE for programming in the 2015 Call for Projects as approved by the Metro Board.

The matrix included on page 28 provides an overview of eligible project categories for each of the funding sources to be programmed under this Call for Projects. Funding sources include various federal, state, and local funding. Applicants should note that 2016 STIP funds are being programmed through this Call. Projects identified for the 2016 STIP will be submitted to the State. Although information is supplied for each funding source, the focus of the Call for Projects is on attracting, evaluating, and prioritizing the most competitive, regionally significant projects, without regard to funding sources. After projects are approved for funding by the Metro Board, Metro staff will assign specific funds to each project based on fund source eligibility requirements in an effort to leverage the maximum amount of federal and state funds for Los Angeles County Metro.

LOCAL MATCH REQUIREMENTS

Each of the Modal Categories in the Call for Projects has a minimum 20% local monetary (i.e., cash) match requirement, except for Transit Capital. The minimum 20% Local Match for the Transit Capital modal category may include cash and/or land. Please refer to the Transit Capital modal application for more details.

For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to Metro (January 16, 2015). Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department.
The appraised value stated in the appraisal report as part of the application will be used as a capital expense towards the Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal.

Additional local funding above the minimum percentage requirement will result in a higher score, up to five additional points, depending upon the amount of overmatch. Those applicants, who provide a 50% match or more, will receive the full five points. Please refer to the specific project modal category for specific local overmatch scoring ranges.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum Match</th>
<th>Overmatch</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSTI, GMI, Signal Synch, TDM, Bikes, Peds</td>
<td>20% Cash</td>
<td>May be Cash or In-kind contribution including Land</td>
</tr>
<tr>
<td>Transit Capital</td>
<td>20% Cash or Land contribution</td>
<td>May be Cash or In-kind contribution including Land</td>
</tr>
</tbody>
</table>

For the purposes of evaluating projects in this Call for Projects, Local Match is defined as funds under the control of the project applicant (e.g., Propositions A and/or C and Measure R Local Return funds, Measure R Subregional Highway Operational Improvement funds, Gas Tax Funds, local general funds, TDA funds, etc.). Funds previously awarded by Metro in prior Calls for Projects do not count towards the Local Match. The Local Match cannot be counted towards more than one project submitted in this Call for Projects.

**METRO POLICIES RELATED TO THE CALL FOR PROJECTS**

For projects funded with local sources, it is Metro’s policy that project payments will be available on a **quarterly reimbursement basis**. The Quarterly Progress/Expenditure Report, along with invoices and other supporting documentation, must be submitted to Metro to the appropriate mailing address. If a request for reimbursement exceeds $500,000 in a single month, then the Grantee can submit such an invoice once per month with supporting documentation. Local Match must be spent in the appropriate proportion to Metro funds with each quarter’s payment.

Metro may withhold awarding funds or delay executing a FA or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any FA/LOA terms and/or Scopes of Work (such as misuse of funds, not returning money that an audit indicated should be returned or disallowable costs). Projects from such applicants will be evaluated and perhaps awarded funds; however, any outstanding audit issues must be resolved within 90 days of Metro Board approval of the 2015 Call for Projects or the funds may be rescinded.
Metro requires that agencies awarded funds through the Call for Projects process use the funds in the most cost-effective manner. If an agency that is awarded funds intends to use a consultant to implement all or part of the project, Metro requires that such activities be procured in accordance with that agency’s contracting procedures and state and/or federal law, whichever is applicable. Metro similarly requires that when awarded funds are used to fund “in-house” staff time, the funds are used in the most cost-effective manner. The effective use of funds provision will be verified by Metro through on-going project management and the final project audit.

The Applicant’s current overhead rate must be certified in compliance with Federal Acquisition Regulation (FAR) Subpart 31. If the current rate is not available, the Applicant must provide an estimated overhead rate in compliance with FAR Subpart 31. Prior to starting the project, the Applicant must provide the certified rate or estimated rate based on FAR Subpart 31.

A policy statement describing the types of projects that are likely to compete successfully in that modal category precedes each modal category application form in order to assist project applicants in preparing project applications. The modal category statements provide information on project eligibility, project ineligibility, and evaluation criteria. These statements reflect policy direction and guidance provided by the Metro Board-adopted 2009 LRTP.

The Metro Board-approved 2015 Call for Projects funded amount serves as a cap on the amount of funding through the life of the project. If total project costs increase, Metro’s funded amount will stay constant unless the Metro Board takes action to change it. If, however, total project costs decrease, Metro’s proportionate share will decrease accordingly (i.e., if Metro’s contribution is 80% and costs decrease, Metro’s award will decrease to 80% of new total project costs).

**METRO POLICIES REGARDING RELATED PROGRAMS**

The following paragraphs describe the relationship between this Call for Projects and other programs:

**CONGESTION MANAGEMENT PROGRAM:** Metro implements the state-mandated Congestion Management Program (CMP) for Los Angeles County. The CMP requires an integrated project selection and programming process. As such, local jurisdictions must implement this program to receive Federal Surface Transportation Program or Congestion Mitigation and Air Quality (CMAQ) funds unless Metro finds the project to be of regional significance. In addition, projects within a local jurisdiction that do not conform with the CMP, may not compete favorably for funds programmed through the Transportation Improvement Program process.

The 2015 Call for Projects is related to the CMP in several ways. First, the data collected by the CMP on roadway congestion and transit services will assist in the evaluation of the regional significance of proposed projects. Second, once project selection is complete, the projects recommended for funding and approval by the Metro Board will become an element of the CMP Capital Improvement Program (CIP).
**ADA COMPLIANCE**: All public agencies are required to provide accessibility to individuals with disabilities as mandated by the Americans with Disabilities Act (ADA) of 1990. Metro is committed to full compliance with ADA regulations in many realms including bus service operation, employment and facilities. Capital projects contain many elements that must comply with ADA regulations as well as California Building Codes which also incorporate federally-required ADA accessibility design standards. Several past grant-funded projects, for example, have included elements such as ADA compliant bus stops, bus shelters, signage, and curb ramps.

Transportation improvement projects submitted for Call for Projects funds must comply with Department of Transportation ADA regulations as amended in August 2011. Project applicants are responsible for ensuring projects meet all relevant ADA requirements and associated costs are included in the projected total project expenditures. Please note stand-alone projects modifying existing facilities to meet ADA standards are **not** eligible for funding under the Call for Projects guidelines.


**AIR QUALITY MANAGEMENT PLAN, REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY (RTP/SCS), AND REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)**: The Call for Projects is one of the key ways in which Metro programs funding from local, state, and federal sources. As such, it is a vital element of the transportation and air quality planning process for the region.

Projects that are funded through the Call for Projects are included in the SCAG Regional Transportation Plan RTP/SCS, which is the region’s transportation and sustainability blueprint for the next 20 to 25 years. Projects must be in the RTP to receive federal funds. Funded projects are also incorporated into SCAG’s RTIP, which is the short-range component of the RTP and identifies committed projects over a six-year time frame. Federal law requires consistency between the RTP and RTIP.

Funded projects are also incorporated into the Air Quality Management Plan (AQMP) for the South Coast Air Basin. Since the urban portion of Los Angeles County (excluding the Antelope Valley) is federally designated as part of a severe non-attainment 8-hour ozone area, air quality regulations require implementation of Transportation Control Measures (TCM) that reduce mobile source emissions. To comply with this requirement, the Call-funded projects in the RTIP are included in the AQMP as part of the primary TCMS for the region. This helps to ensure the region’s compliance with federal requirements that call for coordination between transportation and air quality plans and to conform with the Clean Air Act.
2015 METRO CALL FOR PROJECTS CONTACTS

OVERALL LEADS

General Information: Rena Lum (213) 922-6963
Staff: doreen Morrissey (213) 922-3704

Technical Modal Review: Fanny Pan (213) 922-3070
Staff: Fulgene Asuncion (213) 922-3025

Funding Information: Toye Oyewole (213) 922-7404
Staff: Mona Jones (213) 922-3085

<table>
<thead>
<tr>
<th>MODAL CATEGORY</th>
<th>MODAL LEAD CONTACT</th>
<th>MODAL LEAD MANAGER</th>
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</thead>
<tbody>
<tr>
<td>Regional Surface Transportation Improvements</td>
<td>Fulgene Asuncion (213) 922-3025</td>
<td>Renee Berlin (213) 922-3035</td>
</tr>
<tr>
<td>Goods Movement Improvements</td>
<td>Philbert Wong (213) 922-2642</td>
<td>Renee Berlin (213) 922-3035</td>
</tr>
<tr>
<td>Signal Synchronization and Bus Speed Improvements</td>
<td>Reinland Jones (213) 922-2231</td>
<td>Steve Gota (213) 922-3043</td>
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<td>Transportation Demand Management</td>
<td>Steven Mateer (213) 922-2504</td>
<td>Diego Cardoso (213) 922-3076</td>
</tr>
<tr>
<td>Bicycle Improvements</td>
<td>Avital Shavit (213) 922-7518</td>
<td>Laura Cornejo (213) 922-2885</td>
</tr>
<tr>
<td>Pedestrian Improvements</td>
<td>Silva Mardrussian (213) 922-4425</td>
<td>Diego Cardosso (213) 922-3076</td>
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<tr>
<td>Transit Capital</td>
<td>Michael Richmai (213) 922-2558</td>
<td>Martha Butler (213) 922-7651</td>
</tr>
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</table>

OTHER CONTACTS FOR THE CALL FOR PROJECTS

Real Estate Department                         Velma Marshall (213) 922-2415
Records Management Department              Joe Parise (213) 922-2333
Online Application                           Call for Projects Help Desk (213) 922-2777
2015 Metro Call for Projects
MODAL CATEGORY FUND SOURCE ELIGIBILITY
Eligibility is based on fund sources that Metro will program to each mode

<table>
<thead>
<tr>
<th>MODAL CATEGORY</th>
<th>LOCAL Proposition C</th>
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<tbody>
<tr>
<td></td>
<td>10%</td>
<td>25%</td>
<td>RIP</td>
</tr>
<tr>
<td>Regional Surface Transportation Improvements</td>
<td>X$^3$</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Goods Movement Improvements</td>
<td>X$^3$</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Signal Synchronization and Bus Speed Improvements</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transportation Demand Management</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bicycle Improvements</td>
<td>X$^4$</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pedestrian Improvements</td>
<td>X$^4$</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transit Capital</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

---

$^2$ Eligibility for CMAQ Funds to be determined on a project-by-project basis, but adding general-purpose lanes and rehabilitation and maintenance activities are not eligible.

$^3$ Eligibility for Proposition C 25% funds for RSTI and GMI modal categories is limited to transit-related improvements to freeway ramps, state highways and regionally-significant arterials.

$^4$ Eligibility for Proposition C 25% funds for Bicycle and Pedestrian modal categories is limited to projects as part of transit-related improvements to freeway ramps, state highways and regionally significant arterials.
INSTRUCTIONS & APPLICATION FORMS

PART I - GENERAL INFORMATION &
PART II - FINANCIAL PLAN
INSTRUCTIONS FOR COMPLETING APPLICATION
PARTS I & II: GENERAL INFORMATION & FINANCIAL PLAN

The following instructions supplement those provided directly on the application forms. Do not submit spiral or machine-bound applications.

PART I – GENERAL PROJECT INFORMATION (form provided on pages 37 - 46)

**Item 1. Project Title:** Provide the title of the project, not to exceed 60 characters, for which funding is requested. This title will be used on all Metro summary listings. The purpose of this title is to avoid confusion by attaching an easily identifiable project title that will remain consistent throughout the selection process and, should funds be awarded, through the life of the Project.

**Item 2. Project Applicant:** Identify the agency applying for funding under this Call for Projects. Metro encourages and accepts multi-jurisdictional/agency applications. The primary applicant who signs and certifies the application will be responsible for meeting the terms and conditions of Metro Board project approval, Local Match requirements, and the stipulations contained within the standard FA or LOA. Also, a contact person must be designated to serve as the liaison between Metro and the Project Applicant for all matters pertaining to the project application and, if funding is awarded, for the grant. Include the person’s name, title, mailing address, direct telephone line, fax number, and e-mail address. Please note that the designated “contact person” is the one and only contact point for all Call for Projects communications from Metro during the Call for Projects process and after Metro Board approval. Please ensure the designated “contact person” is available and able to address questions or points of clarifications as they arise. Metro is not responsible for being unable to reach the designated “contact person”. The contact person designated to serve as the liaison between Metro and the Project Applicant must be an employee of the Project Applicant and cannot serve as a consultant or contractor to the sponsoring agency.

**Item 3. Modal Category:** Check the one box that best identifies the proposed project’s modal category. Projects must compete in only one category.

Project applicants should submit a project in the modal category with which it is mostly associated and in which the project would score the highest possible points under the evaluation criteria. The amount of points and weighting percentages are provided for each of the evaluation criteria in the Call Application Package. Large projects with distinct multimodal components should submit applications in separate modal categories (Part III of the Application Package) and in the General Application (Part I), and cross-reference the project name and description of the other modal category applications that are being submitted. Projects submitted in this manner must be able to stand alone without the other modal components because each application will be evaluated independently and all of the components may not be approved for funding. If project applicants have questions regarding how to submit a complete and thorough application, they should contact the modal leads identified on page 27.
If the applicant is submitting more than one application within a modal category, each project must be prioritized. Indicate the project’s priority in the space provided. (For example, if submitting two projects in the Transit Capital category, the first priority project must be designated “1 of 2,” and the second priority project designated “2 of 2.”) This information is critical for communicating local priorities. Please note, however, that Metro project rankings based on the Call for Projects evaluation criteria may differ.

Large projects with distinct multimodal components should submit separate applications in each modal category (Part III of the Application Package) and cross-reference in the General Application (Part I) the other modal category applications that are being submitted under this project name and description. Projects submitted in this manner must be able to stand alone without the other modal components. If project applicants have questions regarding how to submit a complete and thorough application, they should contact the modal leads identified on page 27.

**Item 4. Project Description Summary:** Provide a summary for the project for which funding is requested, not to exceed 180 characters. This summary will be used on all Metro agenda items and reports. The purpose of this summary is to avoid confusion by attaching an easily identifiable description that will remain consistent throughout the selection process and programming period.

**Item 5. Project Location & Limits or Service Area:** Provide the specific location and project limits (from/to) or applicable service area.

**Items 6 and 7. Total Project Expenses and Total Funding Requested:** Provide all sources of funding received for this project. Fill in these items after completing Part II of the application.

**Item 8. Programming Questions:** Identify if the project element has previously received funding from prior Calls for Projects or federal funds. Also identify if the project is included in the Federal Transportation Improvement Program (FTIP).

**Item 9. Project Readiness:** Provide evidence of the project’s Readiness by discussing the schedule, right-of-way issues, the involvement of other agencies and participants, and impacts on other jurisdictions, agencies, and property owners.

**Item 10. Impact Checklist:** Document how the needs of pedestrians and bicyclists were considered in planning and designing the project.

**PART II - PROJECT FINANCIAL PLAN** (forms provided on pages 47-50)

Information provided on the three sheets described below must provide a complete financial summary of the project. All project expenses and funding must be specified, irrespective of their direct impacts on this application. Funding awarded through the Metro Call for Projects is intended to be funding of last resort after all other potential funding opportunities have been exhausted. To ensure that this is the case, a complete financial picture for each project is necessary. All figures must reflect FY 2014-15 whole dollars.
**Item 1. Project Financial Expenses:** Identify, by Fiscal Year, all anticipated capital and operating expenses for the project. Display all dollars as **FY 2014-15 whole dollars.** Project management/administration expenses are capped at a maximum of 10% of the total project cost. Please note that Metro only funds capital expenses.

**Item 2. Project Funding Sources and Local Match:** Identify, by Fiscal Year, all existing funding sources and the Local Match for the project. Identify and specify all funding sources as federal, state, local, or other, including the Local Match for federal, state, or other grant funds. For local Propositions A and C and Measure R funds, specify the category of this source (e.g., Proposition A Local Return funds and Proposition C Local Return funds). If Metro assigns federal funds to the project and federal funds are already included as part of your Local Match (lines 19-22), you may be required to provide additional non-federal funds (cash) of 11.47% to match.

Identify each funding source as either committed or uncommitted. Committed funding sources are those that have been obligated to the project by the appropriate funding agency. This commitment shall not be contingent upon receiving funding from this Call for Projects. Uncommitted funding is that which is planned to fund the project, but has not yet been obligated or approved by the appropriate government agency and/or local governing board. **Project Applicants should note that if their application is awarded funding, all Local Match funding will be considered committed.** Display all dollars as **FY 2014-15 whole dollars.**

**Line 28. Local Match “In-Kind”:** Where local overmatch participation consists of “in-kind” contributions, the following represent allowable in-kind contributions:

- Costs incurred by a local jurisdiction in order to successfully complete the project, after the grant is awarded. Examples include engineering, design, rights-of-way purchase (only if construction is involved), and construction management costs. Project management/administration expenses are capped at a maximum of 10% of the total project cost.
- Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project. Loans of equipment and building space must be for the duration of the project.
- Staff time dedicated to the project (see first bullet regarding project management/administration cost cap of 10%).
- A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to Metro (January 16, 2015). Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department. The appraised value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal.
Please be sure to refer to each modal application to determine allowable in-kind costs for a particular modal category.

Please note that any in-kind overmatch contributions must be properly documented and will be audited upon project completion.

**Line 31. Local Match Participation:** Please note that in the 2015 Call for Projects, the required minimum 20% Local Match must be a monetary match (i.e., cash) except for the Transit Capital mode. For Transit Capital, the 20% Local Match can be cash and/or land. The funding amounts submitted for the Local Match requirement will be escalated with the appropriate inflation rate for each of the years the project is to be programmed. This will provide the applicant with a realistic understanding of their Local Match funding commitment before the Metro Board approves the 2015 Call for Projects scheduled for September 2015. If approved by the Metro Board, the project sponsor’s Local Match must remain at the level committed to as part of the Call for Projects application. The same Local Match cannot be used for more than one project.

Eligibility and related record-keeping methods are similar to those contained in administrative requirements for federal grants (or the *Common Rule*). Donations or third-party contributions of staff time, services, land, building space, supplies or equipment must be documented and verifiable from the local jurisdiction’s records. Examples of documentation include financial reports of budgeted project expenditures and time sheet reports summarizing staff time spent on a project. For further examples of “in-kind” contributions and record-keeping methods, please refer to the *Common Rule* for federal grant guidelines (also known as *2 CFR Part 225*) and the Federal Acquisition Regulations (FAR) for Federal Grant guidelines.

**ELIGIBLE CONTRIBUTIONS MAY BE FURTHER RESTRICTED UNDER SPECIFIC FUNDING PROGRAMS. THE ABOVE LIST SHOULD SERVE AS A GENERAL GUIDE ONLY.**

**Item 3. Project Financial Summary and Project Funding Request:** Sum, by Fiscal Year, total project expenses and funding sources. Please note that federal and state grants being used as part of your Local Match may require additional local cash match, if Metro assigns state or federal funds. Identify on Line 35, by Fiscal Year, the total funding requested under this Call for Projects. Do not specify a funding source(s). The total funding requested under this Call for Projects must be the amount required to offset the shortfall on Line 34. Display all dollars in FY 2014-15 whole dollars.

Metro reserves the right to partially fund a project grant request so long as the project remains feasible.
APPLICATION CHECKLIST

Application is not complete unless two (2) hard copies of each of the following are included and one (1) copy on CD-R or DVD of Parts I, II, and III. Incomplete applications may be disqualified from the evaluation. Do not submit spiral or machine-bound applications.

☑ Part I – Project General Information (pages 37-46)
☑ Part II – Project Financial Plan (pages 47-50)
☑ Part III – Project Modal Category Information (see applicable section)
☑ Project location map attached (8.5” x 11”)
☑ Applications certified and signed by a person duly authorized to sign for the organization (city manager, general manager, executive director, or high-ranking officer) for Part II and Part III (pages 47 and 51)
☑ Project Study Report Equivalent Signature Page, if required by mode
☑ Project Study Report/Project Development Support, if required
This page intentionally left blank.
NOTE TO APPLICANT: Each individual project must be submitted as one application. A complete application package, comprised of Parts I, II, and III (general, financial, and modal applications), along with the appropriate documents, as well as a CD-R or DVD of each application, must be submitted by the application submittal deadline of January 16, 2015. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed. Do not submit spiral or machine-bound applications. Project Study Reports/Project Development Support (PSR/PDS) or a Project Study Report Equivalent (PSRE) (whichever is applicable), plans, brochures, or other literature will not be accepted in lieu of a completed Metro application. All questions must be answered.

Prior to filling out this application, be sure to review the Call for Projects “New and Important Program Requirements” found on page 7 of this Application Package.

PART I - GENERAL PROJECT INFORMATION

1. PROJECT TITLE (Do not exceed 60 characters, including spaces - for use on all Metro summary listings):

2. PROJECT APPLICANT:

   Lead Agency Name/Address: ________________________________

   Contact Person Name* & Title: ________________________________

   Phone # and Fax #: ________________________________

   e-mail: ________________________________

* Please note that the designated “Contact Person” is the only contact point for all Call for Projects communications from Metro. The contact person designated to serve as the liaison between Metro and the Project Applicant must be an employee of the Project Applicant and cannot serve as a consultant or contractor to the sponsoring agency. All Metro correspondence, questions, inquiries soliciting clarification of information contained in applications, etc., will be directed to the identified contact person. Therefore, if the above designated contact person no longer functions in this capacity (i.e., vacation, illness, etc.), then it is the responsibility of the project applicant to contact
both the modal lead and overall leads (see page 27) with the newly designated person who will function as the liaison between Metro and the Project Applicant. Metro is not responsible for being unable to reach the designated “contact person”.

3. MODAL CATEGORY (select ONE only and include Part III of application beginning on page indicated):

   Applicant’s Priority within Category

   ☐ Regional Surface Transportation Improvements (Pg. 53)       Priority No. __ of __
   ☐ Goods Movement Improvements (Pg. 71)      Priority No. __ of __
   ☐ Signal Synchronization & Bus Speed Improvements (Pg. 91)    Priority No. __ of __
   ☐ Transportation Demand Management (Pg. 113)    Priority No. __ of __
   ☐ Bicycle Improvements (Pg. 131)        Priority No. __ of __
   ☐ Pedestrian Improvements (Pg. 147)         Priority No. __ of __
   ☐ Transit Capital (Pg. 163)          Priority No. __ of __

   *If this application is part of a multimodal application, and separate applications are being submitted in other modal categories, please indicate below by checking which mode(s).

   ☐ Regional Surface Transportation Improvements
   ☐ Goods Movement Improvements
   ☐ Signal Synchronization & Bus Speed Improvements
   ☐ Transportation Demand Management
   ☐ Bicycle Improvements
   ☐ Pedestrian Improvements
   ☐ Transit Capital

4. PROJECT DESCRIPTION SUMMARY (Do not exceed 180 characters, including spaces – for use on all Metro agenda items and reports):

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

5. PROJECT LOCATION & LIMITS OR SERVICE AREA

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

6. TOTAL PROJECT EXPENSES:
   (From Part II, Line 18 - In FY 2014-15 whole dollars)
7. **TOTAL FUNDING REQUESTED:**

(From Part II, Line 35 - In FY 2014-15 whole dollars)

Include all sources of grant funding received for this project. If full Metro requested funding is not available, would your jurisdiction be amendable to reduced funds? □ Yes □ No

8. **PROGRAMMING QUESTIONS:**

- Has any component of this project previously received funding from previous Metro Calls for Projects (CFP)? □ Yes □ No
- If Yes
  - what is the CFP ID #? __________
  - how much funding was the project awarded? __________
  - in which years was funding awarded? __________
- Has this project or any component of it previously received any federal funds? □ Yes □ No
- If yes, what type of federal funds was received? __________
- Is the project in the Federal Transportation Improvement Program (FTIP)? □ Yes □ No
- If yes, what is the FTIP ID #? __________

9. **PROJECT READINESS**

As indicated under the Program Requirements, “Project Readiness” will be a factor in determining whether a project application continues through the Metro Call for Projects evaluation process. It is important that applicants provide accurate and complete information in this section. Should a project applicant be awarded funds in the 2015 Call for Projects, applicants should carefully evaluate project readiness prior to applying in the Call as it could jeopardize funding.

Provide any evidence that project funding will result in a timely completion including the following information:

- Describe how the schedule provided is realistic to enable project completion based on the years funding is requested in the Part II Project Financial Plan of this application, and is consistent with the above schedule and Metro’s or the State/Federal Lapsing Policies (See Appendix C).
- List all owners of the right-of-way where the project is to be constructed. What are the existing uses of the right-of-way? Are there any future plans that might affect the project? Have the owners been contacted? If so, are they willing to sell the property?
- Does the project require the use of Metro-owned right-of-way? The project applicant is responsible for coordinating with Metro’s Real Estate Department and ensuring consistency with Metro’s Right-of-Way policy if the project is either adjacent to, or encroaches upon, Metro property or requires a license for its use from Metro. The cost of any alterations to the Metro right-of-way to make it usable for a project, including relocations or removal of existing structures, or meeting other Metro conditions for use of the property will be the responsibility of the project sponsor.
• Identify all other agencies or organizations that are active participants in this project. Indicate how their involvement is required in order to implement this project. List the names and phone numbers (if possible) of representatives from these agencies. “Letters of support” should be included with the application package, not mailed separately to Metro’s CEO.

• Are there any adjacent jurisdictions, agencies, property owners, etc., who would be impacted by the proposed project? If yes, please list and describe outreach efforts, dates, participants and any results/issues that could impact the project’s schedule. Will right-of-way condemnation be necessary?

• Indicate the proposed project schedule below by filling in estimated (or already completed) dates for the project activities. Please indicate any milestones that are complete or in progress.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feasibility Study</td>
<td></td>
</tr>
<tr>
<td>Project Study Report</td>
<td></td>
</tr>
<tr>
<td>Operational Plan</td>
<td></td>
</tr>
<tr>
<td>Start of Environmental Documentation</td>
<td></td>
</tr>
<tr>
<td>Community Meetings or Other Forums <em>(please list)</em></td>
<td></td>
</tr>
<tr>
<td>Draft Environmental Document</td>
<td></td>
</tr>
<tr>
<td>Final Environmental Document</td>
<td></td>
</tr>
<tr>
<td>Governing Board Approval</td>
<td></td>
</tr>
<tr>
<td><em>(please provide name of governing board below)</em></td>
<td></td>
</tr>
<tr>
<td>Begin Design Engineering</td>
<td></td>
</tr>
<tr>
<td>Completion of Plans, Specifications, and Estimates</td>
<td></td>
</tr>
<tr>
<td>Start of Right-of-Way Acquisition</td>
<td></td>
</tr>
<tr>
<td>Right-of-Way Certification*</td>
<td></td>
</tr>
<tr>
<td>Utility Relocation</td>
<td></td>
</tr>
<tr>
<td>Ready to Advertise*</td>
<td></td>
</tr>
<tr>
<td>Start of Construction (Contract Award)</td>
<td></td>
</tr>
<tr>
<td>Project Completion</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

*The right-of-way phase is complicated so applicants should be realistic about the length of time, particularly if condemnation will be necessary.*
10. IMPACT CHECKLIST

Recent federal and state policies call for the integration of pedestrian and bicycle plans and policies into transportation plans and project development. Walking and bicycling foster safer, more livable communities, promote physical activity and health, and reduce vehicle emissions. These policies are included in the U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations, Senate Bill 375, the Complete Streets Act of 2008, and continued in the MAP-21 transportation authorization. The Metro Board has also adopted, or will soon adopt, policies designed to improve access to the transit system. The First/Last Mile Strategic Plan was adopted in April 2014 and a Complete Streets Policy is under development.

The purpose of this checklist is to document how the needs of pedestrians and bicyclists were considered in the process of planning and/or designing the proposed project. For projects that do not accommodate bicyclists and pedestrians, the project applicant must document why not. All project applicants, except those applying under the TDM category, must complete Part A and B. Applicants applying for funds under the TDM category can skip Part A and B, but must complete Part C.

A. Existing Conditions

a. For existing pedestrian and bicycle facilities located within 1000 feet of the proposed improvements, please provide one of the following: 1) a map of existing pedestrian and bicycle system facilities; 2) a map combining existing pedestrian and bicycle system facilities with the proposed improvements; or 3) a list of pedestrian and bicycle facilities in table format. If pedestrian and/or bicycle facilities do not currently exist, please indicate this and identify if accommodations for pedestrians and bicycles are planned.

b. Please indicate any particular pedestrian uses or needs along the project corridor. Check all that apply:

- [ ] School children/schools
- [ ] Nighttime pedestrian activity (e.g., sidewalk use or roadway crossings)
- [ ] Mid-block crossings
- [ ] Path used by elderly pedestrians
- [ ] Path used by disabled pedestrians
- [ ] Other. Please explain:

(continued on next page)
c. What existing conditions could the proposed project improve for pedestrian and bicycle travel in the vicinity of the proposed project? Check all that apply:

- Signal cycles non-compliant with MUTCD standards
- Infrequent opportunities for pedestrians to cross roadways
- Wide roadway crossings
- Missing sidewalk
- Sidewalk obstruction
- Lack of adequate sidewalk path of travel for current and projected pedestrian volumes
- Not compliant with ADA Accessibility Guidelines for Building and Facilities
- Lack of pedestrian-level lighting
- Railroad crossings
- Truck and pedestrian/bicycle conflicts
- Corridor equipped with advanced/adaptive Traffic Management
- Other. Please explain: ________________________________________________________________

- Existing bicycle or pedestrian routes that require significant out-of-direction travel
- Traffic signals that are unresponsive to bicycles
- Freeway on- and off-ramps
- Narrow curb lanes
- Choke points
- Free right turns for vehicles (which can discourage drivers from observing pedestrian right-of-way)
- Lack of bicycle racks on buses (for bus replacement projects)
- Lack of secure bicycle parking
- Gaps in bicycle facilities
- Previously synchronized/coordinated route


d. Is the transit dependent community being served? ☐ YES  ☐ NO

(continued on next page)
B. The Project

a. Does this project correct any of the following conditions or provide additional facilities? Check all that apply:

<table>
<thead>
<tr>
<th>Pedestrian Facilities</th>
<th>Bicycle Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add sidewalks on both sides of the street</td>
<td>Class I bicycle path</td>
</tr>
<tr>
<td>Add missing curb ramps</td>
<td>Class II bicycle lane</td>
</tr>
<tr>
<td>Reduce pedestrian crossing distance</td>
<td>Class III bicycle route</td>
</tr>
<tr>
<td>Pedestrian signal heads</td>
<td>Bicycle boulevard</td>
</tr>
<tr>
<td>Pedestrian-actuated traffic signals or automatic pedestrian cycles</td>
<td>Wide outside lanes or improved shoulders</td>
</tr>
<tr>
<td>High visibility crosswalks</td>
<td>Bicycle actuation at signals (i.e., loop detectors and stencil or other means)</td>
</tr>
<tr>
<td>Illumination at crosswalks</td>
<td>Signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities</td>
</tr>
<tr>
<td>Other crosswalk/intersection enhancements</td>
<td>Long-term bicycle parking (e.g., for commuters and residents)</td>
</tr>
<tr>
<td>Pedestrian-level lighting</td>
<td>Short-term bicycle parking</td>
</tr>
<tr>
<td>Median safety islands</td>
<td>Corridor will be updated and synchronized</td>
</tr>
<tr>
<td>Shade trees</td>
<td>Accomodates/mitigates goods movement delivery</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Other bicycle facilities. Please explain below:</td>
</tr>
<tr>
<td>Benches or other types of seating</td>
<td></td>
</tr>
<tr>
<td>Planter or buffer strips</td>
<td></td>
</tr>
<tr>
<td>Wayfinding signage</td>
<td></td>
</tr>
<tr>
<td>Improved/increased pedestrian and auto/truck separation</td>
<td></td>
</tr>
<tr>
<td>Other pedestrian facilities. Please explain below:</td>
<td></td>
</tr>
</tbody>
</table>

b. Will the proposed project sever or remove all or part of an existing pedestrian or bicycle facility or block or hinder pedestrian or bicycle movement? If yes, please describe situation in detail and provide evidence of public notification about the impacts to the bicycle and/or pedestrian facility. Was the facility funded through a prior Metro Call for Projects? If yes, please provide the modal category that funded the initial project, year of application, and year constructed. Please indicate if bicycle and pedestrian facilities are not available in the project area.
c. If the proposed project does not improve both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel (for a Goods Movement project, only address if the proposed project would hinder bicycle or pedestrian travel):

i. List reasons why the project is being proposed as designed without considering these modes.

ii. Describe any alternatives that would improve, avoid or mitigate the adverse impact to pedestrian and bicycle travel and why they are not being proposed. Identify the mitigations that are proposed to ensure a net improvement in the system.


d. Will the proposed project hinder or reduce the effectiveness of public transit? If yes, please describe the situation in more detail and identify the mitigations proposed to alleviate the impact.

C. Transportation Demand Management
This part should be completed only by applicants who are applying for funding under the TDM modal category.

a. Please indicate how this proposed project will accommodate other non-motorized modes. How will it improve multi-mobility?

b. Please describe the community that will benefit from this project. How does this proposed project improve the connectivity of transit in the area where the proposed project is located?
c. What existing travel condition(s) will this proposed project improve or impact? How? Check all that apply and explain using the space below:

- Reduces total traffic congestion
- Increases ridesharing
- Reduces peak period traffic
- Increases public transit usage
- Shifts peak to off-peak periods
- Increases cycling
- Shifts automobile travel to alternative modes
- Improves access to alternative modes
- Increases walking
- Improves the first/last mile solution
- Increases telework options
- Reduces the need for travel
- Reduces freight traffic congestion
- Other. Please explain below:
  - Reduces GHG

_________________________________________________________________________

_________________________________________________________________________

d. What improvements are included in the proposed project for non-motorized modes?

_________________________________________________________________________

_________________________________________________________________________

e. How will this proposed project create incentives for use of alternative modes and reduce traffic? Check all that apply and explain below:

- Congestion reduction
- Road and parking savings
- Consumer savings
- Transport choice
- Pedestrian and bike access improvement
- Efficient land use
- Community livability
- Other. Please explain below:
  - Reduces GHG

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

f. What are the goals and objectives of the proposed project?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
g. How will you document the reduction of VMT for this proposed project?


h. If this is a proposed technology-based project, how will this proposed project improve/shift transit options and increase the use of non-motorized modes?


i. If this is a technology-based proposed project, how is the technology innovative? How does it maximize transit use and support integration of other existing systems?

- Signal cycles non-compliant with MUTCD standards
- Infrequent opportunities for pedestrians to cross roadways
- Wide roadway crossings
- Missing sidewalk
- Sidewalk obstruction
- Lack of adequate sidewalk path of travel for current and projected pedestrian volumes
- Not compliant with ADA Accessibility Guidelines for Building and Facilities
- Lack of pedestrian-level lighting
- Railroad crossings
- Truck and pedestrian/bicycle conflicts
- Corridor equipped with advanced/adaptive traffic management
- Other. Please explain:

- Existing bicycle or pedestrian routes that require significant out-of-direction travel
- Traffic signals that are unresponsive to bicycles
- Freeway on- and off-ramps
- Narrow curb lanes
- Choke points
- Free right turns for vehicles (which can discourage drivers from observing pedestrian right-of-way)
- Lack of bicycle racks on buses (for bus replacement projects)
- Lack of secure bicycle parking
- Gaps in bicycle facilities
- Previously synchronized/coordinated route
PART II - PROJECT FINANCIAL PLAN (ATTACH)

Complete and attach the financial plan for the project, pages 48-50. Clearly identify all funding sources as either COMMITTED or UNCOMMITTED. Project Applicants should note that if their application is awarded funding, all Local Match funding will be escalated accordingly and considered committed. All figures must reflect FY 2014-15 whole dollars.

The amount of local funds available through the 2015 Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding.

A person duly authorized to sign for the organization (city manager, general manager, executive director, or high-ranking officer) must sign below:

Notwithstanding my declared Local Match, as indicated in Part II-Project Financial Plan of this application, I understand that I will be required to submit additional hard match if awarded federal and state funding in future years.

I certify that all sources of grant funding have been identified in Part II-Project Financial Plan.

I certify that this project is not the full responsibility of a developer.

______________________________  __________________
Signature        Date

______________________________
Title
## 1. PROJECT FINANCIAL EXPENSES

NOTE: INDICATE ALL AMOUNTS IN FY 2014-15 WHOLE DOLLARS. METRO WILL ESCALATE ACCORDINGLY.

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<tr>
<th>PROJECT EXPENSES *</th>
<th>Prior Years</th>
<th>FY 2016-17</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
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<td><strong>CAPITAL EXPENSES:</strong></td>
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<td>1. Design and PS&amp;E</td>
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<td>4. Equipment Purchase or Lease (e.g., computers)</td>
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<td><strong>OPERATING EXPENSES:</strong></td>
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<td><strong>OTHER EXPENSES (Specify):</strong></td>
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<td>18. TOTAL PROJECT EXPENSES</td>
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</table>

* List only expenses to be incurred in the completion of the Scope of Services of the project for which you are applying for funding. Expense categories are not applicable for all projects. Project management/administration expenses are capped at a maximum of 10% of total project cost.

PLEASE INDICATE THE AMOUNT AND YEARS IF YOU HAVE INCURRED COSTS IN THE EARLIER YEARS OR IF YOU WILL REQUIRE ADDITIONAL FUNDING IN LATER YEARS FOR THIS PROJECT.
### 2015 Call for Projects Application

#### PART II: PROJECT FINANCIAL PLAN

**Los Angeles County Metropolitan Transportation Authority**

**2015 Call for Projects**

**2. PROJECT FUNDING SOURCES**

[Other than Funding Requested Under This Call for Projects]

**NOTE: INDICATE ALL AMOUNTS IN FY 2014-15 WHOLE DOLLARS. METRO WILL ESCALATE ACCORDINGLY.**

**ALL EXISTING PROJECT FUNDING SOURCES**

| ALL EXISTING PROJECT FUNDING SOURCES *  
<table>
<thead>
<tr>
<th>(OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS)</th>
<th>Indicate if Committed or Uncommitted</th>
<th>Prior Years</th>
<th>FY 2016-17</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>TOTAL</th>
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<tr>
<td>19 Federal Monetary (Specify):</td>
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<td>20 Local Match to Federal Monetary**</td>
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<td>21 Federal Monetary (Specify):</td>
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<td>23 State Monetary (Specify):</td>
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<td>24 Local Match to State Monetary</td>
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<td>25 State Monetary (Specify):</td>
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<td>26 Local Match to State Monetary</td>
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<td>27 Local Monetary (Specify):</td>
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<td>28 In-Kind (Specify):</td>
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<td>29 Other (Specify):</td>
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<tr>
<td><strong>31 TOTAL EXISTING FUNDING SOURCES AND LOCAL MATCH</strong></td>
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</table>

* List only funding for expenses to be incurred in the completion of the Scope of Work of the project for which you are applying for funding, being sure to include all sources of grant funding.

Do not include funding obtained in previous Metro Call for Projects. Funding categories are not applicable for all projects.

**Due to the federal toll credit program, local match is not needed for most federal fund sources at this time. However, toll credits cannot supplant, replace, or reduce the project sponsor’s matching contribution. For more information, see toll credit discussion in the Important Program Requirements section of the application package.**
### 3. PROJECT FINANCIAL SUMMARY

<table>
<thead>
<tr>
<th>PROJECT FINANCIAL SUMMARY</th>
<th>Prior Years</th>
<th>FY 2016-17</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>32 Total Project Expenses (Line 18)</td>
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<td>33 Total Project Funding (Line 31)</td>
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<td>(Other than funding requested under this call for projects)</td>
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<td>34 Total Project Funding Shortfall (Line 32 minus Line 33)</td>
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<td>[There must be a shortfall for a project to be eligible for funding under this Call for Projects]</td>
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<table>
<thead>
<tr>
<th>PROJECT FUNDING REQUEST</th>
<th>Prior Years</th>
<th>FY 2016-17</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>FY 2020-21</th>
<th>TOTAL</th>
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<tr>
<td>35 TOTAL PROJECT FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS</td>
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<td>[This is the amount requested to offset the shortfall on Line 34 for which funding is requested. Do not specify funding source]</td>
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</table>

NOTE: INDICATE ALL AMOUNTS IN FY 2014-15 WHOLE DOLLARS. METRO WILL ESCALATE ACCORDINGLY.
PART III - MODAL CATEGORY INFORMATION (ATTACH)

Complete and attach the project information applicable to the modal category selected in Part I, Question No. 3 (Page 38).

CERTIFICATION:

A person duly authorized to sign for the organization (city manager, general manager, executive director, or high-ranking officer) must sign and certify the application.

The applicant is responsible for meeting the terms and conditions of Metro Board project approval. This includes the Local Match requirements and project scope as approved by the Board upon adoption of the 2015 Call for Projects. Applicants should be aware that the scope approved by the Metro Board may differ from that contained in the original application and that Metro may place stipulations on the project as a condition of approval. These will be noted at the time of the funding recommendation and in the standard Funding Agreement (FA), Letter of Agreement (LOA), State Transportation Improvement Program (STIP) LOA, or Transit LOA.

I attest to the fact that the data submitted herein is true and accurate to the best of my knowledge, and that the project will be designed, operated, and maintained to maximize safety:

________________________  __________________________
Signature                        Date

________________________
Title

Co-applicants: (If applicable)

________________________  __________________________
Signature/Title                        Date

________________________  __________________________
Signature/Title                        Date
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INSTRUCTIONS & APPLICATION

PART III
REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS
REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS

OBJECTIVE

The objective of the Regional Surface Transportation Improvements (RSTI) modal category is to fund the construction of capital improvement projects on regionally significant arterials that are beyond the funding capability of the affected local agency(s). A regionally significant project is located on a public facility that serves regional needs, improves access and regional connectivity, or promotes integration of transportation modes.

RSTI applicants should familiarize themselves with the High Quality Transit Areas (HQTA) map provided on-line on the Metro’s 2015 Call for Projects website. The map illustrates key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car.

HQQTAs are defined by SCAG in the adopted 2012-2035 Regional Transportation Plan/Sustainable Community Strategy (RTP/SCS). Metro will give additional consideration to projects submitted that are on the High Quality Transit Area map or in locations where the applicant can demonstrate that the project is consistent with sub-regional or city plans for targeting reductions in vehicle miles traveled and/or greenhouse gas emissions.

FUNDING AVAILABILITY

Funding through this Call for Projects will not be available until FY 2020 and FY 2021. If the project for which your local jurisdiction is applying is of critical need, the project applicant may wish to consider alternate funding options.

FUNDING LIMIT

In an effort to provide funding to as many RSTI projects as possible, Metro is setting a $6 million Metro funding contribution limit for any one project. Your project application must indicate a local share match equal to the difference between the total project expenses and the funding requested.

ELIGIBLE APPLICANTS

All public agencies that provide transportation facilities or services within Los Angeles County are eligible to submit project applications. This includes cities, the County of Los Angeles, the State of California Department of Transportation, and all transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Please be aware that if awarded funds, the grant agreement will be executed with the public agency that will be responsible for the Local Match.
ELIGIBLE PROJECTS

Examples of eligible projects include intersection improvements adding right and/or left-turn pockets, roadway geometry improvements, on- and off-ramp modifications, or other arterial projects that alleviate bottlenecks, resulting in an improvement that is more than temporary. If an intersection can be reconfigured and optimized through the introduction of a 'roundabout,' then the project would be eligible for funding consideration. To enable the project to score competitively, the cost must be in-line with those of more conventional means of improving the capacity/efficiency of an intersection.

In funding projects, strong consideration is given to those regionally significant arterial projects that relieve heavy traffic congestion through an improvement in the Level of Service (LOS), reduction in Vehicle Miles Travelled (VMT), bridge jurisdictional boundaries or have a positive impact on cities and/or communities adjacent to the project. Emphasis is placed on RSTI projects that are multimodal, improve multimodal connections, provide access to the regional transit system, encourage transportation system management to reduce emissions and/or optimize the capacity of existing transportation system, support sustainable transportation goals, and provide improved access for all users, including pedestrians, bicyclists, and transit riders.

Projects that increase connectivity with and between major trip generators and transportation facilities, including freeways, and transit hubs, will be given priority funding consideration. Transit hubs may include improvements that facilitate increased multi-modal operational efficiencies, improved transfers between two or more transit services, and provide amenities that support first/last mile travel.

Local jurisdictions may apply for a proportionate share of funding for projects involving shared responsibility with developers, providing that a commitment exists with a developer(s) to fund the reciprocal share of the project cost. Metro will not fund a project that has been identified as the full responsibility of a developer(s). If applying for a project that involves shared responsibility with a developer, applicant must provide evidence of the developer(s) commitment. To ensure project readiness, applicant should document any community/technical/institutional and right-of-way issues that must be resolved prior to implementation of the project.

For assistance in determining a specific road segment classification, the following Caltrans web page is provided for reference:

http://www.dot.ca.gov/hq/tsip/hseb/crs_maps/

The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance
authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

OTHER FACTORS

Countywide Significant Arterial Network (CSAN) and High Quality Transit Areas

Project Sponsors should familiarize themselves with the CSAN and High Quality Transit Area maps that are provided online http://www.metro.net/projects/call_projects/. State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car.

The CSAN is a regional network of arterials assembled by MTA, with sub-regional and local jurisdictional input, to assist in determining the performance of arterials, to guide future transportation planning efforts, and to help target arterial improvements. Projects on the CSAN that increase connectivity with and between major trip generators and transportation facilities, including freeways, airports, transit hubs and ports, may be given funding consideration in this mode.

First/Last Mile Improvements

To the extent possible, projects should consider the goals and objectives of the First-Last Mile Strategic Plan, which are:

1) Expand the reach of transit through infrastructure improvements;

2) Maximize multi-modal benefits and efficiencies;

3) Build on the RTP/SCS and countywide Sustainable Planning Policy. The project applicant should indicate whether or not there are transit facilities located within one to three miles of the proposed project.

For more information, please go to: http://media.metro.net/docs/sustainability_path_design_guidelines.pdf

System Preservation – Rehabilitation, Reconstruction, Resurfacing (3R)

Projects whose principal intent involves street repair or maintenance work – slurry seal, crack repair and pothole repair – will not be considered for funding. However, a project that includes a minor 3R component will be permitted (i.e., for projects with a total cost that is less than $3 million, a 15% 3R component will be permitted. For projects with a total cost that is greater than $3 million, a 20% 3R component will be permitted). To be considered for funding:
1) The 3R component must be within the same project limits as the proposed improvement(s);

2) The project applicant must break out the repair cost from the other project components;

3) The project applicant must provide documentation indicating the segment’s rating within the last three years by the local jurisdiction’s Pavement Management System (PMS). The current rating for the segment must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale; and

4) The project applicant must briefly explain why the repair element is a necessary component of the project and not reasonably funded using other available local fund sources.

At its discretion, Metro staff may choose to fund all project elements or exclude the 3R component. If the 3R component is excluded, the total project cost will be reduced by the amount of the 3R component. Project applicants would be required to maintain their Local Match percentage commitment.

**Regional Significance and Intermodal Integration**

Projects should demonstrate Regional Significance as evidenced by the subject project's functional or other classification, its regional continuity (length), usage (i.e., daily passenger volumes for autos, trucks and transit) and capacity. Also of concern to Metro is a commitment on the part of the applicant to preserve this improvement as part of a well-maintained system. Projects also should demonstrate Intermodal Integration to the extent possible, supporting Metro’s Long Range Transportation Plan (LRTP) goals and sustainability goals.

RSTI projects with one or more modes included in the overall project budget must have a minimum of 60% of the total project cost dedicated to the project’s RSTI component. Pedestrian improvements may include continuous sidewalks, crosswalks, advance stop bars, curb extensions, pedestrian refuge median, and street furniture. To receive additional scoring consideration, sidewalks should be a minimum of eight feet in width. If the project results in the reduction of sidewalk width, the project’s score may be impacted.

Examples of other modal improvements include, but are not limited to, the following (depending on the funding assigned by Metro, the sponsor's local match may be required to fund 100% of this element):

- Bicycle improvements – Class I, II, or III (Bike Path, Lane, or Route). If bike accommodations are not appropriate for the project, applicant should inform Metro of any bikeway facilities on nearby/adjacent streets that can be used as an optional route. If nearby bikeway alternatives are in place, applicant may receive additional consideration even if project does not include bicycle accommodations. If accommodations for
bicyclists (lanes or parking) are not nearby or planned as a project component, then applicant should explain the project conditions that inhibit their construction/placement.

- Transit Improvements – new bus pads, direct sidewalk connections to station platforms, ADA-compliant bus stop landings (as part of the larger project), etc.
- Signal Improvements – new traffic signals, system management tools, installation and marking of bicycle-sensitive loop detectors, installation of bicycle-activated traffic signals, installation of enhanced pedestrian signals (as required by state law), such as countdown signals, etc.

**Project Need and Benefit to the Transportation System**

Projects should demonstrate Project Need and Benefit to the Transportation System. Projects should demonstrate significant mobility improvements by relieving congestion or delay, improving transit service or increasing bicycle and pedestrian access to the roadway network and transit system. Projects that are multimodal will be given scoring priority. Applicants are asked to focus on the peak hour and provide information on peak hour volumes and delay of vehicles. To the extent possible, the applicant should indicate how the project will benefit other modes such as transit, bicycles, or pedestrians by highlighting the improvements to the infrastructure for these modes.

Applicants are asked to explain how this project is critical to their local jurisdiction’s General Plan and/or traffic circulation plan. Applicants should indicate all the improvements on the Impact Checklist, on pages 41-42, that the proposed project will improve or any conditions that will be corrected.

**Local Match**

Projects must demonstrate the applicant’s Local-Match commitment to the project. A Local Match requirement of twenty percent (20%) hard cash has been established for RSTI projects. Greater Local Match participation (above the 20% minimum requirement) is encouraged and will make the project more competitive under the Local Match scoring criteria. Overmatch (above the 20% minimum requirement) can be either monetary or in-kind. A non-monetary or in-kind overmatch is acceptable only if it is directly related to the project. Also, the non-monetary or in-kind match must be properly documented and will be audited upon project completion.

In-kind Local Match commitments may include:

- Right-of-way purchase costs (when construction is involved) incurred by a local jurisdiction in order to successfully complete the project. For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required that is no older than six months prior to January 16, 2015. The appraisal must be submitted with the complete application package, dated within six months of January 16, 2015. Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department. The value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-
kind match at the time of the application submittal. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

- Third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- Services designated for in-kind matches must be directly related to implementing the proposed project and shall be clearly documented and easily audited.

Cost Effectiveness

Projects should demonstrate Cost Effectiveness using the quantitative information included in the application.

Applicants will be asked if/how their project has been designed to reduce right-of-way acquisitions and the relocation of utilities, thereby resulting in reduced costs and optimized schedules.

Land Use and Sustainability Policies/Principles

Consistent with the goals of SB 375, applicants should demonstrate how the proposed transportation project will complement land use and transportation policies to create more sustainable communities. Project applicant’s local land use, transportation and sustainability programs and activities should support and maximize the effectiveness of the project. Project sponsors may cite as evidence of planning coordination a SCAG Sustainability Program (formerly Compass Blueprint) project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program which complies with the Call for Projects Program Requirements.

Project Study Report/Project Development Support (PSR/PDS) or a Project Study Report Equivalent (PSRE) Requirement

For locally sponsored projects, Metro will only accept applications for projects that include a construction element. Therefore, Metro requires an approved Caltrans’ Project Study Report/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. In addition, Appendix B of this application package contains the Metro PSRE guidelines.

PSR/PDS documents are valid for three years. Documents that were prepared or approved within the past two years should be reviewed given changes in costs (e.g., right-of-way, construction, etc.), traffic, or other time-sensitive information. Applicants should conduct similar reviews on PSREs that were not prepared or approved within the past two years. Metro encourages project applicants to coordinate early with Caltrans staff on the necessity for a PSR/PDS for their project. Information regarding the state requirements can be obtained by referencing the Caltrans website http://www.dot.ca.gov/hq/oppd/design/.

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no
longer allowed. **Failure to submit this document may result in disqualification of the associated application.** A draft document will **not** be acceptable at the time of the application submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

**FUNDING CONDITIONS**

Successful project applicants will be required to conform to the following conditions, which will be reflected in the appropriate funding agreement:

1) The project applicant must collect before- and after-bicycle and pedestrian counts (when applicable and as directed by the Metro Project Manager). The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/).

2) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

3) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
PART III - REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS

PROJECT TITLE: ____________________________________________________
(From Part I, Question 1)

DESCRIPTION OF PROJECT: On an attached sheet and limited to 250 words, provide a
detailed description of the project that includes location/limits, project components and
functional improvements. If the application is for a multi-jurisdictional project, identify the
project lead, other participants, their respective responsibilities and funding commitment to
the project. Attach an 8 ½" x 11" black & white or color map of the project location noting
project limits or service area. Map must be clear and legible and include street detail.

PROPOSED PROJECT START DATE: _______________________________________

PROJECT DURATION (months): __________________________________________

PROJECT TYPE:
(Check all boxes that apply)
 □ Freeway Ramp Improvement  □ Intersection Improvement
 □ Arterial Improvement

TOTAL PROJECT FUNDING REQUESTED FOR:
 □ Design, Right-of-Way and Construction
 □ Design and Construction
 □ Right-of-Way and Construction
 □ Construction Only

FUNCTIONAL CLASSIFICATION:
 □ Major Arterial  □ Major Collector
 □ Secondary Arterial  □ Rural Collector Serving in a Higher
 Capacity

Rehabilitation, Reconstruction, Resurfacing (3R)

_______%  3R as a percentage of total project cost (if the project’s total cost is greater than
$3 million then 3R can be up to 20% of the total cost. If project cost is less than $3 million
then 3R can be up to 15%)

If project has a 3R component, on a separate sheet and in 100 words or less, provide answers
to the below questions:

1) Is the 3R component in the same project limits as the proposed improvement(s);
2) The repair cost(s) must be broken out from the other project components;
3) Has the project applicant provided documentation indicating the segment’s rating within
the last three years by the local jurisdiction’s PMS (the current rating for the segment
must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale); and

4) Briefly explain why the repair element is a necessary component of the project and not reasonably funded using other available local fund sources.

Right-of-Way (ROW)

If this project has a ROW component, please describe any ROW issues that must be resolved prior to implementation of the project, to account for project readiness.
1. **REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION**  
   *(Up to 30 points)*

Complete the section below for Regional Significance and Intermodal Integration. The horizon year for projection is 2040.

Is this project located on the Countywide Strategic Arterial Network (CSAN)?

Is this project a gap closure?

Is this project located within 2 miles of a major traffic generator (i.e., airports, hospitals, schools, business center, transportation center or other social activity centers)?

If this is a multimodal project, please check the appropriate box(es) and estimated cost below:

- The RSTI project component should be a minimum of 60% of the total project cost. The remaining 40% can be comprised of 3R or multimodal elements.

  - [ ] RSTI  
    - $___________
  - [ ] Signal Synchronization  
    - $___________
  - [ ] Pedestrian  
    - $___________
  - [ ] Bicycle  
    - $___________
  - [ ] Transit  
    - $___________
  - [ ] 3R  
    - $___________

- The total of all modal components (plus 3R, if appropriate) should be equal to the total project cost.

Number of traffic lanes in each direction?

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ lanes</td>
<td>_______ lanes</td>
</tr>
</tbody>
</table>

On-street bikeway facilities? If yes, is it a Class II or III bike lane, or bike parking?

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES     NO</td>
<td>YES     NO</td>
</tr>
<tr>
<td>_______   _______</td>
<td>_______   _______</td>
</tr>
</tbody>
</table>

Width of sidewalk infrastructure. If there is a sidewalk on both sides of street, provide the width of the wider sidewalk.

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ feet</td>
<td>_______ feet</td>
</tr>
</tbody>
</table>

Will project result in a net increase, decrease, or no change to existing sidewalk(s)?

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES     NO</td>
<td>YES     NO</td>
</tr>
<tr>
<td>_______   _______</td>
<td>_______   _______</td>
</tr>
</tbody>
</table>

Would the proposed project result in the alteration or elimination of an existing bike way or pedestrian way?

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES     NO</td>
<td>YES     NO</td>
</tr>
<tr>
<td>_______   _______</td>
<td>_______   _______</td>
</tr>
</tbody>
</table>

Would the proposed project result in the alteration or elimination of an existing bike way or pedestrian way?

<table>
<thead>
<tr>
<th>Existing Conditions</th>
<th>With Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES     NO</td>
<td>YES     NO</td>
</tr>
<tr>
<td>_______   _______</td>
<td>_______   _______</td>
</tr>
</tbody>
</table>
If project will result in the elimination or reduction of an existing bike path or sidewalk, please explain on a separate sheet in 100 words or less, why this condition is unavoidable and if bicycle accommodations are provided on an adjacent/parallel street. If bicycle accommodations are provided on an adjacent/parallel street, provide the distance between the project and the adjacent/parallel street and explain the type of connectivity.

<table>
<thead>
<tr>
<th></th>
<th>Existing Conditions</th>
<th>Projected Future Conditions without Project (2040)</th>
<th>Projected Future Conditions with Project (2040)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Annual Daily Traffic (AADT)(^1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles per Hour (VPH)(^1)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the growth rate assumptions and source you used as the basis for your projections – Growth Rate: __________\(\%\)   Source: ___________________________

\(^1\) Account for all lanes impacted by the project

On an attached sheet and limited to 400 words, address the following:

Where supporting documentation is requested, provide exact title of policy/action, applicable page number(s) or section(s), and either web link OR electronic copy of document(s) on CD or DVD in PDF format OR hard copy if less than 10 pages. Failure to provide supporting documentation where requested may result in no points being awarded for that question.

a) Describe how the project will reduce congestion and enhance regional mobility for all users.

b) If the proposed project has multimodal components, describe how the project will reduce Vehicle Miles Traveled (VMT).

c) If the proposed project has multimodal components, describe how the project will increase the overall roadway capacity or person throughput.

d) Describe how this project supports Intermodal Integration.

- Identify any regional trip generators such as transit services or facilities and other regional activity centers to which access would be enhanced; and
- If the project is multimodal, explain the project’s signal synchronization, transit, bicycles, and/or pedestrian improvement component(s) and how they are an integrated component of the project
2. **FIRST/LAST MILE IMPROVEMENTS**  
   *(Up to 5 points)*

Complete the section below for how the proposed project targets First/Last Mile improvements.

a) Describe how this project provides first/last mile access to the regional transit system.
   - Does your project accommodate safe bicycle travel by providing a wide outside curb lane or bike lanes per the Highway Design Manual Chapter 1000; and
   - Does your project accommodate safe pedestrian travel by providing enhanced crosswalks or sidewalk infrastructure?
   - Does your project accommodate bicycle parking?

If the proposed project does not incorporate bicycle and pedestrian improvements, or if the proposed project would hinder bicycle or pedestrian travel, list the reasons why the project is being proposed as designed (i.e., cost, ROW).

b) Describe how this project considers the goals and objectives of the First/Last Mile Strategic Plan.

3. **PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM**  
   *(Up to 30 points)*

a) In 250 words or less, describe the current situation/problem, the need for the project and how its implementation would resolve the described situation/problem. Describe why the proposed project is important to your local jurisdiction and why the project merits Metro funding.

   This section awards points to projects that benefit the transportation system based on the following:
   - Mobility benefits that complement or are integrated into a major regional project, or promote improvements between modes or between services provided by different transportation agencies
   - Increases transit usage
   - Fixes system deficiencies (such as gaps or major bottlenecks)
   - Enhances operation of existing system
b) Identify fixed-route transit lines that currently use or will utilize the proposed project. For the question pertaining to ‘Ridership’, include only the average weekday boardings at bus stops that are within 1/4 of a mile of the proposed project.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Line Number(s)</th>
<th># of Transit Stations/ Stops</th>
<th>Peak Headways</th>
<th>Ridership (Avg. Weekday Boardings)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

c) Document the project need from a mobility perspective, as shown below:

Current Vehicle Conditions for the Peak Period (6-10 AM; 3-7 PM)

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Peak hour volume</td>
<td></td>
</tr>
<tr>
<td>ii. Level of Service (LOS) peak hour</td>
<td></td>
</tr>
<tr>
<td>iii. Peak hour delay</td>
<td></td>
</tr>
</tbody>
</table>

Future Conditions without Project for 2040:

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Peak hour volume</td>
<td></td>
</tr>
<tr>
<td>ii. LOS peak hour</td>
<td></td>
</tr>
<tr>
<td>iii. Peak hour delay</td>
<td></td>
</tr>
</tbody>
</table>

Future Conditions with Project for 2040:

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Peak hour volume</td>
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<tr>
<td>ii. LOS peak hour</td>
<td></td>
</tr>
<tr>
<td>iii. Peak hour delay</td>
<td></td>
</tr>
</tbody>
</table>

Projects must meet a minimum existing or projected LOS of D or worse to be considered for priority funding. Projects that do not meet the minimum LOS “D” can be submitted, but cannot be guaranteed funding consideration as part of the competitive process.
4. **LOCAL MATCH**  
*(Up to 5 points)*  
*(Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.)*

<table>
<thead>
<tr>
<th>Required minimum contribution</th>
<th>Hard or soft overmatch</th>
<th>Awarded points</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% Hard and</td>
<td>≥20%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>15% to 19.99%</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>10% to 14.99%</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5% to 9.99%</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0% to 4.99%</td>
<td>1</td>
</tr>
</tbody>
</table>

*less than 20% contribution will be disqualified*

<table>
<thead>
<tr>
<th>Input Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Minimum Hard Match (0 points)</td>
</tr>
<tr>
<td>b) Hard Overmatch:</td>
</tr>
<tr>
<td>c) In-kind Overmatch:</td>
</tr>
<tr>
<td>d) Total Local Match commitment a + b + c = d</td>
</tr>
</tbody>
</table>

- Please refer to page 8 for definitions of Local Match terms
- Project meets minimum match requirement (no points)
- Project provides more than match requirement (up to 5 points)

Please note: Amount of points is based on percentage of overmatch. Applicants who provide a 40% or greater match will receive the full 5 points.

- If Right-of-Way purchase costs (when construction is involved) are being utilized as part of the in-kind overmatch, a copy of the appraisal report that is no older than six months prior to January 16, 2015 must be submitted with the application to confirm the property value.

Is a Right-of-Way purchase cost being utilized as part of the Local Match?  
☐ YES  ☐ NO

5. **COST EFFECTIVENESS**  
*(Up to 10 points)*

Calculate the cost-effectiveness of this project based on the following calculations:

**Input Parameters**
From Question 1:

a) Difference in Functional Capacity with and without project: _______ vph  
[Use capacity numbers from Section 1, subtract 2040 from existing capacity]
From Question 2:
b) Difference in Peak Hour Delay with and without project: __________ hours
   [Add AM and PM peak hour delay for 2040, subtract the without project delay totals]

c) Total project cost: $ ________________

d) Has this project been value designed to avoid right-of-way acquisition and the relocation of utilities? If applicable, explain how the design has resulted in reduced costs and an optimized schedule.

Cost Effectiveness Ratios

a) Total Project Dollar Expended per Capacity Gain:
   Divide c by a

b) Total Project Dollar Expended per Delay Saved:
   Divide c by b

c) Briefly explain whether you have considered/evaluated implementing operational improvements before deciding upon this capital improvement request. If no, please explain.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. LAND USE AND SUSTAINABILITY POLICIES AND PRINCIPLES
   (Up to 20 points)

As required by State Law, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles through land-use and transportation policies and investments. This section awards points to projects that advance key elements of the adopted SCS as well as Metro’s adopted Countywide Sustainability Planning Policy. In order to receive the full points, project sponsors must explain how the project is complemented by jurisdictional policies, programs and/or activities that will increase the effectiveness of the project and maximize its sustainability benefits. The RTP/SCS was developed through a collaborative, bottoms-up process that incorporated feedback from local jurisdictions. All local Planning Departments were engaged in this effort.

a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car.
Maps of corridors are available at http://www.metro.net/projects/call_projects/. Please provide a response to i. or ii. (up to 4 points)

i. If your project is located in a High Quality Transit Area, how will the project complement the surrounding land use and increase the competitiveness of walking, biking and transit use as an alternative to driving?

ii. If your project is not located in a High Quality Transit Area, how will the project be designed and implemented to complement the surrounding land use for all modal users?

b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:

- Emphasizes growth in High-Quality Transit Opportunity Areas
- Emphasizes growth along main streets, downtowns and other appropriate infill locations, and
- Shifts development from single-family towards multi-family residential development to reflect recent trends.

Please describe how the proposed project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking in support of the adopted RTP/SCS. If currently being undertaken, what is the status of the effort and when will it be implemented? How does the proposed project help to implement the growth vision established by the RTP/SCS? Please list relevant planning efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, Updated TOD ordinances, and implementing projects funded through Metro’s TOD Planning Grant). (up to 4 points)

c) Please describe how this project promotes the use of green modes, including walk, bike, transit, electric vehicles, vanpool/carpool, and telecommute (e.g., Adopted a Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Adopted Plug-In Electrical Vehicle Policies or Plans, and Car-Share/Bike Share). (up to 4 points)

d) Please describe how the proposed project encourages transportation management which promotes transportation network optimization and utilizes operational efficiency strategies. (up to 4 points)

e) What programmatic initiatives (i.e., education and outreach) has your agency put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare)? How does this project advance these initiatives (i.e., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs)? (up to 4 points)
INSTRUCTIONS & APPLICATION

PART III
GOODS MOVEMENT IMPROVEMENTS
GOODS MOVEMENT IMPROVEMENTS

OBJECTIVE

The Goods Movement Improvements (GMI) mode provides a dedicated source of funding for projects that will reduce congestion and local impacts and improve operations for goods movement. Investments in the County’s goods movement infrastructure will assist the County in maintaining and growing the economic benefits of goods movement while also addressing their negative congestion, community, and environmental impacts.

The objectives of the GMI category are as follows:

1) Fund GMI on regionally significant roadways, major and secondary arterials, high truck volume arterials, dedicated truck routes, de facto truck routes and/or other major freight corridors/facilities that are beyond the normal funding capability of the affected local agencies;

2) Advance goods movement projects that are consistent with the actions described in the Multi-County Goods Movement Action Plan (MCGMAP), in addition to regional/sub-regional plans and goals that support the MCGMAP. For details about the MCGMAP, refer to: http://www.metro.net/projects/mcgmap/;

3) Promote the development and implementation of clean alternative technologies and dedicated freight systems to transport goods on arterial/highway alignments as well as non-highway alignments;

4) Eliminate existing arterial bottlenecks, chokepoints and gaps in the system to improve goods movement operations;

5) To the extent possible, support the development and implementation of multimodal improvements, such as signal, pedestrian, transit or bicycle improvements to the arterial system capacity and efficiency for all modes of travel as well as enhancements that address recently passed legislation on Sustainability, Complete Streets and reducing Greenhouse Gas emissions. A project application in the GMI mode can include up to a 20% multimodal component but stand-alone non-motorized modes are not eligible in the GMI category; and

6) Support projects located on the Countywide Significant Arterial Network (CSAN), designated truck routes, and in High Quality Transit Areas. To determine if your project is on the CSAN and/or High Quality Transit Area map, please go to the Call for Projects webpage to access a PDF of the map at: http://www.metro.net/projects/call_projects/.
ELIGIBLE APPLICANTS

All public agencies that provide transportation facilities or services within Los Angeles County are eligible to submit project applications. This includes cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funding. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies.

Local jurisdictions may apply for a proportionate share of funding for projects involving shared responsibility with developers, providing that a commitment exists with a developer(s) to fund the reciprocal share of the project cost. Metro will not fund any projects that have been identified as the full responsibility of a developer(s).

ELIGIBLE PROJECTS

Eligible GMI projects funded through the Call for Projects are transportation projects that are located on a public facility/structure that serves local and regional needs, improves goods movement operations and reduces congestion, supports industrial and commercial land uses, improves connectivity between goods movement facilities and regional roadways/arterials, and improves access to and from major freight activity centers (rail yards, seaports, airports, warehouse/distribution centers). Examples of projects include road/rail grade separations, truck access improvements, seaport/airport access improvements, arterial capacity, geometric, and operational improvements, intersection improvements, and other capacity enhancements such as bridge replacement. Projects submitted in the GMI mode must include a construction component.

In funding projects for this cycle, strong consideration is given to goods movement projects that:
• Improve mobility and relieve heavy traffic congestion on CSAN routes and/or other major freight corridors;
• Improve locations that impede truck maneuvers and reduce the potential for auto and truck conflicts;
• Improve ground access and circulation at major freight (rail and truck) hubs/generators;
• Decrease travel time, reduce emissions and decrease the potential for vehicle and train conflicts at busy railroad crossings;
• Increase efficiency by using innovative technologies to manage freight traffic; and
• Bridge jurisdictional boundaries and have a positive impact on cities, communities and/or land uses adjacent to the project.

OTHER FACTORS

**Countywide Significant Arterial Network (CSAN) and High Quality Transit Areas**

Project Sponsors should familiarize themselves with the CSAN and High Quality Transit Area maps that are provided online: [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/). The CSAN is a regional network of arterials assembled by Metro, with sub-regional and local jurisdictional input, to assist in determining the performance of arterials, to guide future transportation planning efforts, and to help target arterial improvements. Projects on the
CSAN that increase connectivity with and between major freight trip generators and transportation facilities, including freeways, airports, transit hubs, and ports, may be given funding consideration in this mode.

State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions because they provide opportunities for accessing daily needs without a car.

**System Preservation – Rehabilitation, Reconstruction, Resurfacing (3R)**

Projects whose principal intent involves street repair or maintenance work (e.g., slurry seal, crack repair and pothole repair) will not be considered for funding. However, a project that includes a minor 3R component (i.e., for projects with a total cost that is less than $3 million, a 15% 3R component will be permitted. For projects with a total cost of $3 million or greater, a 20% 3R component will be permitted) may be considered for funding. To be considered for funding:

1) the 3R component must be within the same project limits as the Capacity work;
2) the project applicant must provide documentation indicating the rating in the local jurisdiction’s Pavement Management System (PMS) for the segment of road where 3R work is proposed (the current rating for the segment must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale and evaluated within the last three years);
3) the project applicant must separate the repair cost from the other project components; and
4) the project applicant must explain in detail why the repair element is a necessary component of the project and not reasonably funded using other available local fund sources. At its discretion, Metro staff may choose to fund all project elements or exclude the 3R component. If the 3R component is excluded, the total project cost will be reduced by the amount of the 3R component. Project applicants would be required to maintain their Local Match percentage commitment.

Project applicants should note that a project application in the GMI mode can include up to a 20% multimodal component AND up to a 20% 3R component (15% 3R component for projects with a total project cost less than $3 million) with the remaining percentage allocated to direct project costs (design, right-of-way, and construction).

**EVALUATION CRITERIA**

Projects should emphasize their benefit to the Los Angeles County region. Projects will be evaluated based on six main criteria:

- Regional Significance and Intermodal Integration
- First/Last Mile Improvements
- Project Need and Benefit to the Transportation System
- Local Match
- Cost Effectiveness
- Land Use and Sustainability Policies/Principles
The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

Regional Significance and Intermodal Integration

Projects should demonstrate Regional Significance as evidenced by the subject project's functional or other classification, inclusion in the MCGMAP and other state, regional, and local goods movement plans, location on the CSAN, its regional continuity (length), usage (i.e., daily passenger volumes for autos, trucks and transit) and capacity. Also of concern to Metro is a commitment on the part of the applicant to preserve this improvement as part of a well-maintained system. Projects also should demonstrate Intermodal Integration to the extent possible, supporting Metro’s Long Range Transportation Plan goals.

GMI projects are also encouraged to support multimodal connections and provide improved access for all users, including pedestrians, bicyclists and transit riders. A project application in the GMI mode can include up to a 20% multimodal component AND up to a 20% 3R component (15% 3R component for projects with a total project cost less than $3 million) with the remaining percentage allocated to direct project costs including design, right-of-way, and construction (e.g., a $2 million GMI truck access improvement project can include $1.6 million allocated to the project and $400,000 allocated to bicycle, transit, signal and/or pedestrian enhancement).

Examples of other modal improvements include, but are not limited to, the following:
- Bicycle improvements – Class II Bike Lane, Class III Bike Route, bicycle parking, etc., in proximity to industrial and/or commercial land uses supporting goods movement and serving bicyclists;
- Pedestrian improvements – continuous sidewalks, crosswalks, advance stop bars, curb extensions, pedestrian refuge median, grade-separated pedestrian crossings, street furniture, etc., in proximity to industrial and/or commercial land uses supporting goods movement and serving pedestrians;
- Transit Improvements – new bus pads, direct sidewalk connections to station platforms, ADA-compliant bus stop landings, etc., in proximity to industrial and/or commercial land uses supporting goods movement and serving transit riders; and
- Signal Improvements – signal adjustments on dedicated truck routes and/or major freight corridors, new traffic signals, installation and marking of bicycle-sensitive loop detectors, installation of bicycle-activated traffic signals, and installation of enhanced pedestrian
signals, such as countdown signals, etc., in proximity to industrial and/or commercial land uses supporting goods movement.

First/Last Mile Improvements

To the extent possible, projects should consider the goals and objectives of the First-Last Mile Strategic Plan, which is to:

1) Expand the reach of transit through infrastructure improvements;
2) Maximize multi-modal benefits and efficiencies;
3) Build on the RTP/SCS and Countywide Sustainable Planning Policy (multi-modal, green, equitable, and smart). The project applicant should indicate whether or not there are transit facilities located within one to three miles of the proposed project.

For more information, please go to:
http://media.metro.net/docs/sustainability_path_design_guidelines.pdf

Project Need and Benefit to the Transportation System

Projects should demonstrate Project Need and Benefit to the Transportation System. Projects that demonstrate significant mobility improvements by relieving congestion or delay on major freight corridors that support goods movement businesses/industries and land uses, improving truck access and supporting transit service or benefitting bicycle and pedestrian access to the roadway network and transit system. Projects that are on designated truck routes, the CSAN, and/or incorporate a multimodal component will be given priority. Applicants are asked to focus on the peak hour and provide information with regard to peak hour volumes and delay of vehicles. To the extent possible, the applicant should indicate how the project will benefit other modes such as bicycles, pedestrians, or transit by highlighting the improvements to the infrastructure for these modes.

Local Match

Projects must demonstrate the applicant’s Local-Match commitment to the project. For the GMI mode, a minimum Local Match requirement of twenty percent (20%) hard cash has been established for each project. Greater Local Match participation (above the 20% minimum requirement) is encouraged and will make the project more competitive under the Local Match scoring criteria.

Overmatch (above the 20% minimum requirement) can be either monetary or in-kind. A non-monetary or in-kind overmatch is acceptable only if it is directly related to the project. Also, the non-monetary or in-kind match must be properly documented and will be audited upon project completion.

In-kind Local Match commitments may include:

- Right-of-way purchase costs (when construction is involved) incurred by a local jurisdiction in order to successfully complete the project. For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal
Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months of January 16, 2015. Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

The value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of application submittal.

• Third-party contribution of services, land, building space, supplies or equipment dedicated to the project.

Traditionally, Metro has capped its contribution to major Goods Movement projects at 17% of the total project cost. If this is a project that received prior Calls for Projects funding, Metro will take into account prior Metro contributions when calculating the 17%. A major goods movement project is defined as a project with a total project cost of $40 million or higher.

Cost Effectiveness

Projects should demonstrate Cost Effectiveness using the quantitative formulas included in the application.

Land Use & Sustainability Policies/Principles

This criterion addresses the approach Metro is taking to achieve the goals of AB 32, which requires our region to achieve significant measurable environmental gains in the areas of energy and resource conservation, and reduction in greenhouse gas (GHG) and vehicle emissions. And, more specifically focuses on planning for more sustainable communities in order to achieve the goals of SB 375.

In doing so, Project Sponsors should describe the policy actions their agency/jurisdiction has taken to reduce the impacts of goods movement on local communities and the manner in which the project implements those policies. Furthermore, the applicant should discuss the project’s compatibility with surrounding land uses and how the project increases economic competitiveness. Project sponsors may cite as evidence of planning coordination a SCAG Sustainability Program (formerly Compass Blueprint) project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program.

PROJECT STUDY REPORT/PROJECT DEVELOPMENT SUPPORT (PSR/PDS)/PSR EQUIVALENT REQUIREMENT

For locally sponsored projects, Metro will only accept applications for projects that include a construction element. Therefore, Metro requires an approved Caltrans’ Project Study Report/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is
required for all other projects. In addition, Appendix B of this application package contains the Metro PSRE guidelines.

PSR/PDS documents are valid for three years. Documents that were prepared or approved within the past two years should be reviewed given changes in costs (e.g., right-of-way, construction, etc.), traffic, or other time-sensitive information. Applicants should conduct similar reviews on PSREs that were not prepared or approved within the past two years. Metro encourages project applicants to coordinate early with Caltrans staff on the necessity for a PSR/PDS for their project. Information regarding the state requirements can be obtained by referencing the Caltrans website http://www.dot.ca.gov/hq/oppd/design/.

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no longer allowed. Failure to submit this document may result in disqualification of the associated application. A draft document will not be acceptable at the time of the application submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

**FUNDING CONDITIONS**

Successful project applicants will be required to conform to the following conditions, which will be reflected in the appropriate funding agreement:

1) The project applicant must collect before- and after-bicycle and pedestrian counts (when appropriate and as directed by the Metro project manager). The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

   Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

   The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts” a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

2) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

3) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the
funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
PART III – GOODS MOVEMENT IMPROVEMENTS

PROJECT TITLE: ____________________________________________________________
(from Part I, Question 1)

DESCRIPTION OF PROJECT: On an attached sheet and limited to 250 words, provide a
detailed description of the project that includes location/limits, project components and
functional improvements. If the application is for a multi-jurisdictional project, identify the
project lead, other participants, their respective responsibilities and funding commitment to
the project. Attach an 8 ½” x 11” black & white or color map of the project location noting
project limits or service area. Map must be clear and legible and include street detail.

PROPOSED PROJECT START DATE: _______________________________________

PROJECT DURATION (months): ____________________________________________

PROJECT TYPE:
(Check all boxes that apply)
☐ Highway/Arterial Capacity Improvements
☐ Operational Improvements
☐ Grade Separations
☐ Intersection Improvements
☐ Port Access Improvements

TOTAL PROJECT FUNDING REQUESTED FOR:
☐ Design, Right-of-Way and Construction
☐ Design and Construction
☐ Right-of-Way and Construction
☐ Construction Only

FUNCTIONAL CLASSIFICATION:
☐ Major Arterial          ☐ Major Collector
☐ Secondary Arterial      ☐ Rural Collector Serving in a Higher Capacity

REHABILITATION, RECONSTRUCTION, RESURFACING (3R)

_______%  3R as a percentage of total project cost (if the project’s total cost is greater than
$3 million then 3R can be up to 20% of the total cost. If project cost is less than $3 million
then 3R can be up to 15%). Project applicants should note that a project application in the
GMI mode can include up to a 20% multimodal component AND up to a 20% 3R
component (15% 3R component for projects with a total project cost less than $3 million)
with the remaining percentage allocated to direct project costs (design, right-of-way, and
construction).
If project has a 3R component, on a separate sheet and in 100 words or less, provide answers to the below questions:

1) Is the 3R component in the same project limits as the proposed improvement(s);  
2) The repair cost(s) must be broken out from the other project components;  
3) Has the project applicant provided documentation indicating the segment’s rating within the last three years by the local jurisdiction’s PMS (the current rating for the segment must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale); and  
4) Briefly explain why the repair element is a necessary component of the project and not reasonably funded using other available local fund sources.
1. **REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION**
   
   *(Up to 30 points)*

   Complete the section below for Regional Significance and Intermodal Integration. The horizon year for projection is 2040.

   **SECTION A**

   **YES**  **NO**

   Is project located on a designated truck route?  

   Is this project located on the Countywide Significant Arterial Network (CSAN)?

   Length of proposed project: ____________mile(s)

   **Existing Conditions**  |  **With Project**

   | **Number of lanes in each direction?** | _______ lanes | _______ lanes |
   | **Bicycle lane on street?** | YES  NO | YES  NO |
   | **Width of sidewalk infrastructure on both sides of street?** | _______ feet | _______ feet |
SECTION B

Please indicate current and future traffic volumes (AADT\(^5\) and AADTT\(^6\)), LOS, capacity, and delay. The horizon year for projection is 2040.

Location(s): Roadways (Segments / Intersections): _____________________________

<table>
<thead>
<tr>
<th></th>
<th>2040 LOS W/O Project</th>
<th>2040 LOS W/ Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td>PM</td>
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<tr>
<td>Current LOS</td>
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<td></td>
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<tr>
<td>Current AADT(^1)</td>
<td></td>
<td></td>
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<tr>
<td>Current AADTT(^2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Capacity</td>
<td>Vehicles per hour (VPH)</td>
<td>2040 Capacity (VPH) W/ Project</td>
</tr>
<tr>
<td>Current Peak Hour Truck Volume (AM or PM)</td>
<td>2040 Peak Hour Delay W/O Project (hours)</td>
<td>2040 Peak Hour Delay W/ Project (hours)</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

Provide the growth rate assumptions for AADT/AADTT and source used as the basis for the projections:

Growth rate: ________%    Source: ______________________________

---

\(^5\) AADT: Annual Average Daily Traffic (truck + auto)
\(^6\) AADTT: Annual Average Daily Truck Traffic
SECTION C
On an attached sheet and limited to 400 words per question, answer the following questions:

Where supporting documentation is requested, provide exact title of policy/action, applicable page number(s) or section(s), and either web link OR electronic copy of document(s) on CD or DVD in PDF format OR hard copy if less than 10 pages. Failure to provide supporting documentation where requested may result in no points being awarded for that question.

a) How does this project support the goals and objectives of federal, state, regional and/or subregional/local goods movement plans, including the state’s Freight Mobility Plan, Metro’s Long Range Transportation Plan and Multi-County Goods Movement Action Plan, and the Southern California Association of Governments’ Regional Transportation Plan/Sustainable Communities Strategy?

b) What are the regional goods movement benefits of the proposed project?

c) For grade separation projects, provide the following information:

Location(s): (Crossing Street/Intersection): ________________________________

On PUC list: YES ______ NO ______

Ranking: State: ______ LA County: ______

<table>
<thead>
<tr>
<th>Current AADT</th>
<th>Current Peak Hour Delay</th>
<th>Current Number of daily trains</th>
<th>2040 Train Volume</th>
<th>Current Queue Lengths (# of cars)</th>
<th>Duration of gate crossing delays (mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>PM</td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

NOTE: Vehicle Hours of Delay: \( T = \frac{T_g^2 \cdot q}{(2 \cdot 1-q/d)} \) / 60

Where:
\( T \) – Delay (vehicle-hours)
\( T_g \) – Gate Blockage Time (mins)
\( q \) – Vehicle Arrival Rate (vehicles/min)
\( d \) – Vehicle Departure Rate (vehicles/min)

Source: Korve Engineering, Inc.- Grade Crossing Study for Gateway Cities COG (January 2000)
2. **FIRST/LAST MILE IMPROVEMENTS**
   (Up to 5 points)

   a) Does this project include a multimodal component?  

   If this is a multimodal project, please check the appropriate box(es) and indicate the estimated cost of each element below. Project applicants should note that a project application in the GMI mode can include up to a 20% multimodal component AND up to a 20% 3R component (15% 3R component for projects with a total project cost less than $3 million) with the remaining percentage allocated to direct project costs (design, right-of-way, and construction).

   ☐ Signal Synchronization $___________  ☐ Pedestrian $___________
   ☐ Bicycle $___________  ☐ Transit $___________

   b) In developing this project, did you consider the goals and objectives of the First-Last Mile Strategic Plan? The project applicant should indicate whether or not there are transit facilities located within one to three miles of the proposed project.

3. **NEED AND BENEFIT TO TRANSPORTATION SYSTEM**
   (Up to 30 points)

   On an attached sheet and limited to 400 words per question, address the following questions:

   a) Describe the specific goods movement/transportation deficiency(ies) this project is attempting to address and remedy.

   b) How will the project’s elements address the deficiency(ies) described above? For example, does the project improve the flow of goods, improve mobility and/or safety, reduce truck delay and congestion, increase efficiency, reduce queuing, or improve truck circulation?

   c) Describe the project’s proximity/connectivity to goods movement facilities such as freeways, seaports, airports, railyards, and warehouse/distribution centers. How will the proposed project serve those facilities and improve accessibility and connectivity?
4. LOCAL MATCH  
(Up to 5 points)  
Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.

<table>
<thead>
<tr>
<th>Required minimum contribution</th>
<th>Hard or soft overmatch</th>
<th>Awarded points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>≥20%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>15% to 19.99%</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>10% to 14.99%</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5% to 9.99%</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0% to 4.99%</td>
<td>1</td>
</tr>
</tbody>
</table>

*Less than 20% contribution will be disqualified*

- a) Minimum Hard Match (0 points)  
  $ __________  20%

- b) Hard Overmatch:  
  $ __________  __%

- c) In-kind Overmatch:  
  $ __________  __%

- d) Total Local Match commitment a + b + c = d  
  $ __________  __%

- Please refer to page 8 for definitions of Local Match terms
- Project meets minimum match requirement (no points)
- Project provides more than match requirement (up to 5 points)

  Please note: Amount of points is based on percentage of overmatch. Applicants who provide a 40% or greater match will receive the full 5 points.

- If Right-of-Way purchase costs are being utilized as part of the in-kind overmatch, a copy of the appraisal report that is no older than six months prior to January 16, 2015 must be submitted with the application to confirm the property value.

  Are Right-of-Way purchase costs being utilized as part of the in-kind overmatch?  
  □ YES  □ NO
5. **COST EFFECTIVENESS**  
   *(Up to 10 points)*

Calculate the cost-effectiveness of this project based on the following calculations:

**Input Parameters**

From Question No. 1 (Regional Significance & Intermodal Integration)

a) Difference in Functional Capacity with and without project: _________ vph  
   (*Use capacity numbers from Section B, subtract 2040 from existing capacity*)

b) Difference in Peak Hour Delay with and without project: ___________ hours  
   (*From Section B, add AM and PM peak hour delay for 2040, subtract the without project delay totals*)

c) Total project cost: $_____________

**Cost Effectiveness Ratios**

2040

a) Total Project Dollar Expended per Capacity Gain: $_______  
   *divide c by a*

b) Total Project Dollar Expended per Delay Saved: $_______  
   *divide c by b*

c) Briefly explain whether you have considered/evaluated implementing operational improvements before deciding upon this capital improvement request. If no, please explain.

6. **LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES**  
   *(Up to 20 points)*

As required by State Law, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles through land-use and transportation policies and investments. This section awards points to projects that advance key elements of the adopted SCS. In order to receive the full points, project sponsors must explain how the project is complemented by jurisdictional policies, programs and/or activities that will increase the effectiveness of the project and maximize its sustainability benefits. The RTP/SCS was developed through a collaborative, bottoms-up process that incorporated feedback from local jurisdictions. All local Planning Departments were engaged in this effort and should be consulted in the development of the responses to this section.

a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles traveled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a
Maps of corridors are available at http://www.metro.net/projects/call_projects/

(Please provide a response to 1. or 2.) (up to 4 points)

i. If your project is located in a High Quality Transit Area, how will the project increase the competitiveness of walking, biking and transit use as an alternative to driving?

ii. If your project is not located in a High Quality Transit Area, what actions will be taken to ensure improved streets are designed and operated for speeds suitable to context and appropriate for all users?

b) How will this project increase economic competitiveness both locally and regionally? (up to 4 points)

c) How does this project reduce the impacts of goods movement on local communities? For example, does it address environmental issues (i.e., noise and air quality) or transportation/operational issues (i.e., diverts truck traffic away from communities, reduces truck/auto/pedestrian/train conflicts, reduces truck idling, establishes truck loading/parking zones, and/or improves curbside markings/signage) or promotes clean/green technologies? (up to 8 points)

d) Describe the land use types surrounding the project. Is the proposed project compatible with those land uses? (up to 4 points)
INSTRUCTIONS & APPLICATION

PART III
SIGNAL SYNCHRONIZATION
AND BUS SPEED IMPROVEMENTS
SIGNAL SYNCHRONIZATION AND BUS SPEED IMPROVEMENTS

OBJECTIVE

Signal synchronization and bus speed improvements (SS&BSIP), frequently referred to as Local Transportation System Management (TSM) strategies, are tools which utilize a combination of traffic engineering measures and operational controls to maximize the capacity of existing surface street facilities and reduce traffic delays. TSM improvements are designed to improve traffic flow, movement of vehicles and goods, and air quality, as well as enhance system accessibility and safety. These improvements are relatively low-cost and can be implemented in a short period of time.

The Call for Projects implements policy objectives for the Signal Category identified in Metro’s adopted 2009 Long Range Transportation Plan for Los Angeles County. The focus of the SS&BSIP category is to achieve the following policy objectives:

1) Advance sub-regional/regional deployment of signal synchronization and bus speed improvement systems

2) Expand the ITS Infrastructure while ensuring and maintaining compatibility and functionality among existing systems

3) Fill in system gaps based on regional and sub-regional needs, project readiness, and capacity to deploy

4) Promote innovations in Advanced Traffic Management Systems (ATMS), Advanced Traveler Information Systems (ATIS) on regional arterials, and Integrated Corridor Management (ICM) along regional corridors

5) Assure coordination between signal synchronization programs, signal priority systems, arterial improvements, and goods movement efforts to increase efficiency and achieve maximum benefit

6) Support the integration and distribution of arterial level traffic signal control data between agencies to further enhance multi-jurisdictional signal coordination and transportation system operations

ELIGIBLE APPLICANTS

All public agencies that provide transportation facilities or services within Los Angeles County are eligible to submit project applications. This includes Cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Metro may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.
Los Angeles Countywide Policy and Procedures for Intelligent Transportation Systems (ITS): Eligibility for funding through Metro’s Call for Projects requires that submitted applications are consistent with Metro’s ITS Policy Adopted September 24, 2010 (see Appendix E). This policy requires ITS projects to be consistent with the requirements to receive federal funds. Metro’s ITS policy requires applicants to submit a completed Los Angeles County ITS Architecture Consistency Self-Certification Form. A completed and signed form must be submitted as part of the application (see Exhibit A, page 109). Additionally, if a project is approved and receives federal funding, a federal System Engineering Review Form (SERF) must be approved by the time a funding agreement is executed.

FUNDING AVAILABILITY

The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/laa/laap.htm.

ELIGIBLE PROJECTS

Signal Synchronization and Bus Speed Improvement projects cover a wide variety of traffic engineering measures that can be categorized into four tiers:

**TIER 1  Conventional Traffic Engineering** - such as coordinated traffic signal timing and functional intersection improvements

**TIER 2  Transit Preferential Treatment and Priority Systems** - such as traffic signal priority and bottleneck intersection improvements

**TIER 3  Computerized Traffic Control and Monitoring Systems** – such as central traffic control, adaptive traffic control, advanced transportation management, enhanced detection, and arterial performance measurement systems

**TIER 4  Intelligent Transportation Systems (ITS)** - such as multi-agency system integration, advanced traveler information systems, changeable message signs, CCTV distribution networks, and Integrated Corridor Management integration and technologies.
Projects must conform to Caltrans Traffic Operations Policy Directive 09-06 and the California Manual on Uniform Traffic Control Devices regarding bicycle and motorcycle detection, if applicable.

Policy Directive 09-06:
Pursuant to the authority granted to the California Department of Transportation in Section 21400 and 21401 of the California Vehicle Code, Sections 4A.02, 4D.105 (CA) and Figure 4D-111 (CA) shall be revised and a new Table 4D-109 (CA) added to the California Manual on Uniform Traffic Control Devices (MUTCD) dated September 26, 2006 to provide Bicycle Detection on all approaches to traffic-actuated signals in the State of California. This Directive is effective September 10, 2009 (See reference links below for more information).


http://www.dmv.ca.gov/pubs/vctop/d11/vc21450_5.htm


Tier 2 improvements aim to establish closer coordination between local traffic operating agencies and transit operators on jointly-developed projects which increase transit operating speeds and improve total person-trip movement in the region.

Bus/Transit Signal Priority systems will be considered for funding, if they meet the following criteria:

1) Any proposed transit priority system shall utilize Metro’s Countywide Bus Signal Priority (BSP) System, or alternatively, if located in the City of Los Angeles, the City of Los Angeles Transit Priority System (TPS). Alternate transit priority systems may be considered but must be accompanied with a compelling justification and supporting documentation;

2) All transit priority systems must meet open architecture protocols and conform to the Los Angeles County Regional ITS Architecture; and

3) High transit ridership corridors as defined by the sponsoring agency in terms of number of routes and ridership.

All Tier 3 and 4 projects must integrate and/or be compatible with previously-funded Metro projects located in close proximity.

Under the Tier 4 category, Internet/website development projects will be considered for funding under the following conditions:

1) Must be a component of a larger ATIS or regional integration effort; and

2) Must demonstrate a clear interface with systems that benefit transportation on the arterial network.
Projects in all Tiers should demonstrate that investments are likely to yield maintained long-term benefits in delivering the functionality described in the project scope of work and should last a minimum of five years. System integrity (compatibility, data interfaces and interoperability with interdependent systems) shall be maintained and any costs associated with maintaining system integrity will be the responsibility of the project sponsor. Sponsors should follow the Systems Engineering process to ensure that project functionality is maintained. Sponsors who fail to maintain system integrity in projects funded with Metro grants may need to return the grant funds. **Metro will not fund system upgrades on projects for which Metro granted funds in the last seven years.** These deadlines are defined to start from July 1st of the first fiscal year of programmed funding, as identified in the funding plan (Attachment A) to the FA or LOA.

Clear demonstration of multi-jurisdictional commitments will strengthen applications in all Tiers.

Developers **may not apply** for project funding. Local jurisdictions may apply for a proportionate share of funding for projects involving shared responsibility with developers, providing that a commitment exists with a developer(s) to fund the reciprocal share of the project cost. **Metro will not fund any projects that have been identified as the full responsibility of a developer(s).**

**INELIGIBLE SCOPE ITEMS**

- Traffic Chokers and Pedestrian Bulb-outs
- ADA access ramps
- “Next Bus” Signs
- Stand-alone intersections (minimum of three consecutive)
- Kiosks
- Developer mitigations
- Funding for ROW engineering, land acquisition, routine Operations & Maintenance costs and/or feasibility studies
- Funding for project upgrades funded by Metro in last seven years
- Funding for physical building construction of TMCs (minor modifications to existing facilities are eligible)
- Emergency vehicle preemption
- Funding for Tier 2 – transit priority on Rapid Routes (see Metro Board-Adopted Corridors on the following page)
- Bus Stop Enhancements – shelters/benches
- Signal Priority for the corridors approved by the Metro Board for Metro Rapid Bus implementation, should not apply in this modal category, as funds are allocated through the LRTP.
INELEGIBLE TIER 2 CORRIDORS

Metro Rapid Board-Adopted Corridors

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<thead>
<tr>
<th>Line #</th>
<th>Corridor</th>
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<th>Corridor</th>
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<td>704</td>
<td>Santa Monica</td>
<td>754</td>
<td>Vermont</td>
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<td>705</td>
<td>Vernon-La Cienega</td>
<td>757</td>
<td>Western</td>
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<td>Crenshaw-Rossmore</td>
<td>760</td>
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<td>Wilshire-Whittier</td>
<td>761</td>
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<td>780</td>
<td>Hollywood-Glendale-Pasadena</td>
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<td>740</td>
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<td>BBB Rapid 3</td>
<td>Lincoln</td>
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<td>751</td>
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FUNDING CONDITIONS

If a project involves multi-jurisdictional signal synchronization or coordination along regionally significant arterials, jurisdictions cannot make changes which affect synchronization or coordination without written concurrence from all jurisdictions involved with the project.

Successful project applicants will be required to conform to the following conditions, which will be reflected in the appropriate funding agreement:

1) The project applicant shall submit this project and update of the agency's infrastructure for inclusion in Metro's Arterial ITS Inventory map and database by the time design is completed. The cost of this task may be included in the project administration budget and in total shall not exceed 10% of the total project costs. The Arterial ITS Inventory map is available online at: [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/). Please contact the modal lead for additional information.

2) The project applicant must collect before- and after-bicycle and pedestrian counts (when applicable and as directed by the Metro Project Manager). The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).
The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

3) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

4) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.

5) Project applicants receiving funds for projects will be required to assign a local representative to attend and participate in Metro’s Arterial ITS Committee.

6) Signal Synchronization and Bus Speed Improvement Program (SS & BSIP) projects must have a minimum 70% SS & BSIP portion (e.g., a $100,000 SS & BSIP synchronization project with $70,000 SS & BSIP share and $30,000 bicycle signal enhancement).

Sponsor Consent to Allow Sharing and Archiving of Traffic Data

All projects approved for funding in the Signal Synchronization and Bus Speed Improvements Mode shall be required to provide their real-time traffic data to the County Information Exchange Network (IEN) and allow for archiving through the Regional Integration of ITS (RIITS) Network for regional corridor performance evaluation and monitoring purpose.

PRIORITY PROJECT LOCATIONS

Multi-jurisdictional projects are encouraged, with priority given to the following projects:

- located on regional routes
- a minimum of four lanes wide (two in each direction) or carrying a minimum Average Daily Traffic volume (ADT) of 20,000
- currently approaching LOS D or worse conditions and
- where improvements will be constructed within existing rights-of-way (ROW)

A regional route is an arterial classified as major, secondary, or rural collector functioning as a major or secondary arterial and is on the Countywide Significant Arterial Network (CSAN). The CSAN is a regional network of arterials that was developed with sub-regional and local jurisdictional input to assist in determining the performance of the arterial system, guiding future transportation planning, and helping target arterial improvements. Priority will be given
to those projects located on the CSAN. A PDF map of the roads on the CSAN network can be found at this link: http://www.metro.net/projects/call_projects/. For all Tiers, priority will be given to those projects which close gaps in the Signal Synchronization and Bus Speed Improvement system. Please note that priority will be given to projects meeting these criteria, however projects not meeting these criteria are still eligible to apply.

ALLOWABLE COSTS

All identifiable costs related to capital projects are eligible for funding. These costs include, but are not limited to: costs incurred for the preparation of engineering plans, systems engineering documents, specifications and estimates (PS&E), construction engineering, project management upon project commencement (not to exceed 10% of total project cost), construction management, construction, signal timing plans and the installation of signal control, monitoring and communication equipment and systems, including leased-line communication systems subject to Metro approval and consistent with Metro-adopted policies. **Metro funds in this category shall not be used for ROW engineering, land acquisition and routine operation and maintenance (O&M) costs. Additionally, feasibility studies are ineligible.** However, locally funded ROW (e.g., right-of-way needed for construction), engineering and land acquisition costs pertaining directly to the proposed project may be used as a soft match above the required 20% local hard cash match. It is Metro policy to provide funding for capital expenditures only.

LOCAL MATCH REQUIREMENT

A twenty percent (20%) local hard cash match requirement has been established for all Signal Synchronization and Bus Speed Improvement projects. Higher Local Match participation is encouraged and will make a project more competitive under the Local Match criteria. A non-monetary or in-kind overmatch is acceptable only if it is directly related to the project. The non-monetary or in-kind match must be properly documented in the PSR/PDS or PSRE component of the application package and will be audited upon project completion. The non-monetary or in-kind match documentation must detail the number of staff hours, level of staffing, hourly rate for each classification, etc. For examples of acceptable non-monetary or in-kind match, see the section on allowable costs. For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to Metro (January 16, 2015). Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

The appraised value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of application submittal.

OPERATION AND MAINTENANCE PLAN SUBMITTAL

In order to maintain the effectiveness and efficiency of the funded projects in all Tiers, local agencies must provide operation and maintenance plans. These plans are required for all traffic
improvements utilizing Metro funds, The Operation and Maintenance plans (O&M) should address staffing, budget, affected changes and future needs and their potential funding sources as related to the project improvements. Additionally, specific policies and commitments that have been adopted by responsible agencies to provide long-term continuation of the project must be outlined. Projects will be evaluated on the basis of local agencies' commitment to proper operation and maintenance over the life of the project. For multi-jurisdictional projects, the O&M plan submittal must detail inter-jurisdictional cost-sharing agreements. Failure to submit thoroughly detailed O&M plans and letters of commitment may result in disqualification of the project application.

**PROJECT STUDY REPORT/PROJECT DEVELOPMENT SUPPORT (PSR/PDS)**

**PROJECT STUDY REPORT EQUIVALENT**

For locally sponsored projects, Metro will only accept applications for projects that include a construction element. Therefore, Metro requires an approved Caltrans' Project Study Report/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. In addition, Appendix B of this application package contains the Metro PSRE guidelines.

PSR/PDS documents are valid for three years. Documents that were prepared or approved within the past two years should be reviewed given changes in costs (e.g., right-of-way, construction, etc.), traffic, or other time-sensitive information. Applicants should conduct similar reviews on PSREs that were not prepared or approved within the past two years. Metro encourages project applicants to coordinate early with Caltrans staff on the necessity for a PSR/PDS for their project. Information regarding the state requirements can be obtained by referencing the Caltrans website [http://www.dot.ca.gov/hq/oppd/design/](http://www.dot.ca.gov/hq/oppd/design/).

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no longer allowed. Failure to submit this document may result in disqualification of the associated application. A draft document will not be acceptable at the time of the application submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.
PART III - SIGNAL SYNCHRONIZATION AND BUS SPEED IMPROVEMENTS

Project Title:  
(from Part I, Question 1)

Project Tier (please check all the appropriate tiers that apply below):

☐ TIER 1  Conventional Traffic Engineering - such as coordinated traffic signal timing and functional intersection improvements

☐ TIER 2  Transit Preferential Treatment and Priority Systems - such as traffic signal priority and bottleneck intersection improvements

☐ TIER 3  Computerized Traffic Control and Monitoring Systems - such as central traffic control, adaptive traffic control, advanced transportation management, enhanced detection, and arterial performance measurement systems

☐ TIER 4  Intelligent Transportation Systems (ITS) - such as multi-agency system integration, advanced traveler information systems, changeable message signs, CCTV distribution networks, and Integrated Corridor Management and technologies.

DESCRIPTION OF PROJECT:

1) In 150 words or less, detail the principal project purpose, components, location, and any additional information necessary to provide a general understanding of the proposed project.

2) Provide a detailed project description including the exact location for which funding is requested. Please provide the exact number of intersections and the work to be done at each intersection and corridor segment. The purpose of this section is to allow sufficient opportunity for project applicants to thoroughly explain the complexities of the proposed project. Without a clear understanding of the proposed projects, Metro staff cannot adequately evaluate the project merits. The level of detail for this section should be similar, but is not limited to, the project description, need and purpose, and background and history sections outlined in the PSRE Manual included in this application package.

3) Provide an operations and maintenance plan with a description of how this project will be incorporated into the plan.

Attach a reproducible map with the project location, limits and road detail or service area clearly illustrated. While 8 ½” X 11” maps are preferred, larger maps (not to exceed 11” X 17”) will be accepted. Maps must be clear and legible and must include the following information as applicable to the project:

i. Street names

ii. Identify signalized and unsignalized intersections

iii. Location of proposed improvements

iv. Project boundaries
4) Provide a general summary of your existing signal system including the type of Central Traffic Control System (if you have one), controller types (170, etc.), controller firmware, and number of signals in your jurisdiction. Indicate whether Metro has provided any prior funding towards their development and purchase (if so, please list which year and the Call for Projects ID #).

Existing infrastructure summary

____________________________________________________________________________
____________________________________________________________________________

OTHER PARTICIPANTS AND DESCRIPTION OF INVOLVEMENT (List other agencies/organizations providing financial or other support to the project. Commitment letters from all participants detailing the type and level of involvement, including acceptance of timing plans, are required.)

____________________________________________________________________________
____________________________________________________________________________

FUNDING SOURCES EXCLUSION (Identify any special project or applicant characteristics which preclude the use of potential funding sources listed in Appendix A and the funding source precluded. Precluding a funding source may adversely affect Metro's ability to fund the project.)

____________________________________________________________________________
____________________________________________________________________________
1. **REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION**
   (Up to 25 points)

a) Functional Classification (select applicable boxes):

   - [ ] Major Arterial
   - [ ] Major Collector
   - [ ] Secondary Arterial
   - [ ] Rural Collector
   - [ ] Other___________
   - [ ] On CSAN Network?

b) Complete Exhibit B with the requested information for each arterial included in the project.

   **Summary**
   i. Maximum number of lanes in both directions: _____________
   ii. Total length of the arterial or corridor: ___________(miles)
   iii. Total Number of Signalized Intersections: _____________

c) On an attached sheet, address the following separately in 150 words or less (each question):

   i. Describe how this project meets the policy objectives of the Signal Synchronization and Bus Speed Improvements category, as part of the Metro Long Range Transportation Plan.

   ii. Is the project part of your local jurisdiction ITS Master Plan, regional, sub-regional, or multi-jurisdictional plan? If yes, please provide a link to an electronic copy of the plan and indicate the section and pages as appropriate. If not viewable online, provide a copy of the cover page and the pages referring to the project in this application. A full copy of the plan must be made available upon request by Metro.

   iii. Explain briefly how this project will integrate with other traffic signal projects, and/or build upon other regional ITS projects and standards (e.g., prior phases of ITS projects, local TMC or TOC, ramp metering and others in the region).

   iv. Provide a list of jurisdictions whose boundaries this project crosses or abuts.

   v. How will this project allow for integration and open sharing of information across jurisdictional boundaries in terms of both technology and institutional parameters? Is or will the design and implementation be consistent with regional architecture and current industry standards that can be used by other jurisdictions?
2. **FIRST/LAST MILE IMPROVEMENTS**
   *(Up to 5 points)*

On an attached sheet, address the following separately in 150 words or less (each question):

a) To what extent does your project support access to transit within the corridor?
b) Explain how the project will promote intermodal integration.
c) Does this project include a multimodal component? If so, please explain how this will promote First/Last Mile Improvements.

3. **PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM**
   *(Up to 35 points)*
   Use Exhibit B attached

a) Provide the following information for each arterial included in the project separately: (Use Exhibit B attached)

   i. What is the existing peak hour arterial LOS (A - F) as measured at either two-mile increments along the proposed route or at all major intersections? (Note: Regardless of project length, you must provide, at a minimum, two LOS measurements. Use Volume/Capacity (V/C) method for determining LOS.)

   a. The worst peak hour arterial LOS along the route occurs between

   Roadway section: __________ & __________ during ___ a.m. for ___ (mins) ___ p.m.

   b. The existing peak hour volumes are:

   AM Peak ___________ PM Peak ____________

b) For this project, indicate existing signal coordination:

   □ Time-Based  □ Interconnected
   □ Adaptive    □ None

   For this project, indicate existing system control:

   □ Arterial    □ Central
   □ Area-wide   □ None

c) On an attached sheet, address the following questions separately in 150 words or less (each question):

   i. Describe how this project will improve mobility and provide congestion relief, particularly on a region-wide basis (provide projected year 2040 speed, reduction
in number of accidents, etc.). Does the city have any performance measurement and/or evaluation standards, including but not limited to before and after studies, corridor evaluations, routine performance evaluations, etc.?

ii. Describe how the project eliminates or mitigates transportation service deficiencies on the route or in the corridor it serves, such as existing service gaps, poor LOS and poor travel time. Describe Signal Synch or Bus priority projects that have been done in the area in the last 15 years and the benefits they have yielded.

iii. Does the application complete partially funded project segments? If so, list the project(s), the total and fiscal years of funding, the amount expended, status and the target date for completion.

iv. What operational changes and needs are anticipated upon the completion of the project? Have all jurisdictions approved them? Have all jurisdictions committed to these operational changes for the entire useful life of the project? What is the general concept of operations for the implementation of the project? Is it consistent with the applicant’s long range vision for operations?

v. Describe the specific policies and commitments that have been adopted by the responsible agencies to provide long-term continuation of the project. Include a discussion of the agency’s current and future budget for staffing, operation and maintenance and multi-jurisdictional cost-sharing of the project. Describe the operations and maintenance plan, including anticipated budget, for the life of the project.

d) Identify fixed-route transit lines that will utilize the proposed improvement and provide sustainability benefits:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Line Number(s)</th>
<th>Peak Headways</th>
<th>Ridership (Avg. Weekday Boardings)</th>
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e) On an attached sheet, address the following questions separately in 150 words or less:

i. Describe how this project will increase/improve transit or system use and enhance the quality and security of the transportation system. Are there any new or modified local or regional transit routes planned through the project area?

ii. Provide evidence of transit operator(s) involvement and support for the project; such as letter of support, correspondence, and other supporting documentation. Provide contact person, agency and telephone numbers only (letters of support are not required, but if submitted should be included in the application, not mailed separately).
4. LOCAL MATCH
(Up to 5 points)

<table>
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<tr>
<th>Required minimum contribution</th>
<th>Hard or soft overmatch</th>
<th>Awarded points</th>
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<tr>
<td>20% Hard and</td>
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<td>15% to 19.99%</td>
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<td>0% to 4.99%</td>
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*less than 20% contribution will be disqualified*

a) Minimum Hard Match (0 points) $ \underline{20\%}$

b) Hard Overmatch: $ \underline{\%}$

c) In-kind Overmatch: $ \underline{\%}$

d) Total Local Match commitment $a + b + c = d \underline{\%}

- Please refer to page 8 for definitions of Local Match terms
- Project meets minimum match requirement (no points)
- Project provides more than match requirement (up to 5 points)

Please note: Amount of points is based on percentage of overmatch. Applicants who provide a 40% match will receive the full 5 points.

5. COST EFFECTIVENESS
(Up to 10 points)

On an attached sheet, address the following:

a) Provide information and projections regarding the relative benefit per total dollar expended on this project in terms of savings in travel time, emissions, annual operation and maintenance costs reduction, etc. You must provide a detailed explanation of the methodology used to derive relative project benefits and supporting calculation tables. *Failure to submit this information will result in disqualification of the project application.*

b) What is the expected functional life span (minimum of 5 years) of the proposed project? Please elaborate.
6. LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES (Up to 20 points)

As required by State Law, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles through land-use and transportation policies and investments. This section awards points to projects that advance key elements of the adopted SCS. In order to receive the full points, project sponsors must explain how the project is complemented by jurisdictional policies, programs and/or activities that will increase the effectiveness of the project and maximize its sustainability benefits. The RTP/SCS was developed through a collaborative, bottoms-up process that incorporated feedback from local jurisdictions. All local Planning Departments were engaged in this effort and should be consulted in the development of the responses to this section. Please answer the following questions:

a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at http://www.metro.net/projects/call_projects/. Please provide a response to i or ii.

   i. If this project is located in a High Quality Transit Area, how will the project improve the accessibility and usability of walking, biking and transit use as an alternative to driving?

   ii. If this project is not located in a High Quality Transit Area, what actions will be taken to ensure improved streets are designed and operated for their context and for all modal users?

b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
   • Emphasizes growth in High-Quality Transit Opportunity Areas
   • Emphasizes growth along main streets, downtowns and other appropriate infill locations
   • Shifts development from single-family towards multi-family residential development to reflect recent trends, and
   • Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

   Please describe the land-use planning efforts your agency has or is currently undertaking to implement the growth vision established by the RTP/SCS and how this project complements these efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, SCAG Sustainability Program [formerly Compass Blueprint] project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program).

c) Please describe how this project promotes the use of green modes, including walk, bike, transit, electric vehicles, vanpool/carpool, and telecommute. How does this project relate to any actions of your agency or complement other subregional/regional planning
activities that encourage the use of green modes (i.e., Adopted Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Adopted Plug-In Electric Vehicle Policies or Plans, and Car-Share/Bike Share)?

d) How does this project reduce or better manage travel demand? Does this project support any local or subregional TDM programs, projects or other efforts (i.e., Parking Policies, Dynamic Traffic Management, adopted Multimodal Level of Service [MMLOS], promotion of employer-based programs, updated TDM ordinance, and restricted hours for commercial delivery)?

e) What programmatic initiatives (i.e., education, incentives, and outreach) has your agency implemented or will implement to encourage alternatives to driving alone (including walk, bike, transit, and rideshare)? How does this project advance these initiatives (e.g., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs)?
EXHIBIT A
LOS ANGELES COUNTY REGIONAL ITS ARCHITECTURE CONSISTENCY
SELF-CERTIFICATION FORM

This form should be completed and executed for all ITS projects or projects with ITS elements except for routine maintenance and operation, traffic signal controller replacement, purchase of bus or rolling stock, expansion or enhancement of an existing operation system. The original form should be sent to Metro Highway Programs for any planned ITS projects or proposed funding involving Local, State or Federal funds programmed or administered through the Metro at the time of submittal of project application.

1. Name of Sponsoring Agency: ___________________________________

2. Contact Name:____________________________________________________

3. Contact Phone:____________________________________________________

4. Contact Email:____________________________________________________

5. Project Description:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

6. Identify the ITS elements being implemented and the relevant National Architecture User Service(s), see Attachment A in Appendix E.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
7. Outline of the concept of operations for the project.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

8. Identify participating agencies roles and responsibilities

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

By signing and self-certifying this form, the agency commits itself to follow the ITS requirements listed below during project design and implementation. Please be advised that your project may be subject to further review and documentation by FHWA or FTA during project design and implementation phases:

- Perform a lifecycle analysis for the ITS project elements and incorporate these costs into the Operations and Maintenance plan as part of the system engineering process,
- Maintain and operate the system according to the recommendations of the Operations and Maintenance plan upon project completion,
- Use the systems engineering process and document the system engineering steps, and
- Use the Los Angeles County Regional ITS Architecture interface standards if required and conform to the regional configuration management process.

Signature:

____________________________ Date __________
Agency Representative

Submit this original Self-Certification Form to Call for Projects and a copy to:
Mr. Steven Gota, Director Highway Programs
## EXHIBIT B

<table>
<thead>
<tr>
<th>Arterial (Project Limits)</th>
<th>Cross Street</th>
<th>LOS</th>
<th>Expected year 2040 LOS</th>
<th>Worst Peak hour LOS occurs</th>
<th>Functional Classification</th>
<th>Max. lanes in both directions</th>
<th>Total length of arterial (miles)</th>
<th>ADT (Range)</th>
<th>Peak Hr Volumes AM/PM</th>
<th>No. of Signalized Intersections</th>
<th>Existing Signal Coordination</th>
<th>Existing System Control</th>
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INSTRUCTIONS & APPLICATION

PART III
TRANSPORTATION DEMAND MANAGEMENT
TRANSPORTATION DEMAND MANAGEMENT PROGRAM

OBJECTIVE

The Transportation Demand Management (TDM) modal category’s primary function is to implement strategies that improve transportation multi-mobility in Los Angeles County. Demand management strategies may include policy changes, physical improvements, programs or operational changes that enhance multi-mobility and air quality other than through building major new transportation infrastructure. Metro seeks applications that improve transportation demand management and air quality through (a) technology and innovations; (b) incentives that change travel demand and travel behavior; and/or (c) infrastructure improvements that support commuters in using transit and/or alternative transportation modes, such as bicycling or walking.

The TDM multi-mobility program’s goal is to reduce the number of auto trips and vehicle miles traveled (VMT). A successful project in the program improves the capacity and efficiency of the regional transportation system without building capital-intensive projects and contributes to overall regional multi-mobility. Metro seeks proposals that contribute to the implementation of the following policy objectives:

1) Increasing the use of High Occupancy Vehicles, transit, carpooling, and vanpooling;
2) Reducing the number of single occupancy vehicle trips and/or VMT during peak hours;
3) Encouraging the use of alternative transportation modes (transit, bicycling and walking); and
4) Fostering the adoption and use of new technologies that support the other objectives [Technology and Innovation, applied telecommunications devices, “smart” (dynamic) signs, etc.].

ELIGIBLE APPLICANTS

All public agencies that provide transportation facilities or services within Los Angeles County are eligible to apply. These include Cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Metro may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state regulations and requirements, if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal
and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

ELIGIBLE PROJECTS

Any proposal submitted under the TDM category must meet federal Congestion Mitigation & Air Quality Improvement (CMAQ) requirements to be considered for grant award. Applicants are strongly encouraged to review the Federal CMAQ guidelines to determine if the proposed project satisfies these requirements prior to submitting a proposal for consideration. (Specific CMAQ eligibility rules can be accessed on the web at http://www.fhwa.dot.gov/environment/air_quality/cmaq/.)

INELIGIBLE PROJECTS

The following projects are ineligible for funding consideration:

- Proposed projects that do not meet the CMAQ guidelines
- Typical maintenance of facilities and infrastructure
- Proposed projects that include, in part or in whole, any of the following: security personnel, feasibility studies, master plans, stand-alone marketing projects, shuttles, and Bike Paths
- Project proposals that supplant federal, state and/or local mandates
- The operation and capital start-up costs for Transportation Management Associations (TMAs)

FUNDING PRIORITIES

Metro will give priority to proposed projects that clearly demonstrate regional multi-mobility significance:

1) Measurable reduction in vehicle trips and/or reduction in vehicle miles traveled.
2) Proposed projects that encourage modal shift from private vehicles or single occupancy vehicle (SOV) to transit.
3) Proposed projects that demonstrate a clear relationship between outcomes and cost effectiveness.
4) Proposed projects that support and/or increase the efficiency of existing transportation systems.
5) Self-sustaining proposed programs that will continue after initial Call funding.
6) Proposed projects that demonstrate solutions to the first/last mile connections to transit.

TDM FUNDING CONDITIONS

Successful project applicants will be required to conform to the following conditions, which will be reflected in the project Funding Agreement:
1) All TDM projects designed or constructed using Metro funds must conform to the Americans with Disabilities Act (ADA).

2) All TDM assets procured with Metro funds will not revert to non-TDM/non-exclusive public use for a minimum of ten (10) years after project completion.

3) If applicable, all TDM projects will conform to applicable Caltrans design standards, including Chapter 1000 of the Highway Design Manual.

4) The applicant will clearly state the project’s life in the Project Description Section of this TDM modal application and will then be responsible for operating and maintaining the project at the applicant’s expense for said project’s stated life.

5) TDM projects will require a performance measurement evaluation upon completion of the project. The applicant shall propose a criterion and measurement protocol, in consultation with the TDM Modal Lead. The cost of this task may be included in the project budget, and is eligible for Call for Projects funding.

6) The project applicant must collect before- and after-bicycle and pedestrian counts (when applicable and as directed by the Metro Project Manager). The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

   Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project.

   Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

   The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

7) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

8) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
APPLICATION REQUIREMENTS

Each application must include a description of the project along with details of any advanced planning or preliminary actions (i.e., certifications, permits, other grant funding commitments) necessary prior to project implementation.

Applications for all strategies must include the following information:

- an analysis demonstrating demand for the project
- a marketing plan and budget
- a project performance monitoring plan
- a post-TDM funding plan (financial plan for sustaining the project)
- ability to meet federal CMAQ funding requirements (see the web link provided on previous page)
- a diagram or digital photographs and/or maps

Applicants submitting projects that involve significant design components should structure their applications to reflect design and start-up/operation as distinct project phases. While a complete project may be awarded funding, Metro may require approval of the design phase (Phase I) prior to approval of the project implementation and operation phase (Phase II).

PROJECT STUDY REPORT EQUIVALENT (PSRE)

A Project Study Report Equivalent (PSRE) is required for all projects. In order to reduce additional paperwork and to maximize the utility of this application, this application satisfies the requirements of the PSRE, provided it addresses all requirements of the PSRE Guidelines contained in Appendix B of this application package. In order for the application to satisfy the PSRE requirement, an additional signature is required by a City Manager or City Engineer (beyond that required in Part I of this application) attesting that the technical information provided herein satisfies the conditions of the PSRE.

The cost of preparing the PSRE must be financed by the applicant and is not an eligible cost for Call for Projects funding. Please note that if cost estimates and assumptions are two years old or more, sponsors should review them given increasing right-of-way and construction costs, etc.

LOCAL MATCH REQUIREMENT

A twenty percent (20%) monetary Local Match is required for TDM projects. Local Match must be in the form of a monetary (cash) commitment. All services must be accounted for and easily audited.

Greater Local Match commitments are encouraged and will increase the project’s competitiveness under the Local Match criterion.

Administration/Management

Administrative costs (e.g., overhead and project management) are limited to a maximum of ten percent (10%) of the total project budget.
Marketing

Applicants are limited to a maximum marketing budget of fifteen percent (15%) of the total project cost. Marketing efforts may include brochures, posters, other printed material production, advertising, promotional events and public outreach directly related to the implementation of the approved project.

PROJECT ELIGIBILITY

The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Applicants should be aware that if awarded federal and/or state funds, recipients are subject to federal and/or state policies which may require significant staff processing time to fulfill. Federal and/or state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction.

STRATEGIES

(Each of the italicized strategies below is a bullet point that reflects the FHWA guidelines pertaining to approved uses of CMAQ funds)

1) Technology and/or Innovation-based Strategies refer to projects that incorporate communication or technological approaches to reduce or eliminate the need for single occupant vehicle (SOV) travel, or increase the capacity of existing systems. Examples include home-based educational and/or telecommute programs and remote/centralized access to government, educational, health services or related Intelligent Transportation Systems (ITS) demonstration projects that result in trip reduction. Facilities at or adjacent to major public transportation centers, multi-mobility transit hubs or transit services are preferred. Emphasis should be placed on unserved or underserved markets. Please note that to be eligible for funding, submitted projects are required to be consistent with the Los Angeles Countywide Policy and Procedures for Intelligent Transportation Systems (Metro ITS) (see Appendix E). Metro ITS Policy requires that sponsors also submit a Los Angeles County ITS Architecture Consistency Self-Certification Form. This form must be completed and signed as part of the application, see Exhibit A (page 127). If a project is approved and receives federal funding, a federal System Engineering Review Form (SERF) must also be approved by the time the funding agreement is executed.

- Experimental Pilot Projects (require specific MPO, Caltrans, and FHWA approvals)

2) Ridesharing Incentive/Disincentive Programs refer to projects that utilize financial, product/service or user-convenience incentives or disincentives, and encourage the use of public transit, vanpools, carpools, bicycles and walking. Examples of projects include, but are not limited to: recruitment incentives for new vanpool riders, parking management programs, and fare subsidy programs. Proposed projects must focus on converting single occupant vehicle (SOV) commuters to alternative travel modes.
• Rideshare activities
• New vanpool services available to the general public (three-year limit)
• Programs for the provision of all forms of high-occupancy, shared-ride services
• Transit connectivity to “the first/last mile”

3) Parking Management Programs refer to projects that include parking cash-out or pricing strategies (for example, eliminating free parking, implementing parking maximums/caps in building requirements, and parking caps coupled with restrictions on street and neighborhood parking). Funding priority will be given to projects that provide the following completed tasks: inventory of parking capacity, parking surveys, and preliminary approval of zoning code amendments and ordinances. Projects involving significant capital investments and/or expenditures are discouraged. Please refer to Appendix D (Metro’s Parking Policy), for additional information.

• Transportation corridor parking facilities serving multiple-occupancy, shared-ride services
• Trip Reduction Ordinances
• Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration, particularly during periods of peak use

4) Transportation Facilities Amenities refer to projects that encourage access to transit centers, transit stops, transit multimodal hubs, and park and ride lots and enhance information for transit riders. Alternative clean-fuel programs are strongly encouraged. Funding may not be used for the purchase of vehicles.

• Pilot Projects (require specific MPO, Caltrans, and FHWA approvals)
• Regional multimodal traveler information systems

5) Commuter Service Centers refer to stationary facilities that utilize technological/automated approaches in fulfilling transit riders’ needs. An example is a facility that utilizes/provides automated fare vending/real-time transit information for all transit providers within the service area.

6) Unique Demonstration Projects That Increase Capacity refer to capital projects which have the ability to support existing systems (i.e., innovations at park and ride lots, etc.). This strategy is designed to encourage new and innovative ideas that, if successfully demonstrated, can become a standard component of future transportation projects. Projects competing for this type of funding should focus on new programs and projects which may later be incorporated into improvements of existing systems/services. Projects competing for this type of funding should also provide multi-mobility benefits and show promise in reducing transportation emissions. Additionally, project sponsors may need to obtain project approval from federal agencies outside this programming process.

• Pilot Projects (require specific MPO, Caltrans, and FHWA approvals)
PART III - TRANSPORTATION DEMAND MANAGEMENT (TDM)

PROJECT TITLE: ________________________________________________________________
(From Part I, Question 1)

PROJECT APPLICANT: ___________________________________________________________

PROJECT TYPE:

☐ Technology and/or Innovation
☐ Ridesharing Incentive
☐ Parking Management Programs
☐ Transportation Facilities Amenities
☐ Commuter Service Centers
☐ New and Unique Demonstration Project
☐ Other ______________________

PROJECT DESCRIPTION AND LOCATION: On two pages or less, please:

1) Provide a specific description of the proposed project for which funding is requested. Describe the components of the proposed work, project background and history. Include any backup documents necessary to the description provided.

2) Note the exact proposed project location, length and geometrics. Include map showing location of proposed project.
   a) Identify the jurisdiction(s) in which project is located.
   b) Describe the specific work to be constructed and/or installed by the proposed project.
   c) Identify any transit facilities (transit centers, park/ride lots, bus stops, etc.) that are included in the proposed work. How does this project enhance access and/or address first/last mile solutions for the transit user?
   d) If applicable, provide photograph of location (e.g., a Google Earth version).
   e) Attach a project map in color identifying (i.e., clearly labeling) the project’s location and limits, and the activity centers and transit facilities it serves. The map should be legible and to scale and must include the name of the sponsoring agency and project. More than one map is allowed.

3) Note the anticipated project start date and duration.

4) Elaborate on the specific use for which the funds are requested (i.e., overall program development/project design and/or construction).
5) Discuss how this proposed project complies with pertinent state and local plans, including your agency’s General Plan, Capital Improvement Plan and/or Circulation/Transportation Element. Please include copy or link to the section that relates to proposed project submitted.

6) Identify potential environmental issues and type of anticipated environmental processing:
   a) Discuss potential adverse impacts that would affect the viability of alternatives.
   b) If applicable, describe any environmental documentation to be completed (or already complete) under the requirements of both CEQA and NEPA.
   c) Identify any permits or additional studies that may be or were required.
   d) Identify any existing known hazardous waste sites within or immediately adjacent to, the proposed project location.

7) List other agencies, organizations, stakeholders, community organizations, or neighborhood councils providing financial or other support to the project and describe involvement. Please provide evidence of support such as letters and agendas used for outreach meetings informing the public of the intent of the proposed project.
Project Title: ________________________________
(from Part I, Question 1)

Answers must be provided to all of the items listed below. Items that do not apply to the project should be answered as being non-applicable along with an explanation as to why they do not apply to the project. Failure to provide the requested information may result in an incomplete PSRE and project disqualification.

1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION
(Up to 25 points)

On one page or less, entitled “Project Significance and Intermodal Integration”

a) Describe how the project supports the goals and objectives in Metro’s adopted 2009 Long Range Transportation Plan (LRTP) and identify where the project is listed in the LRTP (if applicable). (Up to 3 points)

b) Discuss the project’s benefit to regional trip generators and/or regional activity centers. (Up to 7 points)

c) Note whether the project is part of a Metro, SCAG, AQMD or other multi-jurisdictional plan and identify where the project is listed. (Up to 5 points)

d) Explain how the project will promote intermodal integration/multi-mobility. (Up to 5 points)

e) How many multiple points of transit will connect with your project (You may indicate points with a diagram/map)? (Up to 5 points)

2. FIRST/LAST MILE IMPROVEMENTS
(Up to 5 points)

Please describe in a section entitled “First/Last Mile Improvements”

a) How does the proposed project solve first/last mile issues to enhance regional transit connectivity? (Up to 5 points)

3. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM
(Up to 35 points)

Please discuss in a section entitled “Need for Project and Benefit to the Transportation System”

a) Why is the project needed? What problem or issue will it solve? Please provide information on needs analysis performed to date. Please describe who will use the project/usability analysis. (Up to 10 points)
b) Describe what long term value the project will produce and its benefit to improving multi-mobility. Are there funding commitments and/or policies for sustaining the project after the Metro grant period? (Up to 5 points)

c) How will the project reduce the number of vehicle trips, vehicle miles traveled, and vehicular emissions? Clearly document your methodology for projecting trips, VMT or emissions reductions. (Up to 7 points)

d) How does this project modify travel choices or times in your community and reduce travel from peak to non-peak periods? If this is a technology-based project, please define what types of technologies/systems you will be creating or implementing and how they would reduce SOV or change travel pattern behavior. (Up to 7 points)

e) Describe how the project increases transit usage or multimodal use in your community. (Up to 6 points)

4. LOCAL MATCH
(Up to 5 points)
Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.

Local Match:

<table>
<thead>
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<th>Required minimum contribution</th>
<th>Hard, land, or In-kind overmatch</th>
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less than 20% contribution will be disqualified

- Please refer to page 8 for definitions of Local Match terms
- Meets Local Match Requirement (0 points)
- Exceeds Local Match Requirement (Up to 5 points)
  Number of points is based on percentage of overmatch. Applicants who provide a 40% match will receive the full 5 points.

5. COST EFFECTIVENESS
(Up to 10 points)

a) Metro staff will assess the project’s cost effectiveness based on its demonstrated ability to meet the perceived regional mobility benefit in relationship to the total cost of the
b) Provide an attachment, titled “Exhibit C - Budget”, which details the project budget for project planning, start-up, construction, operation, marketing and other project elements. Please use Exhibit B to indicate the staff positions dedicated to the proposed project and the applicable hourly rate charges. (Up to 8 points)

6. LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES
(Up to 20 points)

Through collaborative efforts with local jurisdictions, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Community Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles via land-use and transportation policies and investments. This section awards points to projects that advance key elements of the RTP/SCS.

a) Please describe how the proposed project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking in support of the adopted RTP/SCS. How does the proposed project help to implement the growth vision established by the RTP/SCS? Please list relevant planning efforts (e.g., Land-use and Zoning Changes, Mobility Element, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, SCAG Sustainability Program [formerly Compass Blueprint] project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program) and describe how the proposed project will promote their implementation. (Up to 5 points)

b) Please describe if the proposed project is part of a green technologies effort. To what extent does the proposed project reduce greenhouse gas emissions? (Up to 5 points)

c) How does the proposed project better coordinate infrastructure investments in station areas to extend the reach of transit with the ultimate goal of increasing ridership and/or reducing single occupancy vehicle use? (Up to 5 points)

d) Please describe if the proposed project is part of a Transit Oriented Corridor or District or how the proposed project encourages active transit or if it is located in a High Quality Transit Area. (Up to 5 points)

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7 Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-serviced transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.
PSR EQUIVALENT SIGNATURE

Approved and Certified by Local Agency:

__________________________________________  DATE

Agency Chief Executive (i.e. Mayor, City Manager, CEO, CAO, PW Dir, City Eng. Gen. Mgr. or equivalent)

This Project Study Report Equivalent has been prepared under the direction of the following staff authorized by the sponsoring agency to sign for the work. The person signing below attests to and certifies the technical information contained therein and the engineering data if appropriate, upon which the recommendations, conclusions, and decisions are based.

__________________________________________  DATE

authorized staff

If applicable, California PE Stamp and Lic #
Los Angeles Countywide
Policy and Procedures
Intelligent Transportation Systems (ITS)

EXHIBIT A
LOS ANGELES COUNTY REGIONAL ITS ARCHITECTURE CONSISTENCY
SELF-CERTIFICATION FORM

This form should be completed and executed for all ITS projects or projects with ITS elements except for routine maintenance and operation, traffic signal controller replacement, purchase of bus or rolling stock, expansion or enhancement of an existing operation system. The original form should be sent to Metro Highway Programs for any planned ITS projects or proposed funding involving Local, State or Federal funds programmed or administered through the Metro at the time of submittal of project application.

1. Name of Sponsoring Agency: ________________________________

2. Contact Name: ________________________________

3. Contact Phone: ________________________________

4. Contact Email: ________________________________

5. Project Description:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

6. Identify the ITS elements being implemented and the relevant National Architecture User Service(s), see Attachment A in Appendix E.
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
7. Outline of the concept of operations for the project.

______________________________________________________________________
______________________________________________________________________
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______________________________________________________________________

8. Identify participating agencies roles and responsibilities
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

By signing and self-certifying this form, the agency commits itself to follow the ITS requirements listed below during project design and implementation. Please be advised that your project may be subject to further review and documentation by FHWA or FTA during project design and implementation phases:

- Perform a lifecycle analysis for the ITS project elements and incorporate these costs into the Operations and Maintenance plan as part of the system engineering process,
- Maintain and operate the system according to the recommendations of the Operations and Maintenance plan upon project completion,
- Use the systems engineering process and document the system engineering steps, and
- Use the Los Angeles County Regional ITS Architecture interface standards if required and conform to the regional configuration management process.

Signature:
____________________________ Date ___________
Agency Representative

Submit this original Self-Certification Form to Call for Projects and a copy to: Mr. Steven Gota, Director Highway Programs
Estimated Project Management Manpower Table  EXHIBIT B

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- Proposed rates will be evaluated according to “reasonable & customary” rates per task.
- Approval will be based on Metro’s discretion and project sponsor’s acknowledgment
Exhibit C - Budget
INSTRUCTIONS & APPLICATION

PART III
BICYCLE IMPROVEMENTS
BICYCLE IMPROVEMENTS

OBJECTIVE

The Bicycle Improvements category supports projects that promote bicycling as a mode of transportation. The goal is to provide new opportunities for cycling that help replace automobile trips, increase transit trips as well as reduce greenhouse gas emissions. Bicycling increases mobility particularly for short trips to nearby local destinations, and for completing the “first-and-last mile” to or from a transit station/stop. Increasing cycling can also help alleviate stressful commutes, parking demand and overall transportation costs to individuals. As an active transportation mode, bicycling helps to reach broader goals involving health, sustainability and livable communities.

ELIGIBLE APPLICANTS

All public agencies may apply that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Metro may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

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ELIGIBLE PROJECTS

Metro encourages and will give priority to projects that implement one or a combination of the following strategies; 1) Bikes-to-Transit: bicycle improvements that facilitate bicycling to transit stations; and 2) Complete Bikeway Networks: on-and-off street bikeway projects that complete and fill bikeway gaps within and among neighboring jurisdictions in Los Angeles County. Metro’s total contribution for each project application will be no more than $2.5 million in this Call. The following is a list of eligible projects (the bundling of project components and/or modes is encouraged):
• On-street bikeway improvements to increase bicycle access to transit and promote First/Last Mile;
• Class 1 Bike Path and Class 2 Bike Lane – up to 20% of the project’s cost can be for improving (repair, repave, resurface) existing pavement conditions (crack, uneven surface, root damage, etc.). Funding will be prioritized for
  o Facilities that improve continuity to other bicycle facilities (gap closures)
  o Projects with innovative designs including, but not limited to, elements like lane repurposing (converting a car lane into two bike lanes), bike boxes, left-side and contra-flow placement, green paint, buffers, and physical barriers like flexible posts and parking to the left of the bike lane
  o Projects that include permanent automated bicycle counting equipment;
• Road Makeovers (converting a car lane into bike lanes often with the addition of a center left-turn lane) and intersection improvements for bikes – be aware that this cannot be on a street that received RSTI funds to widen for car lanes in the last seven years);
• Enhanced Class 3 Bike Routes or a bicycle priority street (bicycle boulevard) that modifies a roadway with physical traffic calming elements to prioritize bicycle throughput and divert cut-through motor traffic (treatments such as signage, pavement legends, roundabouts, diverters, bulb-outs, highly visible crossings, stop signs or cross streets, etc.). Conventional Class III Bike Routes (sharrows and “bike route” signs) are not eligible for funding;
• Bicycle Parking: bike racks and lockers, bicycle corrals, membership-based attended or unattended secure high-capacity bicycle-parking facility (50 spaces and above) at major destinations or transit stations (examples are: store fronts, free standing or built-in enclosures);
• Wayfinding and directional signage to major destinations and transit stations (must be part of a larger bikeway project); and
• Bike-share programs (sponsors should be prepared to provide supporting bike share feasibility studies or demand analysis and show sustainable operations plan). Bikeshare programs must have interoperability and interchangeability with the Regional Bikeshare System. The program should strive to utilized the same products and services used by the Regional Bikeshare System.

Bicycle facilities, such as bike lanes, intersection improvements, bicycle-activated traffic signals/video or bicycle-sensitive loop detectors, included as a component of a major street improvement, bridge or signal project, should compete under the Regional Surface Transportation Improvement or Signal Synchronization modal category and comprise no more than 30% of the project cost. Bike racks on new buses and bicycle parking as a component of a transit center project should compete in the Transit Capital mode.

Projects will be funded with federal funds, (possibly requiring NEPA compliance) and CTC authorizations to proceed. Applicants should be aware that if awarded federal and/or state funds, recipients are subject to federal and/or state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions on federally funded program requirements. These procedures can be found at the Caltrans website at: http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

Projects must be for the use of the general public, such as located within a public right-of-way,
or in a public easement or some other guarantee of continued public access at all times. Bike path projects with multiple public access locations will have a competitive advantage in the regional significance category, but must demonstrate the support of the responsible agency(s).

**INELIGIBLE PROJECTS**

The following projects are not eligible for funding consideration:
1) Bicycle facilities primarily for recreational and weekend use;
2) Bicycle facilities that duplicate existing facilities;
3) Requests to repair, replace or remedy a safety condition that is the direct responsibility of the applicant agency or due to lack of routine maintenance;
4) Stand-alone plans, environmental or design project phases; and
5) First-time bike racks on buses.

**Project Study Report Equivalent (PSRE)**

A PSRE is required for all projects. For the bicycle mode, completion of Part III-A fulfills the PSRE requirement. Failure to submit this part or section completed in full may result in disqualification of the application. Metro will only accept applications for projects that include a construction element.

1) **Incomplete responses to Parts A and B will result in an overall lower score.** Project facility design (widths, slopes, mid-block crossings, signage, terminology, etc.) must be consistent with established standards in the Caltrans Highway Design Manual Chapter 1000, MUTCD FHWA (Manual of Uniform Traffic Control Devices),

   http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd09r1r2editionhl.pdf

   MUTCD California Supplement,


   and the American Disabilities Act.


2) **Bike path projects on Metro-owned rights-of-way must comply with “Metro Rights-of-Way Preservation Guidelines” found in Appendix F.** A letter must accompany an application for a bike path project signed by the City Manager agreeing to the restrictions for the use of Metro’s right-of-way and compliance with State design guidelines. The project applicant will be responsible for operations and maintenance of the bicycle facility at their expense. Funding plan must be provided.

3) **The project applicant should coordinate with Metro’s Real Estate Department if the project is either adjacent to Metro property or requires a license for its use from Metro.** The project applicant should not assume that funding for the project will include approval by Metro’s Real Estate Department for any license. The cost of any alterations to the Metro right-of-way to make it usable for a project, including relocations or removal of existing structures, will be the responsibility of the project sponsor. The applicant is responsible for obtaining approval for a license from Metro’s Real Estate Department and for ensuring the project is consistent with Metro’s Right-of-Way policy.

4) **All bicycle facilities designed or constructed using grant funds cannot revert to non-bicycle**
use for a minimum of twenty (20) years or its useful life, whichever is less, depending on the funding source rules, unless relocated in the same corridor at the project applicant’s expense.

LOCAL MATCH REQUIREMENT

A twenty percent (20%) monetary Local Match is required for infrastructure bicycle projects. Any match amount above 20% may be in-kind materials or services directly required to complete the project, such as design/engineering services, land, trees or landscaping. All in-kind materials or services must be accounted for and easily audited. Higher Local Match participation is encouraged and will make a project more competitive under the Local Match evaluation criterion.

For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to Metro (January 16, 2015). Projects recommended for funding with in-kind match of land will be reviewed by Metro’s Real Estate Department.

The appraised value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraise value is locked in as the in-kind match at the time of application submittal.

FUNDING CONDITIONS

Successful project applicants will be required to conform to the following conditions, which will be reflected in the appropriate funding agreement:

1) Projects that include new designs for traffic control treatments must follow State and Federal experimental procedures:
   http://www.dot.ca.gov/hq/traffops/engineering/ctcdc/index.htm
   http://mutcd.fhwa.dot.gov/condexper.htm

2) The project applicant must collect before- and after-bicycle and pedestrian counts. The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

3) Project sponsors must comply with the California Complete Streets Act of 2008 prior to
the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

4) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
PART III – BICYCLE IMPROVEMENTS (INADEQUATE RESPONSES WILL RESULT IN AN OVERALL LOWER SCORE)

PROJECT TITLE THAT DESCRIBES LOCATION AND TYPE OF FACILITY
(From Part I, Question 1)
_____________________________________________________________________
_____________________________________________________________________

PROJECT STUDY REPORT EQUIVALENT
Please answer all questions or respond N/A (use italics for responses). Check box for elements that apply and respond to each question. Be clear and concise.

1) Project Description: Describe the details of your project/program in 500 characters (with spaces) or less. Include project boundaries, limits and distances.

_____________________________________________________________________

OPTIONAL: Additional description (if more space than beyond characters is needed)
_____________________________________________________________________
_____________________________________________________________________

2) □ On-Street Bicycle Facilities
   Existing Conditions

   No. of existing travel lanes
   Through lanes
   Turning lanes
   Center lanes
   Posted speeds
   Intersections
   Street width

   □ Class II Bicycle Lane
   □ Green Paint □ Buffer □ Protected width
   □ Left-side □ Contra-flow
   Start_______ End__________Length __________

   □ Class III Enhanced Bike Route or priority street (bicycle boulevard)
   Start_______ End__________Length __________
   Includes the following traffic calming treatments__________________________________

   □ Road Makeover (converting a car lane into bike lanes).
   Start_______ End__________Length __________
Number of travel lanes after the project _____________
Through lanes _____________
Turning lanes _____________
Center lanes _____________
☐ Bike boxes @ _____________
☐ Bike counters @ _____________
☐ Bike signals @ _____________
☐ Other ________________

3) ☐ Off-Street Bicycle Facilities
☐ Class I Bicycle Path
Start_______ End__________ Length ___________
☐ Mid-block crossing improvements on bike paths
Number of intersections: _________
Describe intersection or mid-block crossing treatments in detail (redirecting cyclists to an intersection will result in a lower score)
________________________________________________________________________
________________________________________________________________________

4) ☐ Bicycle Parking Type____________________________________________
Location __________________________________________________________
How many spaces for bikes ______________________
*For secure, high-capacity bicycle parking projects supporting multimodal transportation or major destinations: Provide a description of facility size, storage capacity (number of bikes), location, dimensions, amenities for bicyclists, including costs, source of operating funds, and any retail operations planned. Provide the site location and concept for design. Describe the facility’s security features.

5) ☐ Wayfinding and directional signage as part of a larger project
Number of signs of each to be installed ________________

6) ☐ Bike-share program. Provide feasibility or demand analysis. Include capital and operating costs. Please note: Metro grant may fund up to one year of operations only.

7) ☐ Improvements to existing pavement conditions (e.g., repairing cracks, root damage, uneven surface, etc.)? ☐ YES ☐ NO
If yes, itemize in project budget estimate and describe.
________________________________________________________
________________________________________________________
Alternatives analysis

8) Describe project in full and alternatives considered. Explain reason for alternative chosen and why other alternatives were rejected.

9) Applicable phases of project
   - Environmental/PAED (not as stand-alone project)
   - PS&E (not as stand-alone project)
   - Right-of-way (not as stand-alone project)
   - Construction

10) Is this on Metro R/W? _______________________ Public R/W? ___________________
    Do you have written authorization to use R/W that you do not own (attach supporting documents)? Submit funding plan for operations and maintenance for projects on Metro R/W.

11) ATTACH the following color maps, in an 8.5” x 11” format:
    Location map with project clearly delineated.
    Project map(s) marking:
       a) route
       b) street limits
       c) all existing bicycle facilities
       d) Location of transit stations with a three-mile radius buffer.
    Cross sections and/or site layouts
    Proposed schedule: number of months for each phase of the project.
    Current color photos of proposed project site.
1. **REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION**  
   (Inadequate responses will result in an overall lower score) (Up to 25 points)

   Answer the following on an attached sheet:

   a) Explain in detail how this project/program supports or implements regional goals in Metro’s policies and provisions. (Up to 5 points)

   b) How does this project enable or improve bicycle facility connections in your jurisdiction and neighboring jurisdictions? Does this project/program fill a gap? Has coordination with neighboring jurisdictions been established for connection and possible expansion? (Up to 5 points)

   c) Please describe connectivity/connection to activity centers/destinations in your community, and adjacent jurisdictions. (List employment, schools, colleges, retail/commercial, government facilities, entertainment, or major attractions within one to five miles of the proposed project.) Show locations on attached map. (Up to 5 points)

   d) Explain how your project/program improves access to transit? Are there bus or rail services running along the same street or a parallel street as the proposed infrastructure? Describe overall how this project improves bicycle access to transit and how it links to the regional transit system. (Up to 10 points)

2. **FIRST/LAST MILE IMPROVEMENTS**  
   (Up to 5 points)

   a) How far is your project/program located from the closest rail station(s), BRT station(s) or major transit hub(s) (like the El Monte Transit Hub)?  
      Station(s) Name_______ Distance to project______ (Up to 3 points)

   b) How far is your project/program located from the closest bus stop(s)?  
      Line #’s/ Operators Name_______ Distance to project______ (Up to 1 point)

   c) Was the project/program developed using Metro’s First/Last Mile Strategic Plan’s methodology. Please explain. (Up to 1 point)

3. **PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM**  
   (Up to 35 points)

   a) Provide demographic information that includes population, employment, levels of transit dependency and transit ridership within two miles of project area. (Up to 10 points)

   b) Explain how this project will increase bicycling and bicycle trips. Justify your answer. (Up to 10 points)
c) Is this project/program included in a recent Bicycle Master Plan (no more than five years old)? Attach copy of plan cover and page showing project. (Up to 5 points)

d) What new bicycle policies or initiatives have been implemented in the last four years? (Up to 10 points)

4. LOCAL MATCH
(Up to 5 points)

Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.

Local Match:

a) Minimum Hard Match (0 points) $ 20%

b) Hard Overmatch: $ %

c) In-kind Overmatch: $ %

d) Total Local Match commitment a + b + c = d $ %

<table>
<thead>
<tr>
<th>Required minimum contribution</th>
<th>Hard or soft overmatch</th>
<th>Awarded points</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% Hard and</td>
<td>≥ 30%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>20% to 29.99%</td>
<td>4</td>
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<td></td>
<td>15% to 19.99%</td>
<td>3</td>
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<tr>
<td></td>
<td>10% to 14.99%</td>
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<td></td>
<td>5% to 9.99%</td>
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<tr>
<td></td>
<td>0% to 4.99%</td>
<td>0</td>
</tr>
</tbody>
</table>

less than 20% contribution will be disqualified

• Please refer to page 8 for definitions of Local Match terms.
5. **COST EFFECTIVENESS**  
(Up to 10 points)

Metro staff will assess the project’s cost effectiveness based on its demonstrated ability to meet the regional mobility benefit in relationship to the total project cost. Please provide information on the cost and/or complexity of major elements of this project, such as including a description of bridge(s), underpass(es), mid-block intersection(s), and rail right(s)-of-way. **(Up to 10 points)**

**Estimate of Project Budget**

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Environmental documentation*</td>
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<tr>
<td>Hazardous Waste studies</td>
<td></td>
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<tr>
<td>Public Outreach</td>
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<td>Preliminary Design</td>
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<tr>
<td>Final Design/Bid Package</td>
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<td>Right-of-way</td>
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<td>Acquisition</td>
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<td>Utility relocation</td>
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<tr>
<td>Clearance/demolition</td>
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<tr>
<td>Total Design Costs</td>
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<td>Hazardous Waste Cleanup</td>
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<td>Earthwork</td>
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<td>Pavement</td>
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<td>Drainage</td>
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<tr>
<td>Traffic items</td>
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<td>Signage</td>
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<tr>
<td>Striping</td>
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<tr>
<td>Landscaping</td>
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<td>Other: ______________</td>
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<tr>
<td>Structural Items (Bridge/underpass/ramp)</td>
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<td>Other: ______________</td>
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<td>Total Construction Costs</td>
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<td>Construction Management &amp; Inspection</td>
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<td>Project Admin</td>
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<tr>
<td>Evaluation (before and after counts)</td>
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<tr>
<td>Operations (applicable to one-year startup of bike share and attended bike parking programs only)</td>
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<tr>
<td>Marketing</td>
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<tr>
<td>Total Project Administrative Costs (not more than 10% of total project costs)</td>
<td></td>
<td>$</td>
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<tr>
<td><strong>Total Project Costs</strong></td>
<td></td>
<td>$</td>
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</table>

*This item is not eligible for Call for Projects funding and may be funded by the sponsor’s local match.*
6. LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES
(Up to 20 points)

As required by State Law, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles through land-use and transportation policies and investments. This section awards points to projects that advance key elements of the adopted SCS. In order to receive the full points, project sponsors must explain how the project is complemented by jurisdictional policies, programs and/or activities that will increase the effectiveness of the project and maximize its sustainability benefits. The RTP/SCS was developed through a collaborative, bottoms-up process that incorporated feedback from local jurisdictions. All local Planning Departments were engaged in this effort and should be consulted in the development of the responses to this section.

a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas\(^8\) (HQTA) are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/). Please provide a response to i. and ii. \(\text{(Up to 4 points)}\)

i. If your project is located in an HQTA, how will the project increase the use of transit as an alternative to driving?

ii. If your project is not located in an HQTA, how will it improve bicycle and pedestrian access to local destinations and/or regional transportation centers (e.g., schools, retail centers, transit centers)?

b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
   - Emphasizes growth in HQTAs
   - Emphasizes growth along main streets, downtowns and other appropriate infill locations
   - Shifts development from single-family towards multi-family residential development to reflect recent trends, and
   - Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

Please describe how this project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking to implement the growth vision established by the RTP/SCS. Please list relevant land use planning efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, SCAG Sustainability Program [formerly Compass Blueprint] project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program) and describe how this project promotes their implementation. \(\text{(Up to 4 points)}\)

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\(8\) Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-serviced transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.
c) Please describe how this project implements any programs or projects your agency/jurisdiction is implementing that promote the use of green modes and reduce VMT. How does your project support: Complete Streets Policy or Updated Circulation Element to include Complete Streets, Plug-In Electrical Vehicle Policies or Plans, Car-Share/Bike Share, and/or Climate Action Plans. Describe how this project supports their implementation. Based on question B.3.c. (Project Need and Benefit to Transportation System), no additional points will be given for including a Bicycle Plan. *(Up to 4 points)*

d) Please describe any actions your agency/jurisdiction has taken to reduce or better manage travel demand. How does this project advance actions that include: Hired a Bike/Ped Coordinator, Adopted Bicycle Anti-Harassment Ordinance, Adopted Parking Policies to encourage more efficient use of parking resources and promote bicycle parking, adopted Multimodal Level of Service (MMLOS) for traffic studies, bike/ped counts and/or data collection, employer-based programs, and updated TDM ordinance? *(Up to 4 points)*

e) Please describe how this project complements programmatic initiatives (i.e., education and outreach) your agency/jurisdiction has put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare). Please list relevant programmatic initiatives (i.e., bicycle/pedestrian education and safety programs, bike/ped promotional events, Safe Routes to School programs, enforcement of speed limits, and other outreach programs) and describe how they will be complemented by this project. *(Up to 4 points)*
Approved and Certified by Local Agency:

Agency Chief Executive (i.e. Mayor, City Manager, CEO, CAO, PW Dir., City Eng. Gen. Mgr. or equivalent)  

This Project Study Report Equivalent has been prepared under the direction of the following staff authorized by the sponsoring agency to sign for the work. The person signing below attests to and certifies the technical information contained therein and the engineering data if appropriate, upon which the commendations, conclusions, and decisions are based.

Authorized staff  

If applicable, California PE Stamp and Lic. #
INSTRUCTIONS & APPLICATION

PART III
PEDESTRIAN IMPROVEMENTS
PEDESTRIAN IMPROVEMENTS

OBJECTIVE

The Pedestrian modal category’s primary function is to promote walking as a viable form of transportation to access activity centers, improve multimodal connections and serve as a cost-effective means of improving mobility and the efficiency of the County’s regional transportation system.

The Pedestrian Improvements Category’s focus is to achieve the following objectives:

1) Develop an infrastructure and environment that supports walking and enhances the potential for transit use through efficient multimodal connections;

2) Reduce trips within other modes by increasing the frequency and distance that people will walk; and

3) Improve pedestrian safety.

ELIGIBLE APPLICANTS

All public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, the State of California Department of Transportation, and transit agencies eligible for federal funds. Transportation related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Metro may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.
ELIGIBLE PROJECTS

This category provides capital funds for the construction of projects that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project’s construction. Eligible projects may include: First/Last mile connections, Complete Streets improvements, sidewalk construction, extensions and widening; curb ramps (as part of sidewalk reconstruction); enhanced pedestrian crossing features; landscaping; signage; lighting; and street furniture. Improvements must be for the use of the general public and located within a public right-of-way, in a public easement, or some other guarantee of public use.

Metro may provide funding for reconstruction of regionally significant pedestrian facilities that are or would become unusable without major renovation, when such deficiency is due to reasons other than lack of normal maintenance and where such deficiency significantly detracts from the usefulness of the original facility.

Metro’s maximum total contribution for each project awarded funding will be $3 million in this Call for Projects. The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding.

INELIGIBLE PROJECTS

Requests to repair, replace or remedy a clear or perceived public safety hazard are NOT eligible for grant funding. Repair, replacement or remedies to conditions that endanger public safety are the direct responsibility of the controlling jurisdiction. Jurisdictions are advised to immediately repair, replace or remedy clear or perceived public safety hazards.

Maintenance, operating costs, security personnel, feasibility studies, pedestrian/landscaping master plans, and city and agency staff positions are NOT eligible expenditures of funds in the Pedestrian Improvements category.

Pedestrian guidebooks are NOT eligible for grant funding unless they are a component of a larger pedestrian/construction improvement project.

PEDESTRIAN IMPROVEMENT ACTIVITIES

Metro will give priority to projects that achieve the following:

- Improve pedestrian access to transit facilities, improve First/Last mile connectivity between transit facilities and adjacent land uses, encourage the use of transit;

- Enhance pedestrian safety, or correct unsafe conditions for pedestrians in areas of either heavy transit or pedestrian activity where such condition is not resulting from lack of normal maintenance;
• Improve conditions for pedestrians, and encourage or promote pedestrian activity to make walking a viable transportation alternative; and

• Incorporate pedestrian improvements within larger multimodal projects.

**FUNDING CONDITIONS**

Successful project applicants will be required to conform to the following conditions, which will be reflected in the Letter of Agreement (LOA):

1) All pedestrian facilities designed or constructed using Metro funds must conform to the American with Disabilities Act (ADA);

2) All pedestrian facilities designed or constructed using Metro funds will not revert to non-public use for a minimum of twenty (20) years after the completion of construction, unless the facility is relocated to a nearby location at the project applicant’s expense; and

3) The project applicant will be responsible for operating and maintaining the pedestrian facility at its expense.

4) The project applicant must collect before- and after-bicycle and pedestrian counts. The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

Project sponsor must be prepared to conduct “before and after” bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

5) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

6) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
LOCAL MATCH REQUIREMENT

The pedestrian category has a twenty percent (20%) monetary Local Match requirement. A higher Local Match amount is encouraged and will improve the project’s competitiveness under the Local Match evaluation criteria. The degree of Local Match will be weighed in the final project evaluation and selection. Local overmatch may include cash or in-kind materials or services directly required to complete the project, such as design/engineering services, land, trees or landscaping. All in-kind materials and services must be accounted for and easily audited.

PROJECT STUDY REPORT EQUIVALENT (PSRE)

A Project Study Report Equivalent (PSRE) is required for all projects. In order to reduce additional paperwork and to maximize the utility of this application, completion of this application will satisfy the requirements of the PSRE provided it addresses all requirements of the PSRE Guidelines contained in Appendix B of this application package and provides the necessary supporting documentation. In order for the application to satisfy the PSRE requirement, an additional signature is required by a City Manager or City Engineer (beyond that required in Part I of this application) attesting that the technical information provided herein satisfies the conditions of the PSRE. Environmental Impact Statements (EIS) and/or Environmental Impact Reports (EIR) are acceptable PSRE substitutes.

The cost of preparing the PSRE must be financed by the applicant and is not an eligible cost for Call for Projects funding. Please note that if cost estimates and assumptions were prepared or approved within the past two years, Applicants should review them given changes in costs (e.g., right-of-way, construction, etc.), traffic, or other time-sensitive information.
PART III – PEDESTRIAN IMPROVEMENTS

Project Title: ___________________________________________________________(from Part I, Question 1)

PROJECT DESCRIPTION:

On an attached sheet, provide a detailed description of the project for which funding is requested. The description must include the elements listed below in order for this application to qualify as a PSRE. Answers must be provided to all of the items. Items that do not apply to the project should be answered as being non-applicable along with an explanation as to why they do not apply. Failure to provide a complete project description may result in an incomplete PSRE and project disqualification.

1) Provide a detailed description of all project components, including the following:

   a) length of project (in miles or feet)
   b) length of cross sections (in feet)
   c) sidewalk features (check all that apply). For every feature checked, describe existing conditions and proposed features.

      □ Add sidewalk
      □ Add sidewalk width or buffer
      □ Remove obstructions from the walkway
      □ Add missing curb ramps
      □ Street furniture (e.g., benches, trash receptacle, pedestrian-scale lighting, public art, etc.)
      □ Landscaping
      □ Wayfinding and signage
      □ First/Last Mile connection
      □ Other (Explain)

   d) pedestrian crossings (check all that apply). For every feature checked, describe existing conditions and proposed features.

      □ Add pedestrian crosswalks
      □ Advance stop bars
      □ Illumination at crosswalks
      □ Curb extensions
      □ Reduce pedestrian crossing distance
      □ Pedestrian signals at crosswalks
      □ Pedestrian refuge median
      □ Other (Explain)

2) Description of the project’s intended purpose. What is the project intended to accomplish?
3) Project location. Include all jurisdictions in which the project is located, exact location, limits, and length.

4) Anticipated project start date and duration.

5) Anticipated project life.

6) Identify all potential environmental issues and type of anticipated environmental processing required for this project.

7) How is the project designed to be compatible with and enhance the surrounding community? Does this project have the support of community, business and elected officials? If yes, include supporting documentation, which may include, but is not limited to, letters of support, recorded comments at public meetings, meeting minutes, etc. If appropriate, has the project been discussed with adjacent jurisdictions and the community? Is there opposition to the project? If yes, indicate who opposes the project and reason(s) for opposition.

8) Provide the project’s estimated budget information. Include a breakdown of the project’s pre-construction (i.e., design, outreach, and overhead) and construction costs (include quantities, unit costs, and total costs).

9) Provide an 8.5” by 11” map identifying the project’s location and limits, and any activity centers or transit facilities it serves. The map should also include the name of the sponsoring agency, should be to scale, and must be clear and legible.

10) Include color photos of project site.
1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION  
(Up to 25 Points)

On an attached sheet, address the following:

a) How does this project support the goals and objectives as outlined in the Objective section of this modal application? (Up to 5 Points)

b) Explain how the project will promote travel options other than driving alone and integrate with other modes (e.g., integration with bicycling, transit, etc.). (Up to 5 Points)

c) Describe how the project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility. (Up to 5 Points)

d) List any activity centers/destinations that are either directly adjacent to or are within one-quarter mile of the project. Indicate if these activity centers/destinations are regionally significant or local in nature. Activity centers include, but are not limited, to the following: Employment and Retail Districts, Schools, Government Facilities, Public Gathering Facilities, and Major Attractions. (Up to 5 Points)

e) Describe the predominant land use pattern(s), current density and conditions within the project area. Is there a diversity of land uses or is there one dominant land use activity? Include land use map, which can be zoning map or at least one 8.5” by 11” map identifying the project’s location and predominant land uses within 500 feet of the project site. (Up to 5 Points)

2. FIRST/LAST MILE IMPROVEMENTS (Up to 5 Points)

a) Is your project located within a one-half mile radius of a bus stop, rail, BRT station, or transit hub? Please provide a detailed explanation and a map indicating the boundaries of the project area as well as the bus/rail lines that operate within the area. (Up to 2 Points)

<table>
<thead>
<tr>
<th>Operator</th>
<th>Line Number(s)</th>
<th>Peak Headways</th>
<th>Ridership</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

b) Was the project developed using Metro’s First/Last Mile Strategic Plan’s methodology. Please provide specific details. (Up to 3 Points)
3. **PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM**  
*(Up to 35 Points)*

On an attached sheet, address the following:

a) Current pedestrian conditions and proposed improvements. *(Up to 8 Points)*
   
i. Describe the current pedestrian conditions within the project area and indicate why the project is needed. Indicate any particular pedestrian uses that currently exist along the project corridor (e.g., path used by transit riders, school children, elderly pedestrians, disabled pedestrians, nighttime pedestrian activity, etc.). Include appropriate supporting documentation, such as incident history, observations, etc.

   ii. How will this project improve the pedestrian conditions stated above? If there are no pedestrian facilities that currently exist, how far from the proposed project are the nearest parallel or connecting walkways?

b) Describe specific ways in which this project will improve the level of pedestrian connectivity between the neighboring community and the public transit facilities listed above. *(Up to 8 Points)*

c) Describe the project area’s demographic characteristics (e.g., elderly population, school age children under 16 years old, zero car household, etc.) that support walking and transit use. *(Up to 6 Points)*

d) How is the project designed to be compatible with and enhance the surrounding community? Does this project have the support of community, business and elected officials? If yes, include supporting documentation, which may include, but is not limited to, letters of support, recorded comments at public meetings, meeting minutes, etc. If appropriate, has the project been discussed with adjacent jurisdictions? Is there opposition to the project? If yes, indicate who opposes the project and reason(s) for opposition. *(Up to 5 Points)*

   □ Check box if you prefer to use your response from Part III, Section A, Question 7 to answer this question.

e) Identify/quantify the project area’s existing level of pedestrian activity and the projected activity levels resulting from the proposed improvements. Please provide methodology used in determining this estimate. *(Up to 4 Points)*

f) Estimate/quantify the number of automobile trips that this project will replace. Please provide the methodology used in determining this estimate. *(Up to 4 Points)*
4. **LOCAL MATCH**  
(Up to 5 Points)  
Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.

Local Match:

- **a) Minimum Hard Match (0 points)**  
  \[ \$ \quad 20\% \]

- **b) Hard Overmatch:**  
  \[ \$ \quad \% \]

- **c) In-kind Overmatch:**  
  \[ \$ \quad \% \]

- **d) Total Local Match commitment \( a + b + c = d \)**  
  \[ \$ \quad \% \]

- Please refer to page 8 for definitions of Local Match terms
- Meets Local Match Requirement (0 Points)
- Exceeds Local Match Requirement (up to 5 points)

<table>
<thead>
<tr>
<th>Local Match Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.01% – 24.99%</td>
<td>0</td>
</tr>
<tr>
<td>25.00% – 29.99%</td>
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</tr>
<tr>
<td>30.00% – 34.99%</td>
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</tr>
<tr>
<td>35.00% – 39.99%</td>
<td>3</td>
</tr>
<tr>
<td>40.00% – 49.99%</td>
<td>4</td>
</tr>
<tr>
<td>≥50%</td>
<td>5</td>
</tr>
</tbody>
</table>
5. COST EFFECTIVENESS  
(Up to 10 points)

Metro staff will assess the project’s cost effectiveness based on its demonstrated ability to meet the regional mobility benefit in relationship to the total project cost.

**Estimated Project Budget**

ADD ANY RELEVANT LINE ITEMS THAT ARE NOT INCLUDED IN THIS TABLE:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental documentation*</td>
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<td></td>
</tr>
<tr>
<td>Public Outreach</td>
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<td></td>
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<tr>
<td>Preliminary Design</td>
<td>$ ___________</td>
<td></td>
</tr>
<tr>
<td>Final Design/Bid Package</td>
<td>$ ___________</td>
<td></td>
</tr>
<tr>
<td>Right-of-way</td>
<td>$ ___________</td>
<td></td>
</tr>
<tr>
<td>Acquisition</td>
<td>$ ___________</td>
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</tr>
<tr>
<td>Utility relocation</td>
<td>$ ___________</td>
<td></td>
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<tr>
<td>Clearance/demolition</td>
<td>$ ___________</td>
<td></td>
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<tr>
<td><strong>Total Design Cost</strong></td>
<td>$ ___________</td>
<td></td>
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<tr>
<td>Construction</td>
<td></td>
<td></td>
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<tr>
<td>Earthwork</td>
<td>________</td>
<td>$ ___________</td>
</tr>
<tr>
<td>Pavement</td>
<td>________</td>
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<td>$ ___________</td>
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<td>Crosswalk Improvements</td>
<td>________</td>
<td>$ ___________</td>
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<tr>
<td>Signage</td>
<td>________</td>
<td>$ ___________</td>
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<tr>
<td>Sidewalk Improvements</td>
<td>________</td>
<td>$ ___________</td>
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<tr>
<td>Pedestrian Lighting</td>
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<tr>
<td>Landscaping</td>
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<td>Other</td>
<td>________</td>
<td>$ ___________</td>
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<tr>
<td>Structural Items</td>
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<tr>
<td>(Bridge/Underpass/ramp)</td>
<td>________</td>
<td>$ ___________</td>
</tr>
<tr>
<td><strong>Total Construction Costs</strong></td>
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<tr>
<td>Construction Management &amp; Inspection</td>
<td>$ ___________</td>
<td></td>
</tr>
<tr>
<td>Project Marketing</td>
<td>$ ___________</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td>$ ___________</td>
<td></td>
</tr>
</tbody>
</table>

*This item is not eligible for Call for Projects funding but may be funded by the sponsor’s local match.*
6. **LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES**  
(Up to 20 Points)

As required by State Law, the Southern California Association of Governments has adopted a Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles through land-use and transportation policies and investments. This section awards points to projects that advance key elements of the adopted SCS. In order to receive the full points, project sponsors must explain how the project is complemented by jurisdictional policies, programs and/or activities that will increase the effectiveness of the project and maximize its sustainability benefits. The RTP/SCS was developed through a collaborative, bottoms-up process that incorporated feedback from local jurisdictions. All local Planning Departments were engaged in this effort and should be consulted in the development of the responses to this section.

On an attached sheet address the questions below. Where supporting documentation is requested, provide exact title of policy/action, applicable page number(s) or section(s), and either web link OR electronic copy of document(s) on CD or DVD in PDF format OR hard copy if less than 10 pages. Failure to provide supporting documentation where requested may result in no points being awarded for that question.

a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas\(^9\) (HQTA) are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call_projects/](http://www.metro.net/projects/call_projects/). Please provide a response to either i. or ii. (Up to 4 Points)

   i. If your project is located in an HQTA, how will the project increase the use of transit as an alternative to driving?

   ii. If your project is not located in an HQTA, how will it improve bicycle and pedestrian access to local destinations and/or regional transportation centers (schools, retail centers, transit centers)?

b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
   - Emphasizes growth in HQTAs
   - Emphasizes growth along main streets, downtowns and other appropriate infill locations
   - Shifts development from single-family towards multi-family residential development to reflect recent trends, and
   - Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

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\(^9\) Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-serviced transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.
Please describe how this project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking to implement the growth vision established by the RTP/SCS. Please list relevant land use planning efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, SCAG Sustainability Program [formerly Compass Blueprint] project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program) and describe how this project promotes their implementation. Provide supporting documentation. (Up to 4 Points)

c) Please describe how this project promotes the use of green modes and better manages travel demand, including walk, bike, transit, vanpool/carpool, and telecommute. Please list relevant actions or programs [e.g., Adopted a Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Car-Share/Bike Share, Climate Action Plans, Parking Management Programs to encourage more efficient use of parking resources (e.g., eliminating free parking, implementing parking maximums/caps in building requirements, parking caps coupled with restrictions on street and neighborhood parking, unbundling parking by separating parking development from business or housing development, pursuing shared parking opportunities, Dynamic Traffic Management Strategies, Multimodal Level of Service (MMLOS), updated Transportation Demand Management ordinance)]. Describe how these efforts relate to this project. Provide supporting documentation. (Up to 8 Points)

d) Please describe how this project complements programmatic initiatives (i.e., education and outreach) your agency/jurisdiction has put in place to encourage alternatives to driving alone, including walk, bike, transit, and rideshare. Please list relevant programmatic initiatives (e.g., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs) and describe how they will be complemented by this project. Provide supporting documentation. (Up to 4 Points)
PSR EQUIVALENT SIGNATURE

Approved and Certified by Local Agency:

____________________________________________________________________________________
Agency Chief Executive (i.e. Mayor, City Manager, CEO, CAO, PW Dir., City Eng. Gen. Mgr. or equivalent) DATE
____________________________________________________________________________________

This Project Study Report Equivalent has been prepared under the direction of the following staff authorized by the sponsoring agency to sign for the work. The person signing below attests to and certifies the technical information contained therein and the engineering data if appropriate, upon which the commendations, conclusions, and decisions are based.

____________________________________________________________________________________
Authorized staff DATE
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INSTRUCTIONS & APPLICATION

PART III
TRANSIT CAPITAL
TRANSIT CAPITAL

OBJECTIVE

The Transit Capital Modal Category seeks to improve regional mobility, air quality, transit access, and sustainability by funding regionally significant projects that either directly or indirectly increase transit use. Examples of projects that directly improve transit use include those that increase the frequency and/or capacity of existing transit services or provide future new services. Examples of projects that indirectly increase transit use are those that provide enhanced access to the transit system and/or facilitate transfers. Specific projects under this mode include clean fuel bus acquisitions, bus stop improvements, transit centers, park and ride lots, commuter rail stations, and facility improvements. A limited number of requests for bus purchases will be awarded. Some elements of transit-oriented development projects are eligible if they meet the project evaluation criteria contained in this application, such as publicly owned park and ride facilities.

Investments in transit capital allow for the integration and coordination of local and community-based service with the regional network to effectively address service demand, maximize mobility options, and attract new riders to public transit. Based on Metro’s adopted 2009 Long Range Transportation Plan (LRTP), the intent of the Transit Capital Modal Category is to use resources wisely in compliance with state statues to achieve the following policy objectives: 1) Improve regional mobility; 2) Improve air quality; 3) Improve transit access; or 4) Integrate sustainability.

PROJECT STUDY REPORT EQUIVALENT

A Project Study Report Equivalent (PSRE) is required for all projects, with the exception of projects limited to vehicle and/or equipment purchases. Completion of this application will satisfy the requirements of the PSRE, provided it addresses all requirements of the PSRE Guidelines contained in Appendix B of this application package. To satisfy the PSRE requirement, an additional signature is required by a City Manager or City Engineer (beyond that required in Part I of this application) attesting that the technical information provided herein satisfies the conditions of the PSRE. If the project involves a bus purchase, then the General Manager/Director of the sponsoring transit operator can sign in place of the Civil Professional Engineer.

The cost of preparing the PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

ELIGIBLE APPLICANTS

All eligible applicants include public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, the state of California Department of Transportation, and transit agencies eligible for federal funds. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the public agencies. Metro may choose not to award funds, or execute a Funding Agreement (FA)
or Letter of Agreement (LOA), with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy (Appendix C), and Maintenance of Effort (MOE) requirements.

**CAPITAL FUNDING SOURCES**

Funding for the Call for Projects will be limited. Therefore, federal and state funds represent the majority of available funding. Successful project applicants must meet all federal and state regulations and requirements, if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at [http://www.dot.ca.gov/hq/LocalPrograms/ lam/lapm.htm](http://www.dot.ca.gov/hq/LocalPrograms/ lam/lapm.htm).

**ELIGIBLE PROJECTS**

Examples of eligible projects under the Transit Capital mode include the following categories:

1) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots.** Applications for construction of or improvements to regionally significant transit centers, bus layover areas and/or park and ride facilities are encouraged. Operator restroom facilities, signage, bus shelters, bus bays, temporary facilities for the relocation of transit-related functions, bicycle parking facilities, street widening, traffic-signal improvements to facilitate the operation of buses, and security lighting are all eligible components if part of a larger, regionally significant project.

For shared-use parking facilities, Metro funds only those parking spaces that are signed and designated for transit use. These Metro funded parking spaces cannot be claimed as local development mitigation. Projects must demonstrate how the parking facilities serve intermodal integration, increase mobility, and offer multimodal/multi-agency transfer locations.

Parking projects are required to conform to Metro’s adopted parking policy, which is found in Appendix D. Please review the policy and include assurances that your project complies with the terms of the policy. If your project is selected for funding, a Metro approved parking plan will be required as part of the FA/LOA.

2) **Regionally Significant Transit Stops.** Applications for the construction of new and/or existing regionally significant bus stop improvements at multimodal/multi-agency/multi-line transfer locations are encouraged. Examples of transit stop elements include bus shelters, bus benches, trash receptacles, transit information (signage, maps, or schedules), bus turnouts, bus landings (must be within 8 feet on either side of the shelter), solar powered attachments, and lighting (must be in addition to and not in replacement of city-funded street lighting). Americans with Disabilities Act (ADA) accessibility improvements
may be eligible only if part of a larger bus stop improvement project.

3) **Commuter Rail Stations.** Applications for the construction of and/or improvements to an existing commuter rail station to facilitate passenger demand and/or new boardings are encouraged. Applicants submitting projects for commuter rail station improvements (such as park and ride lots or enhanced bus/rail interface) must attach a letter of support from Metrolink. Please contact Metrolink representative Roderick Diaz at (213) 452-0455.

4) **Transit Facility Improvements.** Applications for the construction of new and/or improvements/retrofit to existing facilities are encouraged. The improvements/retrofit must be done in order to accommodate expanded transit service or alternative fuel buses. For projects requesting funding for yard expansion, the agency must demonstrate that the fleet size will exceed the existing available parking and that it owns the right-of-way (e.g., a governing board-approved expansion plan that describes the project and identifies additional bus needs). For projects requesting funding to retrofit an existing facility, the transit agency must have clean fuel buses in service, on order, or included in an approved vehicle replacement plan.

5) **Acquisition of Buses.** Applications for the replacement of existing diesel or gasoline buses with new clean fuel buses, replacement of existing clean fuel buses to new clean fuel buses, buses needed for service expansion, overcrowding relief, or to implement new transit services, are encouraged. For bus replacement projects, the existing diesel, gasoline or clean fuel bus must have reached its useful life, as defined by FTA’s Circular 5010.1D, Chapter IV, Section 3(f)(2)(a) [page IV-17] (a link to this document is available at www.metro.net/projects/call_projects). For transit service expansion projects, an approved expansion plan is required documenting that the new service will operate as planned once the vehicles are delivered. The applicant must also provide documentation that operating funds from local sources will be available for the service expansion, as Metro will not provide operating subsidies. For projects seeking buses to relieve overcrowding on specific bus lines, documentation showing that the overcrowding occurs during large segments of the peak hours, as well as average on-board by stop, must be provided.
INELIGIBLE PROJECTS/ITEMS

The following projects/items are ineligible:

1) One-for-one replacement of similar sized-vehicles that have not reached their useful life, as defined by FTA’s Circular 5010 1.D and cited above, at the time of replacement.

2) Demonstration projects with a limited time period.

3) Environmental studies/assessments directly related to the project.

4) On-going operating and maintenance expenses for current or new projects, including shuttles.

5) Improvements to transit centers, stations, or facilities solely to comply with ADA retrofit requirements.

6) Mitigation measures for development projects that significantly benefit one or more major property owner.

7) Electronic stand-alone passenger information centers/kiosks (unless part of a larger comprehensive project).

8) Urban rail projects.

9) Design-only Projects and Transit Studies.

10) Projects whose principal intent involves street pavement reconstruction or resurfacing.

11) On-vehicle related items such as fare boxes, head signs, stainless steel interiors, aluminum wheels, imaging (paint), passenger counters, or vehicle locator systems (unless part of a new vehicle purchase).

12) Any add-on to buses such as additional engines, transmissions, or warranties. Also not eligible are spare parts, engineering costs, training, publications, or diagnostic tools.

13) Rail track work or sidings.

14) Metro Rapid infrastructure and/or vehicles.

15) Bus shelters unless part of a larger regional project (see Regionally Significant Transit Stops).

16) Cost of real estate appraisal to determine value of property to be acquired for the project.

17) The cost of Metro to serve as the pass-through agency for the purpose of transferring funds from FHWA to FTA and preparing a grant application to receive federal funds.
LOCAL MATCH REQUIREMENT

A requirement of twenty percent (20%) Local Match has been set for Transit Capital projects. A higher Local Match participation (overmatch) is encouraged and will make a project score more competitively under the Local Match evaluation criteria. Local Match may include cash and/or land. Overmatch may include cash and/or land or in-kind contributions as defined on page 33.

For projects with land as Local Match, the land must be owned by the public agency. In addition, a real estate appraisal in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be current and conducted within six (6) months of the Call for Projects application’s due date (January 16, 2015). The appraisal report must be submitted with the complete application package. Projects recommended for funding with land as in-kind match will be reviewed by Metro’s Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

The value stated in the appraisal report, at the time the application is submitted, will be locked in towards the Local Match commitment. All in-kind contributions must be accounted for and easily audited. Project management/administration expenses are capped at a maximum of 10% of the total project cost. The applicant must submit a budget identifying the staff position, billing rate/hour, projected work hours, and tasks to be performed.

FUNDING CONDITIONS

Successful project applicants will be required to conform to the following conditions, which will be reflected in the appropriate funding agreement:

1) The project applicant must collect before- and after-bicycle and pedestrian counts (when applicable and as directed by the Metro Project Manager). The cost of this task may be included in the project budget and is eligible for Call for Projects funding.

   Project sponsor must be prepared to conduct "before and after" bicycle and pedestrian counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project. Sponsor shall submit bicycle and pedestrian count data and upload to the SCAG/Metro Bike Count Data Clearinghouse (http://www.bikecounts.luskin.ucla.edu/).

   The methodology for conducting counts is described in “Conducting Bicycle and Pedestrian Counts”, a manual jointly produced by the Southern California Association of Governments (SCAG) and Metro. The manual is available at http://www.metro.net/projects/call_projects/.

2) Project sponsors must comply with the California Complete Streets Act of 2008 prior to the first programming year. Sponsors must either modify their circulation elements to identify how they will provide for the mobility needs of all users of the roadway or adopt
a City Council resolution indicating their support of Complete Streets. Successful project applicants will be notified of the first programming year at the 2015 Call for Projects Grant Recipient Workshop.

3) Project sponsors must incorporate sustainable design elements. Sponsors are required to attend Metro-hosted training on sustainable design prior to the first programming year, develop a Sustainable Design Plan included as an attachment to the scope of work in the funding agreement, and report on implementation of the Sustainable Design Plan as part of the project closeout.
PART III - TRANSIT CAPITAL

Project Title: ____________________________________________________________
(From Part I, Question 1)

APPLICATION INSTRUCTIONS

Maximum points will be awarded for clear, quantitative, and qualitative answers that provide a high level of support for the Transit Capital policy objectives. Minimum points will be awarded for answers which indicate that the policy objectives will be only partially met.

PROJECT CATEGORY

Select the category which best describes the project.

1)  □ Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots

   Check the following project type:
   □ Transit Center
   □ Bus Layover
   □ Park and Ride Lot
   □ Other ________________________________

   Check the following where appropriate:
   □ No land acquisition is required. Facility will be built on an existing site controlled by applicant.
   □ Property will be used as in-kind match. ___Yes ___No
      If yes, indicate if property is publicly or privately owned? ______________
      If yes, an independent appraisal of the property, conducted within the six months prior to January 16, 2015, must be attached to this application.
   □ Facility will require land acquisition. Are funds requested in this application for land acquisition? ____ Yes ____ No
   □ Existing on-site improvements
   □ Other (specify) ____________________________

2)  □ Regionally Significant Transit Stops

   Check the following planned improvement(s):
   □ Shelters
   □ Transit information (signage/schedules/maps)
   □ Lighting
   □ Other (specify) ____________________________

3)  □ Commuter Rail Stations

   Check the following project type:
   □ Existing Station modifications
   □ New Station construction
4) □ Transit Facility Improvements

Check the following project type:
□ Construction of new maintenance facility
□ Modification of an existing maintenance facility
□ Bus parking yard expansion
□ Other (specify) ____________________________

5) □ Acquisition of Buses

Check one of the following reasons for purchasing new buses:
□ Replacement of existing diesel, gasoline, or clean fuel buses with new clean fuel buses
□ Buses to relieve overcrowding
□ New service/service expansion

Check one of the following bus sizes:
□ 30 ft.
□ 35 ft.
□ 40 ft.
□ 45 ft.
□ 60 ft.
□ Other (specify) ____________________________

Check one of the following fuel types:
□ Electric
□ Compressed Natural Gas
□ Other (specify) ____________________________

NOTE: Metro will apply the current average base cost of a vehicle based on its size and fuel type to determine final funding recommendation.

OTHER PARTICIPANTS & DESCRIPTION OF INVOLVEMENT

(List other agencies/organizations providing financial or other support to the project and describe involvement)
PROJECT DESCRIPTION

In a minimum of one page, provide a clear and detailed description of the project for which funding is being requested. Keep the background information brief. Include only information about purchases or improvements for which funding is being requested within this application, or for which Local Match funds are being pledged. Include only descriptive information and address the following:

1) If requesting funds for vehicles, please include a reason for your request, the characteristics of the existing and/or new vehicles (size, seating, fuel type, manufacturer, year bus was manufactured, total vehicle miles of the buses being replaced, and other features), a description of the general service area, where the new vehicles will be deployed, general service characteristics, and regional connectivity.

2) If requesting funds for transit centers, commuter rail stations or transit facilities, please include a reason for the project and a general description of the proposed improvements (number of bus bays/bus parking spaces, equipment retrofit, operator restroom facilities, number of parking spaces reserved for transit, bike facilities, etc.). Also describe the general service area and provide a diagram of the proposed facility, map of the project location, route maps, passenger boardings, and any other project related elements.

3) If requesting funds for regionally significant transit stop improvements, please include a reason for the project and a general description of the proposed improvements to be made, a map of the corridor and list of stop locations, major activity centers served, lines serving each location, and total daily boardings at each stop.

NOTE: If a project is selected for funding, the project description in the application must be consistent with the scope of work submitted with the FA/LOA. Any significant change in the scope of work from the initial project description will require Metro Board approval and/or may result in a reduction in or loss of the awarded funding amount.

PROJECT STUDY REPORT EQUIVALENT (PSRE)

Please address all issues listed below. Failure to adequately address any of these items will cause the application to be disqualified from consideration for funding. You may address them in a stand-alone PSRE, if preferred. Some issues from the PSRE guidelines are omitted from this section because they are addressed in the SCORING SECTION or elsewhere in the Call for Projects application package.

1) Background and project history. Briefly describe any prior project history that will assist in understanding the situation. Have any commitments been made? Does the project have outside support or opposition?

2) Discussion and analysis of the alternatives (including project costs) that satisfy project need and purpose. The discussion of alternatives should include a No Project Alternative and any project alternatives that were rejected.

3) Inventory of environmental resources, identification of potential environmental issues and anticipated environmental processing type. Potential mitigation requirements and
associated costs should also be identified.

4) Description of potential hazardous materials/waste problems and potential mitigation or avoidance. Associated costs should also be identified. Metro does not pay for hazardous waste mitigation.
1. REGIONAL SIGNIFICANCE & INTERMODAL INTEGRATION
   (Up to 25 points)

   a) Describe how the project meets one or more of the Transit Capital policy objectives: improve regional mobility; improve air quality; improve transit access; or, integrate sustainability. Also describe how this project may increase transit use/ridership, reduce or facilitate transfers, be cost effective, and complement the applicant’s transit system, nearby transportation facilities/services, and the regional system. Indicate how the project avoids duplication and competition with other projects. (Up to 10 points)

   b) Identify key regional trip generators, regional activity centers, and/or the regional transit system to which access would be served or enhanced. (Up to 5 points)

   c) Identify rail, fixed route bus, dial-a-ride, and shuttle services that will utilize/be affected by the proposed improvement as follows: (Up to 5 points)

<table>
<thead>
<tr>
<th>Operator</th>
<th>Line #</th>
<th>Headway</th>
<th>Ridership (Avg. Weekday Boardings)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d) List all local, regional and state plans (Metro, SCAG, or other) in which this project is included, coordinated or consistent with. (Up to 5 points)

2. FIRST/LAST MILE IMPROVEMENTS
   (Up to 5 points)

   How does this project address the goals of Metro’s First Last/Mile Strategic Plan, such as improvements or linkages to the physical active transportation network? (Up to 5 points)

3. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM
   (Up to 35 points)

   a) Describe the existing situation and the need for the project. State how the project eliminates or mitigates transportation service deficiencies in the community it serves, such as existing service gaps, lack of passenger amenities, or necessary facility improvements. (Up to 15 points)

   b) Describe how this project contributes to a decrease in single occupancy vehicle (SOV) travel, particularly during peak periods. (Up to 10 points)

   c) Identify areas of transit dependency that will be served by the project and how effective the project will be in meeting transit-dependent mobility needs. (Up to 10 points)
4. **LOCAL MATCH**  
(Up to 5 points)

See Local Match Requirements

Local Match points will be scored based on the total Local Match commitment as follows:

- **Required 20%** = 0
- 21% – 25% = 1
- 26% – 30% = 2
- 31% – 35% = 3
- 36% – 39% = 4
- 40% – 50% = 5

a) Enter total from line 35 of the Project Funding Request (Part II: Table 3 of Project Financial Plan summary)  
$ \underline{\phantom{00000}}$

b) **Required 20% Local Match:** Cash and/or land only (please attach appraisal report)  
$ \underline{\phantom{00000}} \quad 20\%$

c) **Overmatch:** Cash and/or land (please attach appraisal report)  
$ \underline{\phantom{00000}} \quad \%$

d) **Overmatch:** In-kind  
$ \underline{\phantom{00000}} \quad \%$

e) **Total Local Match commitment b+c+d = e**  
$ \underline{\phantom{00000}} \quad \%$

- Please refer to page 8 for definitions of Local Match terms.

5. **COST EFFECTIVENESS**  
(Up to 10 points)

Each applicant can only apply for one of the following five categories and receive a maximum of 10 points: 1) Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots; 2) Regionally Significant Transit Stops; 3) Commuter Rail Stations; 4) Transit Facility Improvements; or, 5) Acquisition of Buses. In determining a project’s cost effectiveness, the applicant must develop a cost/benefit analysis. The cost/benefit analysis shall include the total project cost, its benefits, and how the benefits of implementing the project achieve at least one of the four Transit Capital policy objectives: improve regional mobility; improve air quality; improve transit access; or, integrate sustainability.

Examples include:

a) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots**  
Compare the total project cost of constructing and/or improving a regionally significant transit center/bus layover area/park and ride lot to new projected daily boardings that will be generated by the project as it relates to improving regional mobility.
b) **Regionally Significant Transit Stops**
   Compare the total project cost of constructing and/or improving a regionally significant transit stop to new projected daily boardings that will be generated by the transit stop improvements as it relates to improving transit access.

c) **Commuter Rail Stations**
   Compare the total project cost of constructing and/or improving a rail station to new projected daily boardings that will be generated by the rail station center as it relates to improving regional mobility.

d) **Transit Facility Improvements**
   Compare the total project cost of constructing and/or improving a new transit facility and how it relates to improving regional mobility, such as attracting new riders.

e) **Acquisition of Buses**
   Compare the total project cost of purchasing new alternative fuel buses to the use of the new buses as it relates to improving air quality versus the existing fuel technology.

6. **LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES**
   (Up to 20 points)

   Through collaborative efforts with local jurisdictions, the Southern California Association of Governments has adopted a Regional Transportation Plan/Sustainable Community Strategy (RTP/SCS) that demonstrates how the region will reduce greenhouse gas emissions from passenger vehicles via land-use and transportation policies and investments. This section awards points to projects that advance key elements of the RTP/SCS.

   a) How will this project increase the competitiveness of transit as an alternative to driving alone? And how does the project complement programmatic initiatives to encourage alternatives to driving alone and better manage travel demand? (Up to 5 points)

   b) How does this project directly/indirectly support actions your agency has taken to promote walking and/or biking to transit? (Up to 5 points)

   c) Describe the predominant land use pattern(s) within and/or along the project area. How is the project designed to be compatible with the surrounding community? Does the project support connectivity to major transportation hubs, commercial centers, existing or proposed Transit Oriented Developments, and/or other major activity centers? Project sponsors may cite as evidence of planning coordination a SCAG Sustainability Program (formerly Compass Blueprint) project, a Strategic Growth Council Planning Grant, Metro TOD Planning Grant, or similar program. (Up to 5 points)

   d) How will this project enhance the energy efficiency of transit service? (Up to 5 points)
COST ESTIMATE SHEET

Please use the following table to itemize estimated project costs to support calculations in Section D (5), Cost Effectiveness.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Regionally Significant Transit Centers, Bus Layover Areas, Park &amp; Ride Lots</td>
</tr>
<tr>
<td></td>
<td>Transit Center</td>
</tr>
<tr>
<td></td>
<td>Bus Layover/Operator Restroom</td>
</tr>
<tr>
<td></td>
<td>Park and Ride Lot (enter number of spaces for transit users)</td>
</tr>
<tr>
<td></td>
<td>Other (specify)</td>
</tr>
<tr>
<td><strong>Subtotal Section 1</strong></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>Regionally Significant Transit Stops</td>
</tr>
<tr>
<td></td>
<td>Shelter</td>
</tr>
<tr>
<td></td>
<td>Signage/Schedule/Maps</td>
</tr>
<tr>
<td></td>
<td>Lighting</td>
</tr>
<tr>
<td></td>
<td>Other (specify)</td>
</tr>
<tr>
<td><strong>Subtotal Section 2</strong></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>Commuter Rail Stations</td>
</tr>
<tr>
<td></td>
<td>Park &amp; Ride Component</td>
</tr>
<tr>
<td></td>
<td>Station Construction Component</td>
</tr>
<tr>
<td></td>
<td>Bus Related Interface Component (e.g., number of bus bays, layover zones)</td>
</tr>
<tr>
<td></td>
<td>Other (specify)</td>
</tr>
<tr>
<td><strong>Subtotal Section 3</strong></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>Transit Facility Improvements</td>
</tr>
<tr>
<td></td>
<td>Construction of new maintenance facility</td>
</tr>
<tr>
<td></td>
<td>Modification of an existing maintenance facility for expansion</td>
</tr>
<tr>
<td></td>
<td>Modification of existing maintenance facility for alternative fuel project</td>
</tr>
<tr>
<td></td>
<td>Bus parking yard expansion project</td>
</tr>
<tr>
<td></td>
<td>Other (specify)</td>
</tr>
<tr>
<td><strong>Subtotal Section 4</strong></td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td>Acquisition of Buses</td>
</tr>
<tr>
<td></td>
<td>Transit Buses for Replacement</td>
</tr>
<tr>
<td></td>
<td>Transit Buses to Relieve Overcrowding</td>
</tr>
<tr>
<td></td>
<td>Transit Buses for New Service/Service Expansion</td>
</tr>
<tr>
<td><strong>Subtotal Section 5</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL SECTIONS 1-5</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
### 6. Project Administration
(capped at 10% of total project)

<table>
<thead>
<tr>
<th>Item</th>
<th>% of Total Project</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>Design</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>Contingency</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal Section 6</strong></td>
<td></td>
<td><strong>$</strong></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COST</strong> (Subtotals of Sections 1 through 6)</td>
<td></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

NOTE: Please add more lines to the above table or use a separate sheet if alternative detail cost items apply. Also, if appropriate, attach maps/sketches, typical cross sections, or other documentation.

Estimated Prepared By: ______________________
Date: ______________________
Phone: ______________________
E-mail: ______________________
PSR EQUIVALENT SIGNATURE

Approved and Certified by Local Agency:

_________________________  _______________________
Agency Chief Executive (i.e. Mayor, City Manager, CEO, CAO, PW Dir, City
Eng. Gen. Mgr. or equivalent)  DATE

This Project Study Report Equivalent has been prepared under the direction of the following
staff authorized by the applying agency to sign for the work. The person signing below
attests to and certifies the technical information contained therein and the engineering data
if appropriate, upon which the recommendations, conclusions, and decisions are based.

_________________________  _______________________
authorized staff  DATE

If applicable, California PE Stamp and Lic #

If the project is for a bus purchase or transit vehicle purchase, then the General
Manager/Director of the applying transit operator must sign.

_________________________  _______________________
General Manager/Director  DATE
Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX A

FUND SOURCE GUIDE
INTRODUCTION

This appendix describes the fund sources that are anticipated to be available for programming by Metro through the 2015 Transportation Improvement Program (TIP) Call for Projects. Although information is provided for each funding source, the focus of the TIP Call for Projects is on attracting, evaluating, and prioritizing the best regional projects, without regard to funding sources. After projects are approved for funding by the Metro’s Board, Metro staff will assign specific funds to each project based on fund source eligibility requirements and in an effort to leverage the maximum amount of federal and state funds for the County. The funds described in the following paragraphs are not all inclusive as Metro may assign other funds that may become available before we complete and adopt the 2015 Call for Projects. The descriptions herein are for information purposes only and cannot be construed to represent the current policies of Metro or any other agency.

LOCAL REVENUES

Proposition C

Proposition C revenues are generated by a Los Angeles County ½ cent sales tax approved by the voters in November 1990. Funds are allocated to a variety of capital and operating projects and programs that improve transit service and operations, reduce traffic congestion, improve air quality, and efficiently operate and improve the condition of streets and freeways utilized by transit. By ordinance, revenues from Proposition C are apportioned into the following categories: Rail & Bus Security (5%); Commuter Rail, Transit Centers, and Park and Ride Lots (10%); Local Return (20%); Transit-Related Improvements to Streets and Highways (25%); and Metro Discretionary (40%).

It is anticipated that only Proposition C 10% (Commuter Rail, Transit Centers, and Park and Ride Lots) and Proposition C 25% funds (Transit-Related Streets and Highway Improvements) will be available for programming through this Call for Projects from Proposition C. Transit Capital is the only modal category eligible for Proposition C 10% funds. The Modal Categories eligible for Proposition C 25% funds include: 1) Regional Surface Transportation Improvements, 2) Goods Movement Improvements, and 3) Signal Synchronization and Bus Speed Improvements.

The Bicycle and Pedestrian modal categories are also eligible for Proposition C 25% funds if the projects are part of transit related improvements to freeway ramps, state highways and regionally significant arterials.
STATE REVENUES

Regional Improvement Program

With the passage of Senate Bill 45 (SB 45), seventy five percent (75%) of the funds available through the STIP are committed to the statewide Regional Improvement Program. These funds are derived from a variety of state and federal sources, including TEA-21, SAFETEA-LU, MAP-21 and state gas tax revenues. Caltrans amasses these funds in the State Highway Account, and distributes them through the STIP, which is based on STIP county share formulas. Projects identified through this Call for Regional Improvement Program (75%) funds will be submitted to the State in the 2014 STIP Amendment process.

Regional Improvement Program funds are intended for a broad range of transportation improvements, including not only state highways, but also grade separations, transportation system management, transportation demand management, soundwalls, bus and rail transit, local street and road projects, intermodal facilities and pedestrian and bicycle facilities.
FEDERAL MAP-21 REVENUES

Regional Surface Transportation Program (STP)

As part of MAP-21, the Federal government sets aside funds for the Surface Transportation Program (STP). Under TEA-21, fifty percent (50%) of Surface Transportation Program (STP) funds were for the Regional Surface Transportation Program (RSTP). The RSTP is now about fifty-six percent (56%) of STP funds because SAFETEA-LU eliminated the 10% set-aside for Safety Construction. This program is intended for use by states and localities for congestion relief in urban areas. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, enhancement, and operational improvements for highways, capital costs for transit projects eligible for assistance under the Federal Transit Act, publicly-owned intra-city or inter-city bus terminals and facilities, carpool projects, fringe and corridor parking facilities, bicycle and pedestrian walkways, and highway and transit safety improvements.

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

The Congestion Mitigation and Air Quality Improvement Program (CMAQ) is designed to fund projects that contribute to the attainment of national ambient air quality standards with a focus on ozone and carbon monoxide. Projects in this program must be consistent with a State Implementation Plan (SIP) that has been approved pursuant to the Clean Air Act. However, projects involving alternative fuel fleet conversions no longer need to be specifically identified or included in the SIP or maintenance plan in order to be eligible for CMAQ funding. Programs, projects, and activities that are eligible for CMAQ funding are mainly for Transportation Control Measures, Travel Demand Management, and Public Transportation. Typical projects include transit capital and operating improvements, traffic flow improvements, high occupancy vehicle lanes, employer-based transportation management plans and incentives, fringe parking facilities servicing high occupancy vehicles, rideshare service programs and outreach activities, bicycle and pedestrian facilities and programs, telecommuting, intermodal freight, emission inspection and maintenance (I/M) stations, alternative fuels vehicles and facilities, diesel retrofits for on- and off-road vehicles, planning and project development activities for projects with air quality benefits, magnetic levitation transportation technology deployment programs, and experimental pilot projects and public-private partnerships considering activities showing promise for air quality emission reductions.
Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX B

PROJECT STUDY REPORT EQUIVALENT (PSRE) GUIDELINES
Metro
Project Study Report Equivalent (PSRE)
Guidelines

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I. WHY ARE PSREs REQUIRED?

A Project Study Report (PSR) [or a PSR Equivalent (PSRE) for projects off the State Highway System] is a substantial document that contains a report of preliminary engineering efforts, a detailed alternatives analysis, and cost, schedule, and scope information, including estimated schedule and costs for environmental mitigation and permit compliance. A PSR/SPRE also must include an inventory of known environmental issues and constraints, a description of hazardous materials or waste in the project area, the type of environmental document anticipated for NEPA and/or CEQA compliance, and potential mitigation measures and their estimated costs.

Under State law (Government Code Section 14529(e)), the State Transportation Improvement Program (STIP) is limited to projects submitted or recommended through the Caltrans Interregional Transportation Improvement Program (ITIP) or a region’s Regional Transportation Improvement Program (RTIP). Neither the ITIP nor RTIP may include a project without a Project Study Report or Project Study Report Equivalent (Government Code Sections 14526(b) and 14527(f)).

Please note that Metro does not fund stand-alone STIP projects for environmental and engineering work; projects funded must have a capital construction component. Metro wants to ensure that projects selected for discretionary funding through the Call for Projects are feasible and will be built according to the scope and within the cost assumptions specified in the Call for Projects funding application. Consistent with Government Code Sections 14526(b) and 14527(f)), Metro requires, as an eligibility requirement for awarding a project State Transportation Improvement Program funds (STIP funding), that a PSRE be completed for projects on local streets or roads. The cover sheet of the PSRE shall contain the following language: *The Project Study Report Equivalent has been prepared under the direction of the applicant’s staff authorized to sign for the work. The staff person attests to the technical information contained therein and the engineering data upon which the recommendations, conclusions and decisions are based.*

II. WHAT IS A PSR EQUIVALENT (PSRE)?

PSREs are intended to provide the Call for Projects with vital information about the feasibility of projects requesting funding through Metro’s discretionary programming process -- the Transportation Improvement Program (TIP) Call for Projects. PSREs should present a clear definition of the project along with the magnitude of costs, identification of feasible alternatives, and identification of obvious environmental or other conditions that need to be addressed. Using the above information, the PSRE should also provide a reasonable time line for project delivery and identification of the steps needed to occur for project delivery. The project sponsor should ensure that the project time line and delivery schedule is consistent with Metro and STIP lapsing policies (*a delivery schedule that exceeds the lapsing period would result in lapsing of funds.*) Caltrans defines PSREs as engineering reports whose purpose is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be considered for inclusion in a future programming document such as the STIP.
A sponsor with a project which is located partly on a local highway and partly on a state highway will need to seek Caltrans determination on the appropriate document required. If the project involves state highway right-of-way, then a PSR or a PSR/Project Development Support (PDS) may be required. If the project abuts a state highway right-of-way, it is possible that a PSRE would suffice. Caltrans should be consulted early on to determine the type of engineering document that will be required.

The PSRE shall include, at a minimum, the following information as appropriate to address the specific project:

- Need and purpose of the project
- Background and project history
- Discussion and analysis of the alternatives (including project costs) that satisfy project need and purpose. The discussion of alternatives should include a No Build Alternative.
- Costs shall be summarized by the various project components as follows:
  
  A. Completion of all permits and environmental studies
  B. Preparation of Plans, Specifications, and Estimates (PS&E)
  C. Acquisition of Right-of-Way
  D. Construction and construction management and engineering, including surveys and inspection

If the project involves the State Highway system, project components No. C and No. D shall be further distinguished as follows:

  A. Right-of-Way capital
  B. Acquisition of Right-of-Way (support/soft costs)
  C. Construction capital
  D. Construction management and engineering, including surveys and inspection

- System planning, including coordination and consistency with statewide, regional and local planning
- Inventory of environmental resources, identification of potential environmental issues and anticipated environmental processing type. Potential mitigation requirements and associated costs should also be identified
- Description of potential hazardous materials/waste problems and potential mitigation or avoidance. Associated costs should also be identified. Please be advised that Metro programmed funds are not eligible for hazardous waste problems or mitigation.
• Discussion of proposed implementation and the tentative delivery schedule of the significant milestones. Significant milestones include:
  Start Environmental Studies
  Draft Environmental Document
  Final Environmental Document
  Begin Design Engineering
  Completion of Plans, Specifications, and Estimates
  Start Right-of-Way Acquisition
  Right-of-Way Certification
  Ready to Advertise
  Start Construction (Contract Award)
  Project Completion
• Identification of potential programming and funding of the project, proposed sources of funding, project funding eligibility (e.g. “Federal Aid eligible”), other funding or revenue source issues
• Appropriate supporting attachments (i.e., maps, advance planning studies, cost estimate sheets, etc.)

III. WHEN IS A PSRE NEEDED?

Approved PSREs for projects which will request funding are required at the time applications are submitted to Metro for the Call for Projects and must be included as part of the application package.

IV. HOW LONG DOES IT TAKE TO DEVELOP A PSRE?

Depending on the complexity and nature of the project, the time frame for developing and approving the PSRE can vary. It should be emphasized that since the project sponsor will be responsible for preparing and approving the PSRE, the sponsor will have considerable influence over the time required for completion and approval. PSRE for Construction projects which are relatively complex may require six months or more to complete. Once approved, a PSRE is valid for approximately 3 years. Elements of the PSRE may need to be updated more often. For example, the cost estimate including right-of-way information may need to be updated if older than 1 year. Project milestones may need to be updated more often as costs and schedules change.

V. WHO DEVELOPS THE PSRE?

The PSRE shall be prepared under the direction of staff authorized by the project sponsor to commit funding to the project. Typically, this person would be a California registered professional civil engineer (PE), or other registered engineer as appropriate for the scope of work, but may be done by persons without the PE certification. The PSRE can be completed using in-house staff or by qualified consultants on contract with the lead agency. The cover sheet for the PSRE shall contain the following language: This Project Study Report Equivalent has been prepared under the direction of the following staff authorized to sign for the work.
The staff person attests to the technical information contained herein and the engineering data if applicable, upon which the recommendations, conclusions, and decisions are based.

In addition, the PSRE shall be signed by the local agency’s chief executive officer. This could be either the jurisdiction’s top elected official (i.e., mayor) or top agency staff authorized with chief executive authority (i.e. CEO, CAO, City Manager, Public Works Director or City Engineer, or equivalent).

VI. WHO INITIATES AND MANAGES THE PSRE?

The lead agency applying for funding through Metro’s Call for Projects shall be responsible for developing and completing the PSRE prior to Metro’s application deadline.

VII. PSRE COORDINATION WITH Metro AND LOCAL AGENCY

The PSRE shall be developed and approved by the local agency sponsoring the project. The PSRE shall then be submitted to Metro with the Call for Projects Application. Metro will not approve the PSRE, but requires a locally approved PSRE as a condition for funding consideration.

Please be advised that Metro could request additional information and/or request the sponsoring agency to revise the PSRE supplied, if it is incomplete or does not address the minimum information requirements as stated in these guidelines.

VIII. BENEFIT/COST INFORMATION

Metro may conduct a benefit - cost analysis for the project covered by the PSRE. The PSRE should include the following quantitative information.

Cost of the project by: (must be in FY 14-15 dollars)

- total project cost
- cost anticipated for each year of the project
- cost by phase of the project (construction, right-of-way, engineering, design, environmental, etc.)

Benefits of the project (before and after):

- performance data (such as Level of Service (LOS) improvement, traffic counts (am, pm peak), and hours of delay)
- safety -- accidents reduced, damages prevented, $ saved
- air pollution reductions
IX. DETAILED DESCRIPTIONS OF MINIMUM PSRE INFORMATION REQUIRED BY Metro

1. Cover Sheet -- Include the Information / Format as shown below

PROJECT STUDY REPORT EQUIVALENT

Vicinity Map

Show:
- Project limits (street to street)
- North Arrow

On Street __________________________
Between ___________________________
And ______________________________

Approved by Local Agency:
____________________________________
____________________________________
____________________________________

Agency Chief Executive (i.e. Mayor, City Manager, CEO, CAO, PW Dir, City Eng., Gen. Mgr., or equivalent) DATE

This Project Study Report Equivalent has been prepared under the direction of the following staff authorized by the sponsoring agency to sign for the work. The person signing below attests to and certifies the technical information contained herein and the engineering data upon which the recommendations, conclusions, and decisions are based.

____________________________________
authorized staff DATE If applicable California PE Stamp and Lic #

If the project is for a bus purchase, then the General Manager of the sponsoring Municipal Transit operator must sign.

____________________________________
General Manager DATE
BODY OF REPORT

2. Project description, parameters and the functional improvement objective of the proposed project

Problem to be Solved?

Briefly describe why the project is needed and what problem the project is going to mitigate.

Work Description

Briefly describe major components of the proposed work, e.g., signals, bridge replacement, roadway widening, bicycle/pedestrian facility, etc.

Project Limits

Briefly describe the physical limits or nature of the project. Attach a list, as needed, for multiple or various locations. Indicate length of project to nearest one-tenth of a mile. Use 0.1 if a spot location. Include additional sheets, if needed, to clearly define the project location or scope of work.

3. Need and purpose for the project

Provide a concise discussion of the need and purpose of the proposal, supplemented as needed, by attached maps, charts, tables, letters, etc. As applicable, discuss existing and forecasted traffic, level of service, capacity adequacy, and safety data. What are the physical, economic, social, and environmental constraints that would affect the solution? Discuss the need and purpose of the land use development proposal(s) generating need for the improvement. Briefly list any controversial aspects or issues of the proposed work.

4. Background and project history

Briefly cover any prior project history that will help understand the situation. Have any commitments been made? Does it mitigate a previous condition or new development? (Metro does not provide funding for developer mitigations) Does the project have outside support or opposition? Briefly describe. Provide documentation of any community/public outreach that has taken place and describe community reaction to the project, if known.

5. Discussion and analysis of the alternatives (including project costs) that satisfy project need and purpose. The discussion of alternatives should include a No Build Alternative

Briefly discuss project alternatives and variations of the project that will satisfy project goals, be cost effective, and avoid or minimize environmental and right-of-way effects; provide right-of-way and construction costs. Attach schematic maps of the alternatives and typical cross-sections as appropriate. Discuss and analyze existing and forecasted traffic. Are there alternative solutions? Provide estimated costs. Is right-of-way to be obtained? State the
assumptions used in the right-of-way estimate. Discuss any potential adverse operational impacts due to the proposal. Should additional work be done to alleviate adverse impacts? As appropriate to the proposal, attach maps, alternatives (schematic geometrics), adjacent segments, and land uses.

From the CTC Adoption Guidelines -- the Project Study Report (and equivalent) cost estimate is to be based on preliminary-level engineering, but needs to be to the level of detail that, when considering the project for programming, will provide a reasonable approximation of the funding and staff resources that will be needed to deliver the project within the proposed schedule as outlined in the report.

Project costs shall be summarized in the project components as follows:

A. Completion of all permits and environmental studies
B. Preparation of Plans, Specifications, and Estimates (PS&E)
C. Acquisition of Right-of-Way
D. Construction and construction management and engineering, including surveys and inspection

If the project involves the State Highway system, project components No. C and No. D shall be further distinguished as follows:

1. Right-of-Way capital
2. Acquisition of Right-of-Way (support/soft costs)
3. Construction capital
4. Construction management and engineering, including surveys and inspection

In preparing the capital cost estimates, the degree of effort and detail for each study is expected to vary depending on the complexity and sensitivity of the issues. A cost breakdown for each of the major elements (i.e., roadway, structures, utility relocation, right-of-way acquisition, bikeways, striping, pedestrian improvements, transit facilities, etc.) of the project must be provided. A contingency factor to cover unanticipated items of work or cost increases may be applied. Generally, a factor of 25% is acceptable. However, a higher or lower percentage may be used. Metro requires justification supporting the contingency factor used.

6. System planning, including coordination and consistency with statewide, regional and local planning

Discuss the coordination, and consistency of the proposed project with statewide, regional and local planning efforts such as Metro’s Long Range Transportation Plan and Short Range Transportation Plan, local general, specific area, and subdivision plans, the SCAG Regional Transportation Plan (RTP), Congestion Management Program (CMP), State Implementation Plan (SIP), Bicycle Transportation Strategic Plan, Short Range Transit Plans, etc., and information on expected timing of future local development.
7. **Inventory of environmental resources, identification of potential environmental issues and anticipated environmental processing type. Potential mitigation requirements and associated costs should also be identified**

Briefly describe the inventory of environmental resources and identify environmental issues. Are there potential adverse impacts that would affect the viability of alternatives? Describe the type of environmental clearance to be obtained for CEQA and identify who should be the lead agency. When a Negative Declaration is the type of environmental clearance anticipated, it should be qualified with "... because no significant resources appear to be impacted. More detailed studies may change this conclusion." The environmental issues should be discussed in sufficient detail to determine if extensive studies or time-consuming processes that affect schedules are involved. Describe the type of environmental clearance for compliance with NEPA when involved. If the highway work is to be part of a larger overall local agency development EIR, what steps are needed for any required FHWA or FTA approvals? An identification of the permits that may have significant impact on the proposal is necessary. Any mitigation that requires Right-of-Way cost or time to develop or negotiate must be identified.

8. **Description of potential hazardous materials/waste problems and potential mitigation or avoidance. Associated costs should also be identified.**

Identify existing known waste sites within or immediately adjacent to the proposed project. Discuss how probable project alternatives may affect the sites.

9. **Identification of the potential or proposed sources of funding, project funding eligibility (e.g. “Federal aid eligible”), discussion of proposed implementation, and the tentative delivery schedule of the significant milestones.**

Identify which agencies will be the source of funds. Include the type (color) of funding. Which agencies will be responsible; which agencies will execute agreements; and, which will be the lead. Include start and finish dates for the significant milestones below:

- A  Start Environmental Studies
- B  Draft Environmental Document
- C  Final Environmental Document
- D  Begin Design Engineering
- E  Completion of Plans, Specifications, and Estimates
- F  Start Right-of-Way Acquisition
- G  Right-of-Way Certification
- H  Ready to Advertise
- I  Start Construction (Contract Award)
- J  Project Completion

10. **Identification of the potential programming and funding of the project**

If the project has already received partial funding [i.e., Project Development Support such as Project Approval/Environmental Document (PA/ED), Plans, Specifications and Estimates...}
(PS&E), etc., list the TIP, STIP, and/or Call for Projects identification numbers, the programmed amount, source of funds and phase of work programmed. Also include the amounts programmed by year.

**PROGRAMMING DATA**

<table>
<thead>
<tr>
<th>FTIP (MPO/RTPA)</th>
<th>FY</th>
<th>$ Programmed</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment No.</td>
<td>FTIP PPNO</td>
<td>FHWA/FTA Approval Date</td>
<td></td>
</tr>
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</table>

Call for Projects Identification Number: 

Federal Funds $ Phases PE R/W Const 

Air Basin (CMAQ only)

Also complete the funding tables in Attachments B (Financial Plan) & C (Cost Estimate)

11. A partially complete Project Programming Request, as described in the STIP Guidelines, shall be included as an attachment. Download from the Caltrans Web Site at: http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm

The fact sheet should be completed with the information that is available at the time of PSRE preparation. Examples of information which can be completed include: Existing STIP funding, Local Match funding, legislative districts, project description, responsible contacts, lead agency, project identification numbers, project map, etc.

12. Appropriate supporting attachments (i.e. maps, advance planning studies, cost estimate sheets, etc.).

Any of the above supporting documents should be attached, if useful.

13. Authorized staff signature or registered California Professional Engineer stamp

The appropriate staff authorized by the sponsoring agency must sign the cover of the report. Usually (but not a firm requirement), this person is a Civil Engineer with the Professional Engineer (P.E.) designation. The California currently registered professional civil (or other registered engineer authorized to sign for the work) engineer (PE) stamp or seal and number with signature should be placed on a separate sheet which shall be part of the report. Also included on this sheet shall be a statement indicating that the registered engineer or other staff person signing this document is attesting to the technical information contained herein and is judging the qualifications of any technical specialist providing engineering data upon which recommendations, conclusions, and decisions are based. The approval of the report will be a management decision. This Project Study Report Equivalent has been prepared under the direction of the following staff person, registered civil engineer or other registered professional engineer appropriate for the work. The appropriate staff or registered engineer
attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based. Also, please note that a signature of the top official of the sponsoring agency is required (Mayor, City Manager, City Engineer or Public Works Director, etc.).

If the project is for a bus purchase, then the General Manager of the sponsoring municipal transit operator can sign in place of the Civil Professional Engineer.

14. Recommendation

Please state which alternative is recommended. Briefly describe the alternative and the advantages and disadvantages of the recommended alternative. Also, describe the reasons why the other alternatives were not recommended.

15. Attachments

The following should be attached to a PSRE:

- STIP Fact Sheet
- Financial plan
- Approved cost estimate using appropriate format. Cost estimates must be in FY 14-15 dollars. The estimate must be attached to the PSRE for the studies and costs performed
- Appropriate maps and back-up

Please indicate whether work will be completed using over-time. Please also indicate the project management percentage used as well as any burden rates.

FACTORS THAT AFFECT UNIT PRICES

Restrictive Work Hours or Method of Work

Restricting the contractors’ working hours or the method of work on a project may have major effects on prices. The prices for work that is limited to short shifts, or required to be completed in long shifts, or limited to night time operations should be increased to reflect the cost of premium wages required for such work and for the general inefficiencies and decreased productivity that may result. Night work for plant operations (i.e. asphalt concrete production) can especially be expensive when small quantities are involved. Plants usually do not operate at night and may require special production runs at much higher than normal operating costs.
ATTACHMENT A: PROJECT FINANCIAL PLAN
PROJECT STUDY REPORT EQUIVALENT (PSRE)

NOTE: INDICATE ALL AMOUNTS IN THOUSANDS ($000) AND IN FY 14-15 DOLLARS

<table>
<thead>
<tr>
<th>PROJECT EXPENSES *</th>
<th>PRIOR YEARS ($000)</th>
<th>FY 2016-17 ($000)</th>
<th>FY 2017-18 ($000)</th>
<th>FY 2018-19 ($000)</th>
<th>FY 2019-20 ($000)</th>
<th>FY 2020-21 ($000)</th>
<th>TOTAL ($000)</th>
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<td><strong>CAPITAL EXPENSES:</strong></td>
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<td>4 Right-of-Way Acquisition or Lease</td>
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<td>5 Equipment Purchase or Lease (e.g. computers)</td>
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<td><strong>OTHER EXPENSES (Specify):</strong></td>
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</tbody>
</table>

* List only expenses to be incurred in the completion of the Scope of Services of the project for which you are applying for funding. Expense categories are not applicable for all projects.
Attachment B - Cost Estimate

Transportation Problem:

Project Scope:

Route - Location

Description of Project Limits

Description of Project Scope

Special Conditions (if any):

Will overtime be required?

Project Component Costs: (must be in FY14-15 dollars)

<table>
<thead>
<tr>
<th></th>
<th>Metro REQUESTED $</th>
<th>TOTAL $</th>
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<tbody>
<tr>
<td>Environmental</td>
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<td>Design Eng</td>
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<td>R/W</td>
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<td>Right of Way</td>
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Proposed Schedule*  

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<tr>
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<tbody>
<tr>
<td>Start Environmental Studies</td>
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<tr>
<td>Draft Environmental Document</td>
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<tr>
<td>Final Environmental Document</td>
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<tr>
<td>Begin Design Engineering</td>
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<tr>
<td>Plans, Specifications, &amp; Estimates</td>
<td></td>
</tr>
<tr>
<td>Start R/W Acquisition</td>
<td></td>
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<tr>
<td>R/W Certification</td>
<td></td>
</tr>
<tr>
<td>Ready to Advertise</td>
<td></td>
</tr>
<tr>
<td>Start Construction (award)</td>
<td></td>
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<tr>
<td>Project Completion (open for use)</td>
<td></td>
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</tbody>
</table>

* Are the Project Milestones consistent with Metro lapsing policy?

Responsible Agency

Contact Person and Contact Information
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APPENDIX C

LACMTA, STATE AND FEDERAL LAPSING POLICIES
TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

FA LAPSING POLICY:

Grantee must demonstrate timely use of the Funds by:

(i) executing an FA within ninety (90) days of receiving formal transmittal of the FA boilerplate from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later;
(ii) meeting the Project milestones due dates as agreed upon by LACMTA and Grantee in the Scope of Work. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project development or right-of-way costs must be expended by the end of the second fiscal year following the year the Funds were first programmed;
(iii) submitting the Quarterly Progress/Expenditure Reports; and,
(iv) expending the Funds granted within 36 months from July 1 of the Fiscal Year in which the Funds are programmed.

If the Grantee fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board for deobligation. Expenses that are not invoiced within 60 days after the lapsing date are not eligible for reimbursement.

In the event that the timely use of the Funds is not demonstrated, the Project will be reevaluated by LACMTA as part of its annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board. If Grantee does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event that all the Funds are reprogrammed, the Project shall automatically terminate.
STIP LOA LAPSING POLICY:

The following is LACMTA’s understanding of the State requirements for timely use of funds; the terms of this section are subject to change by Caltrans and/or the CTC.

- Programmed Funds are available for a project-specific allocation vote by the CTC only until the end of the Fiscal Year (FY) for which they are programmed. The Project Sponsor may request a one-time extension to the allocation deadline, however there is no guarantee it will be approved. Project Sponsor must present Caltrans District 7 with either a completed Project-specific allocation request or a completed request for extension at least 60 days in advance of CTC meeting the last of the fiscal year in which the Funds are programmed. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them. An allocation request and/or a request for extension will not be considered complete by Caltrans unless it includes LACMTA concurrence.

- After the Funds are allocated by a specific vote of the CTC for construction or capital purchase, the Project Sponsor has six (6) months to award a contract; or request a one-time extension from the CTC. However, the CTC is under no obligation to grant this extension. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them.

- After award of a contract, the Project Sponsor has a maximum of thirty-six (36) months to complete such contract and expend and receive reimbursement of the expenditures.

- Funds allocated by the CTC for Project development or right-of-way costs must be expended by the end of the second Fiscal Year following the year in which the Funds were allocated.

The deadline for the Project-specific allocation vote can be extended by the CTC, but only if the CTC’s action occurs by June of the Fiscal Year in which the Funds are programmed. The possible CTC extensions are one time and for up to twenty (20) months, at the discretion of the CTC, but only if the CTC finds that an unforeseen and extraordinary circumstance beyond the control of the Project Sponsor has occurred that justifies the extension.

Following the allocation, at the end of the period allowed for expenditure and reimbursement of expenditures, subject to the requirements and regulations of the Agency and the CTC, and to the extent allowed by the Agency and the CTC, Project Sponsor shall relinquish any Funds not reimbursed to the State Highway Account for future programming at the CTC’s discretion.

Prior to the programmed year, a STIP amendment reprogramming funds to a later year will postpone the application of the lapsing provision. A STIP amendment request must be made 90 days prior to the last CTC meeting or no later than March of the program year of the Fiscal Year prior to the Fiscal Year in which the Funds are programmed. A STIP amendment request will not be considered complete by Caltrans unless it includes
LACMTA’s concurrence. The CTC will not amend the STIP to change the program year of the funding after the beginning of the fiscal year for which the Project is programmed.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed by the CTC and will be removed from LACMTA’s program of projects.

In addition, the Project Sponsor must execute a LOA within 90 days of receiving formal transmittal of the LOA from LACMTA, or by December 31st of the first fiscal year in which the Funds are programmed, whichever is later, and demonstrate evidence of timely allocation of Funds programmed for the Project. Evidence of timely allocation includes an executed allocation request document, an approved Grant Application document with the Agency, and the Fund Allocation Request that the Project Sponsor submits to the CTC.

In the event a LOA is not executed and/or evidence of timely allocation of the Funds is not provided, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event the Funds are reprogrammed, the Project shall automatically terminate without further action by either party.
LOA (FEDERAL FUNDS) LAPSING POLICY:

Project Sponsor must demonstrate timely use of the Funds by:

i. executing an LOA within ninety (90) days of receiving formal transmittal of the LOA boilerplate from LACMTA, or by December 31st of the first Fiscal Year in which the Funds are programmed, whichever date is later;

ii. meeting the Project milestones due dates as agreed upon by LACMTA and the Project Sponsor in the Scope of Work. Project preliminary engineering must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project preliminary engineering or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year the Funds were first programmed. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design;

iii. submitting the Quarterly Progress/Expenditure Reports; and,

iv. obligating the Funds programmed within 36 months from July 1 of the first Fiscal Year in which the Funds are programmed.

Project Sponsor must demonstrate evidence of timely use or obligation of Funds. Evidence of timely obligation will be either an executed “Authorization To Proceed” document (Caltrans Version E-76) or an approved Grant Application document with the Agency.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

In the event a LOA is not executed and/or evidence of timely obligation of Funds is not provided, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board. If Project Sponsor does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event the Funds are reprogrammed, the Project shall automatically terminate without further action by either party.
PURPOSE

This Parking Policy document has been developed to assist Metro in managing its existing parking resources. In a region where auto usage represents over 85% of the regional trips, adequate parking near transit facilities is a crucial component of the transit system. Many, and potentially all of the Metro parking facilities that operate with available capacity today will likely have demands that exceed current capacity in the foreseeable future. Metro will assess the usage of parking facilities and the projected needs for new facilities annually and present the findings to the Metro Board. This policy applies specifically to Metro facilities. Metro will work with the jurisdictions adjacent to Metro facilities to encourage them to consider and implement the policies included in this document.

The policy provides for a “tool box” approach where multiple programs can be combined at any specific parking location. The parking management policy emphasizes two primary courses of actions, modify demand or increase supply, and in the long term to anticipate the need for both.

POLICY

1) SYSTEMWIDE IMPROVEMENTS: –

Metro shall periodically investigate the need and feasibility of the following actions at all transit stops/stations.

a) Improve Alternative Access to Transit: This includes strategies that improve walking, cycling, ridesharing, and transit services.

i) Bicycle Facilities and Walking Connections at Transit Facilities: Expand bicycle-supporting facilities at transit centers along with pedestrian improvements within the first half-mile of a transit center.

ii) Improve Accessibility to Corridor Transportation Alternatives: Increase connecting transit services or options such as the Bus Rapid Transit (BRT), local transit services, fare free zones serving transit centers, shuttles or carpools.

iii) Provide Parking and Access Information to Users: Provide information on station parking availability, alternative modes of access, and alternative off-site parking locations, using signs, brochures and maps, websites, and parking information incorporated into general marketing materials and at parking locations.

2) EXISTING PARKING FACILITIES: –

Metro shall analyze, and where appropriate (i.e., parking lots at 75% capacity), pursue the
following:

a) **Support the Formation of Parking “Districts” or Parking Authorities**
   **Including such strategies as:**

   i) **Shared Parking Between Sites or Users:** Pursue opportunities to share the use of off-street parking facilities among different buildings or operators in an area to take advantage of different peak periods. Example: a transit center can efficiently share parking facilities with a shopping mall, restaurant or theaters.

   ii) **Universal Mediums:** Use universal fee collection mediums that allow on-street and off-street parking to be priced the same and paid for with the same medium (like phone calling cards). Partner with Others: Work cooperatively with other parking providers to implement policies or practices that improve access and parking operations in proximity to Metro facilities.

b) **Implement Charges for Parking:**

   i) **Charging Guidelines:** Charges shall be instituted when:

      (1) Charges are not estimated to cause significant drops in ridership
      (2) Charges are not anticipated to cause significant and un-mitigatable adverse parking spillover into adjacent business and residential areas.
      (3) Charge rates for parking are generally competitive with the adjacent parking facilities.
      (4) The projected revenue from a parking location can exceed the management, operational and capital costs associated with implementing parking charges.

   ii) **Institute Variable Pricing:** Use pricing that is higher during peak periods and lower at other times, or pricing that is time graduated.

   iii) **Combine Fare Medium with Parking Costs:** Develop a payment form that combines transit fare and parking charges to maximize user convenience and discourage non-transit parking in transit parking facilities. A combined medium penalizes non-transit parking use in transit parking facilities.

c) **Improve the Efficiency of Parking:**

   i) **Give Preferences:** Carpoolers/vanpoolers, motorcycles and bicycles move more people per parking space. Designate areas or spaces for their exclusive use in close proximity to the station entrance

   ii) **Regulate Time:** Limit the maximum time a vehicle can park in more convenient spaces, to encourage turnover and shift long-term parkers to less convenient facilities.
iii) **Install Innovative Technology:** Consider the use of new parking technologies to assist in parking management and operations such as sensor loops and LED signage that count cars and assess peak parking demands. New systems being developed by the parking industry allow more flexibility and better information to both the user and the operator.

d) **Pursue Lower Cost Options that Increase Parking Supply in the Existing Facilities:**

i) **Re-Stripe the Current Lot:** Gains of 5-15% more parking can often be achieved with a re-stripe plan. Consider the increase in vehicle size including SUV’s, in any re-stripping plans

ii) **Hire Parking Personnel for Tandem Parking:** Valet or leave your keys type parking can add 30-50% more parking in the same space. Private operators already do this to maximize use.

iii) **Consider installation of Mechanical Systems:** Lower cost mechanical lift systems already exist that can often double the parking capacity on the same land areas currently used as surface parking areas.

3) **HIGH DEMAND FACILITIES:**
Where existing park-and-ride lots are projected to operate at high utilization rates, Metro shall analyze, pursue, and as appropriate increase the parking supply by the following methods:

a) **Create Off-Street Parking Near Transit Facilities:**

i) **Buy or Lease:** underutilized parking lots or land in the area.

ii) **Build:** parking lots and/or structures.

iii) **Partnerships:** with local jurisdictions or private entities to provide parking or to implement Shared-Parking programs. Include spaces or shared parking with local businesses.

b) **Work with Local Jurisdictions: to Consider Methods to Increase On-Street Parking:**

i) Minimize: restrictions for on-street parking.

ii) Convert: traffic lanes to parking lanes: where such conversion does not have significant impacts to CMP objectives.

iii) Set up On-street Parking Zones: near transit centers that either increase available parking or increase the number of short term parking for local businesses.

4) **EXISTING SERVICES WITHOUT PARKING AND/OR PROPOSED SERVICES:**
Assess existing and proposed new services such as Metro Rapid Bus to determine
parking needs. Recommend cost-effective methods to increase parking supply where needed to accommodate existing or encourage new riders using the methods described in this policy.

5) **INVESTIGATE LONG-TERM IMPACTS AND SUPPORT CHANGES IN PUBLIC POLICY THAT IMPROVE ACCESS TO TRANSIT FACILITIES:**

Metro has historically focused on developing or improving parking in the immediate proximity of Metro transit facilities. But other alternatives, including advocating changes in public policy, may have a significant positive impact on parking near transit facilities. A listing of several options follows:

a) **Work with Cities to Develop Better Land Use and Transportation Integration:**

i) **City Parking Requirements:** Local city-parking requirements, parking locations or method of payments can be integrated with the regional transportation system through an integrated land use strategy. Work with local cities to develop mutually beneficial parking policies and parking practices as part of the general plan or land use plan updates.

ii) **Un-bundle Parking:** Separate parking development from businesses or housing development, so residents or employers pay only for the parking spaces they need.

b) **Work with State and Local Jurisdictions to Change Ordinances that Improve Local Parking Controls:**

i) Pricing on street parking in residential neighborhoods as part of a Parking Benefit Districts, with revenues used to benefit local communities or mitigate overflow-parking impacts.

ii) Allow residents and firms in conformity with state and local laws to lease on-street parking spaces in front of their homes or business, for customers and personal use.

iii) Reduce or eliminate employee parking subsidies, so automobile commuters pay some or all of their parking costs. Cash out free parking, so employees who use alternative commute modes receive a comparable benefit.
Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX E

METRO’S INTELLIGENT TRANSPORTATION SYSTEMS (ITS) POLICY
EXHIBIT A

LOS ANGELES COUNTY REGIONAL ITS ARCHITECTURE CONSISTENCY
SELF-CERTIFICATION FORM

This form should be completed and executed for all ITS projects or projects with ITS elements except for routine maintenance and operation, traffic signal controller replacement, purchase of bus or rolling stock, expansion or enhancement of an existing operation system. The original form should be sent to Metro Highway Programs for any planned ITS projects or proposed funding involving Local, State or Federal funds programmed or administered through the Metro at the time of submittal of project application.

1. Name of Sponsoring Agency: ___________________________________
2. Contact Name:___________________________________________________
3. Contact Phone:___________________________________________________
4. Contact Email:___________________________________________________
5. Project Description:______________________________________________
6. Identify the ITS elements being implemented and the relevant National Architecture User Service(s), see Attachment A in Appendix E.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
________
7. Outline of the concept of operations for the project.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

8. Identify participating agencies roles and responsibilities

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

By signing and self-certifying this form, the agency commits itself to follow the ITS requirements listed below during project design and implementation. Please be advised that your project may be subject to further review and documentation by FHWA or FTA during project design and implementation phases:

- Perform a lifecycle analysis for the ITS project elements and incorporate these costs into the Operations and Maintenance plan as part of the system engineering process,
- Maintain and operate the system according to the recommendations of the Operations and Maintenance plan upon project completion,
- Use the systems engineering process and document the system engineering steps, and
- Use the Los Angeles County Regional ITS Architecture interface standards if required and conform to the regional configuration management process.

Signature:

____________________________ Date _________
Agency Representative

Submit this original Self-Certification Form to Call for Projects and a copy to:
Mr. Steven Gota, Director Highway Programs
Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX F

RIGHTS-OF-WAY PRESERVATION GUIDELINES
PURPOSE

The Rights-of-Way Preservation Guidelines were developed to provide guidance for property management decisions with respect to commercial leases and other uses of Metro real property assets. The guidelines establish policies for the following: bicycle and pedestrian facilities, rail removal, landscaping, billboards, parking, temporary structures, storage, and community uses.
Summary of Policy
The purpose of the Rights-of-Way Preservation Guidelines is to help staff make decisions about preserving rights-of-way for future transportation projects. They supplement the Real Estate Department’s Policies and Procedures, which guide property management operations, including short-term commercial leases, but do not offer direction on issues related to rights-of-way.

The Guidelines assist staff when considering requests received from neighborhood associations, cities and nearby residents and landowners regarding landscaping, removing rail tracks, or converting agency property into linear parks, equestrian trails, or public community areas. They permit us to grant those requests that are compatible with our mission and continue to preserve the land as a transportation corridor. The goal is to balance the community’s desire to beautify and improve agency owned property with the need to preserve corridors for future transportation uses. The Guidelines provide direction in six areas.

- **Rail Removal** – The Guidelines prohibit the removal of tracks, except where it is necessary for a transportation project. However, tracks may be covered with paving, dirt or mulch.

- **Landscaping** – Planting trees and landscaping are permitted only along the perimeters of the right-of-way. Trees may be planted within the outer five feet of our property line to create a strong visual image, but they are prohibited from the right-of-way’s center. Ground cover and low shrubbery are allowed within ten feet of the edge of the right-of-way. Planting should comply with local ordinances for street and sidewalk visibility and should not compromise overhead clearance for buses and trucks when fully matured. Landscape plans must be submitted for review and approval.

- **Bicycle and Pedestrian Paths** – Construction of a bikeway and/or pedestrian path is prohibited unless the bikeway or pedestrian path is designed so that the sponsor can demonstrate that it will not have to be relocated or removed to allow for construction or operation of a future transportation project. This will have the effect of limiting bikeways to wider right-of-ways and will require that the bike path and associated pedestrian path and landscaping be contained within a limited area along the outer edge of the right of way.

- **Billboard Removal** – The Guidelines allow billboards to be removed, if it is in our best economic interests and if the party requesting their removal pays the entire cost incurred, including relocation expenses and lost revenue, for a period of not less than ten years. The Board may approve exceptions to this case-by-case.

- **Use Restrictions** – Only temporary structures and convenience parking—not permanent—are permitted on rights-of-way, but structures that support community activities, such as temporary churches and school buildings, public parks, recreational facilities, equestrian trails, farmers’ markets, primary parking and municipal parking lots, are not.

- **Grade Crossings** – The guidelines allow for a crossing at a right-of-way to an adjacent private property, if it is
used as a secondary access to the lessee’s property, and it is designed and operated in coordination with local city traffic engineering requirements. Crossings will not be allowed if the termination of the crossing right would make all or a portion of the adjacent property unusable. Permission will be granted for grade crossing only through short-term license agreements.

Also, the CEO may approve minor deviations, but only if they are consistent with the intent of the Guidelines.

**Historical Perspective**

In recent years staff has received numerous requests from various communities to landscape its rights-of-way, build structures or provide parking along the perimeters. It has also granted funding to several cities to construct bikeway segments on several rights-of-way. The existing Real Estate Department Policies and Procedures provide help for property management of non-operating rights-of-way and other properties owned by the agency. They require staff to preserve rights-of-way for future transportation projects, and, where possible, to lease land while protecting it for future transportation purposes. These policies address such issues as lease terms, established rental rates, protection and maintenance of the properties, and leasing and record keeping procedures. These new Guidelines provide help where none existed before; they are seen as a supplement to the existing Real Estate Department Policies and Procedures.

**Last Board Action**


The Board adopted the Rights-of-Way Preservation Guidelines for use by the agency as guidance in the review and approval of requests for interim uses of rights-of-way and other vacant properties.

**Attachment**

Rights-of-Way Preservation Guidelines

**See Related**

Disposition of Surplus Real Property
Grade Crossing for Light Rail
Joint Development of Real Property
Real Estate Department Policies and Procedures
Use of Property for Commercial Activities
Los Angeles County Metropolitan Transportation Authority (Metro)

Metro RIGHTS-OF-WAY PRESERVATION GUIDELINES
(As approved by the Metro Board in February 2000.)

INTRODUCTION

These guidelines are intended to supplement the existing Real Estate Department Policies and Procedures. The existing policies provide guidance for property management operations with respect to commercial leases and other uses of Metro real property assets including non-operating rights-of-way and other Metro-owned properties. The existing policies require the preservation of the rights-of-way for future transportation projects while encouraging utilization on an interim basis for the creation of revenue to Metro. While these Policies and Procedures are comprehensive with respect to general property management practices, they provide no specific direction to staff on a number of issues which may affect the preservation of the rights-of-way for future transportation projects.

Metro has received requests from neighborhood associations, cities and nearby residents and landowners to allow extensive landscaping, linear parks and equestrian trails, track removal and public community areas on Metro rights-of-way. In addition, Metro has granted funding to several cities to construct bikeways on segments of several rights-of-way. The existing policies do not provide sufficient guidance for staff or the community as to which of these interim uses will be allowed.

Some of these requests may impact Metro’s goal of preserving the rights-of-way for future transit use because it could be extremely difficult to remove extensive landscaping, park like areas, and/or community uses that have been in place for many years. Further, any new residents to an area may not even be aware that a transportation corridor exists and is intended for future transit use.

The following supplemental guidelines seek to balance community needs to beautify and improve Metro’s property with Metro’s need to preserve the corridors for future transportation uses.

RAIL REMOVAL/COVERING

Rail/track removal is not permitted except for the following purposes:

- a transportation project, including a Class 1 bike path
- intersection improvements needed for vehicular and/or pedestrian bicycle safety and flow

Track and other track material removal for beautification purposes only is not allowed. Tracks and other track material may be covered with paving, dirt or mulch.
LANDSCAPING

Trees are permitted only within five (5) feet of each edge of Metro’s right-of-way to the property line; other landscaping, i.e., low shrubbery or ground cover is permitted within an area often (10) feet along the outer edges of Metro’s right-of-way to the property line. Lease boundary fences may be covered with screening vines. No significant grading or mounding of soil is permitted.

Planting should comply with local ordinances for street and sidewalk visibility and should not compromise overhead clearance for buses and trucks when fully matured. Plantings should be selected which are drought tolerant, preferably native species. Landscape plans are to be submitted to Metro for review and approval.

Perimeter landscaping must be maintained by the project sponsor or lease holder. The project sponsor or lease holder must enter into a License or Lease Agreement with the Metro Real Estate Department that satisfies the Facilities Maintenance Department. The Facilities Maintenance Department may require that the project sponsor provide maintenance for the entire width of the right-of-way, possibly subject to reimbursement from Metro, where appropriate.

If allowed, imported soil must meet Metro’s specifications for clean backfill material guidelines, and the lessee shall be required to follow Metro’s specified environmental protocol governing hazardous materials for such soil movement.

BICYCLE AND PEDESTRIAN PATHS

Construction of a bikeway and/or pedestrian path is prohibited unless the bikeway or pedestrian path is designed so that the sponsor can demonstrate that it will not have to be relocated or removed to allow for construction or operation of a future transportation project. The additional width of the right-of-way that is not being used for the bikeway/pedestrian facility may not be converted to a landscaped linear park.

An exception to the above requirement is made for the City of Burbank’s bikeway project on the Burbank Branch right-of-way west of the Burbank Metrolink Station to the City of Los Angeles city limits. The project has already been fully funded and designed for this segment; the right-of-way is only 36 feet in width; and this segment of the right-of-way has never been included in Metro’s Long Range Transportation Plan for a transit project. Because of the narrow width of this right-of-way segment, a bicycle path and adjacent pedestrian path will be allowed in the center of the right-of-way with adjacent perimeter landscaping, subject to approval by the Metro’s CEO or his designee.

Similarly, the final one mile segment of this funded bikeway project is in the City of Los Angeles just east of the North Hollywood Red Line station in the area not proposed for any immediate transit use. The right-of-way in this segment, however, is 60 feet wide. The most appropriate placement of the bikeway and landscaping in this segment shall be subject to
approval by Metro’s CEO or his designee.

Exceptions to the bikeway guideline for other Metro right-of-way segments may be made only at the discretion of the Metro Board

BILLBOARD REMOVAL

Requests for removal of licensed billboards shall be considered only if, in Metro’s sole opinion, it is in the best economic interests of Metro to do so. In the event billboard removals are allowed, the requesting party shall be required to assume all legal and financial responsibility which may arise as a result of the removals, including, but not limited to, relocation or removal expenses to which the billboard owners would be entitled under the law, and reimbursement to Metro of its anticipated lost revenue stream, for a period of not less than ten (10) years, as determined by Metro in its sole discretion.

USE RESTRICTIONS

Temporary structures - Leases may allow temporary structures only, such as construction trailers, portable offices or other portable structures, on concrete slabs or temporary pier footings, if any, and that can be easily relocated at minimal cost. No permanent structures will be allowed.

Supplemental parking - Leases for parking on the rights-of-way shall be for supplemental parking only, for the convenience of employees or customers, and not parking to fulfill zoning or occupancy code requirements or otherwise serve as primary parking for a permanent use.

Public community use - Leases should not be made for a public community use, such as temporary church, school classroom or other community building, parks and recreational uses, equestrian trails, farmers’ market, municipal parking lots to serve public civic areas, community gardens and pet parks.

Outdoor storage areas - Leases for outdoor storage uses in or near residential areas shall require that the stored materials be screened by normal height fences.

Compatibility with surrounding areas - Local elected officials and/or city staff may be contacted for input regarding compatibility with local land uses prior to issuing a lease. Uses should not be allowed that could cause community complaints or erode community goodwill towards the Metro and/or future support for any transit project.

GRADE CROSSINGS

Grade crossings of an Metro-owned right-of-way to an adjacent private property will be allowed only if the crossing is to be used as secondary access to the lessee’s property, is not for primary access, and is designed and operated in coordination with local city traffic engineering requirements. Crossings will not be allowed if termination of a crossing right by Metro would make all or a portion of the adjacent property unusable. Exceptions may be made if the private property has the potential for another access which could be readily used.
if the Metro grade crossing was removed in the future. Permission will be granted only by a short term license agreement.

**DEVIATIONS FROM THE GUIDELINES**

Minor deviations consistent with the overall intent of the guidelines may be made with the approval of Metro’s CEO.
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Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX G

FUNDING AGREEMENT/
LETTER OF AGREEMENT TEMPLATES
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CTC STIP Guidelines:
CALL FOR PROJECTS
PROPOSITION C
FUNDING AGREEMENT

This Funding Agreement ("Agreement") is dated for reference purposes only [Insert Processing Start Date], and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and [Insert Grantee Name] ("Grantee") for [Insert Board Approved Project Title] - LACMTA Call for Projects ID# [Insert #] and FTIP# [Insert #] (the "Project").

WHEREAS, as part of the [Insert Applicable Call Year] Call for Projects, the LACMTA Board of Directors, at its meeting on [Insert Board Meeting Date, not P&P Date], authorized a grant to Grantee, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Funding
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment C1 - Quarterly Progress/Expenditure Report
7. Attachment D - Federal Transportation Improvement Program (FTIP) Sheet
8. Attachment E - Special Grant Conditions by the Technical Advisory Committee (TAC) or the Board, ITS Architecture Consistency Self-Certification Form, Signal Synchronization and Bus Speed Improvement Program Special Grant Conditions, Special Audit Conditions (LA County Only), [PLEASE REMOVE IF NOT APPLICABLE; ANY OTHER ATTACHMENT SHOULD BEGIN WITH F]
9. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the Agreement and any attachments and the Specific Terms of the Agreement shall prevail over the General Terms of the Agreement.
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: ________________________________ Date: _______________________
    ARTHUR T. LEAHY
    Chief Executive Officer

APPROVED AS TO FORM:

RICHARD D. WEISS
Acting County Counsel

By: ________________________________ Date: _______________________
    Deputy

GRANTEE:

[INSERT GRANTEE NAME]

By: ________________________________ Date: _______________________
    [INSERT NAME]
    [Insert Title]

APPROVED AS TO FORM (OPTIONAL):

[INSERT GRANTEE’S LEGAL COUNSEL’S SIGNATURE BLOCK IF APPROPRIATE]

By: ________________________________ Date: _______________________

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PART I
SPECIFIC TERMS OF THE AGREEMENT

1. Title of the Project (the "Project"): [Insert Board Approved Project Title]. LACMTA Call for Projects ID# [Insert #], FTIP # [Insert #].

2. To the extent the Funds are available, LACMTA shall make to Grantee a one-time grant of the Proposition C ____% funds in the amount of $[Insert Grant Amount] (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors’ action of [Insert Board Meeting Date, not P&P Date], granted the Funds to Grantee for the Project. The Funds are programmed over [Insert # of Years Funds Granted] years, Fiscal Years (FY) [201_-1_; 201_-1_. Insert Fiscal Years Funds Granted, REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors’ action approved Funds for FY [201_-1_ Insert Appropriate Fiscal Year] only in the amount of $[Insert Amount of First Fiscal Year Funding]. LACMTA Board of Directors’ action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being allocated to Grantee.

3. The “Project Funding” documents all sources of funds programmed for the Project as approved by LACMTA and is attached as [Attachment A]. The Project Funding includes the total programmed budget for the Project, including the Funds granted by LACMTA and Grantee’s local match requirement (the “Grantee Funding Commitment”). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.

4. Grantee shall complete the Project as described in the “Scope of Work.” The Scope of Work is attached to this Agreement as [Attachment B]. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by Grantee including, without limitation, Project milestones consistent with the lapsing policy, and a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a Grantee is consistently behind schedule in meeting milestones or in delivering the Project, then LACMTA will have the option to terminate this Agreement for default as described in Part II, Section 9.

5. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines (Attachment C). The form of the Quarterly Progress/Expenditure Report is attached as [Attachment C-1]. LACMTA will withhold [Insert ‘ten percent (10%)’ if Grant Amount is $1 Million or under]. [Insert ‘five percent (5%)’ if Grant Amount is over $1 Million] of eligible expenditures per invoice as retainage pending an audit of expenditures and completion of the Scope of Work.

6. The "FTIP PROJECT SHEET (PDF)" is attached as [Attachment D] and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at [http://program.metro.net]. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Grantee shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a
scheduled FTIP amendment or adoption to be consistent with the terms of this Agreement, as amended from time to time. Grantee will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Grantee is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Grantee fail to meet this date, it may affect Grantee’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed. LACMTA shall review and approve any changes Grantee makes to the FTIP prior to incorporating such changes into the TIP.

7. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) the Scope of Work, or (iv) the lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and Grantee.

8. Notice will be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt by the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA  90012
Attention: [Insert LACMTA Project Manager Name; Mail Stop 99--__-___]
Email: [Insert Email Address]

Grantee's Address:
[Insert Grantee Name]
[Insert Grantee Address]
[Insert Responsible Staff Person Name]
Email: [Insert Email Address]

9. MAINTENANCE OF EFFORT – MOE
On September 26, 2002, the LACMTA Board of Directors required that prior to receiving Proposition C 10% or 25% grant funds through the Call for Projects, Grantee must meet a Maintenance of Effort (MOE) requirement consistent with the State of California’s MOE as determined by the State Controller’s office. With regard to enforcing the MOE, LACMTA will follow the State of California’s MOE requirement, including, without limitation, suspension and re-implementation.

10. [For Los Angeles County only, delete if not applicable]: In addition to the audit requirement contained in Part II, Section 5, Grantee shall comply with the Special Audit requirements set forth in Attachment E. [PLEASE REMOVE IF NOT APPLICABLE.]
PART II
GENERAL TERMS OF THE AGREEMENT

1. TERM:

   1.1 The term of this Agreement shall commence on the date this Agreement is fully executed and, shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to Grantee. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

   1.2 Should LACMTA determine there are insufficient Funds available for the Project; LACMTA may terminate this Agreement by giving written notice to Grantee at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse Grantee any costs incurred after the effective date of such termination, except those necessary to return any facilities modified by the Project’s construction to a safe state. LACMTA’s share of these costs will be in equal proportion of the grant to Grantee Funding Commitment ratio.

2. INVOICE BY GRANTEE: Unless otherwise stated in this Agreement, the Quarterly Progress/Expenditure Report, with supporting documentation of expenses and Project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required by LACMTA, shall satisfy LACMTA invoicing requirements.

Send invoice with supporting documentation to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
Re: LACMTA Project ID# [Insert #] and MOU# MOU.P00F[Insert #]
[Insert LACMTA Project Manager Name; Mail Stop 99--____]

3. USE OF FUNDS:

   3.1 Grantee shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the most recently adopted LACMTA Proposition C Guidelines for the type of Proposition C funds granted by LACMTA hereunder (the "Guidelines").

   3.2 Grantee shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, Grantee shall not use the Funds for any expenses or activities beyond the approved Scope of Work (Attachment B).
3.3 Grantee must use the Funds in the most cost-effective manner. If Grantee intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with Grantee’s contracting procedures and consistent with State law. Grantee will also use the Funds in the most cost-effective manner when the Funds are used to pay “in-house” staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.4 Grantee’s employee, officers, councilmembers, board member, agents, or consultants (a “Grantee Party”) are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a Grantee Party (b) any member of a Grantee Party’s immediate family, (c) a partner of a Grantee Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.5 If the Project requires the implementation of an Intelligent Transportation Systems (“ITS”) project, Grantee shall ensure the Project is consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. For the ITS policy and form, see http://www.metro.net/projects/call_projects/.

3.6 If any parking facilities are designed and/or constructed using the Funds, Grantee shall coordinate with LACMTA parking program staff (see METRO.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://www.metro.net/projects/call_projects/.

3.7 Grantee is obligated to continue using the Project consistent with the public transportation purposes for which the Project was approved. The Project right-of-way and real property purchased to implement the Project shall remain dedicated to public transportation use. The obligations set forth in this section shall survive termination of this Agreement.

3.8 If Grantee desires to use the Funds to purchase or lease equipment including, without limitation, vehicles, office equipment, computer hardware or software, or other personal property (“Equipment”) necessary to perform or provide the services set forth in the Scope of Work, Grantee must obtain LACMTA’s written consent prior to purchasing or leasing any Equipment. Equipment purchased or leased without such prior written consent shall be deemed an unallowable expenditure of the Funds. Equipment acquired as part of the Project shall be dedicated to that Project use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.
3.9 If an Equipment ceases to be used for the proper use as originally stated in the Scope of Work, Grantee will be required to return to LACMTA the Funds used to purchase or lease such Equipment in proportion to the useful life remaining and in equal proportion of the Funds to Grantee Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.10 If any software is developed with the Funds and if Grantee ceases to use the software for public purposes or Grantee sells, conveys, licenses or otherwise transfers the software, LACMTA shall be entitled to a refund or credit, at LACMTA’s sole option, equivalent to the amount of the Funds spent developing the software. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Grantee reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs. The obligations set forth in this section shall survive termination of this Agreement.

3.11 If any Project facilities or any real property purchased to implement the Project is no longer used or is no longer needed for the Project, including construction easements or excess property, Grantee will be required to return to LACMTA the Funds used to design, construct or acquire such Project facilities or real property in equal proportion of the grant to Grantee Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.12 If Grantee desires to use any Project facility or any real property purchased to implement the Project to generate revenue, Grantee shall first obtain LACMTA’s written consent prior to entering into any such revenue generating arrangement. Grantee shall provide LACMTA with the applicable information regarding the transaction, including without limitation, the property at issue, the proposed use of the property, the amount of revenue, any impact to the Project and the proposed use of the revenue. LACMTA consent may be conditioned on whether bond funds were used, and how Grantee plans to use the revenue, including, without limitation, sharing any net revenues with LACMTA. If Grantee fails to obtain Metro’s prior written consent, Grantee shall be considered in default and LACMTA shall have all rights and remedies available at law or in equity, including, without limitation the return of the Funds to cover the cost of the property in question. The obligations set forth in this section shall survive termination of this Agreement.

3.13 Grantee understands that this Agreement does not provide any rights for Grantee to use LACMTA real property needed for the Project. If the Project requires use of LACMTA Property, Grantee will need to enter into a separate agreement with LACMTA in accordance with LACMTA real property policies and procedures. Nothing in this Agreement obligates LACMTA to provide Grantee with any real estate right.

4. **DISBURSEMENT OF FUNDS:**

4.1 Grantee shall submit the Quarterly Progress/Expenditure Report (Attachment C1) within 60 days after the close of each quarter on the last day of the months November, February, May and August. Should Grantee fail to submit such reports within 10 days of the due date and/or Grantee submits incomplete reports, LACMTA will not reimburse
Grantee until the completed required reports are received, reviewed, approved. The Quarterly Progress/Expenditure Report shall include all supporting documentation (such as contractor invoices, timesheets, receipts, etc.) with a clear justification and explanation of their relevance to the Project for reimbursement. If no activity has occurred during a particular quarter, Grantee will still be required to submit the Quarterly Progress/Expenditure Report indicating no dollars were expended that quarter. If a request for reimbursement exceeds $500,000 in a single month, then Grantee can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at http://www.metro.net/projects/call_projects/call_projects-reference-documents/.

4.4 Grantee must provide detailed supporting documentation with its Quarterly Progress/Expenditure Report.

4.5 Grantee shall demonstrate that the Grantee Funding Commitment has been spent in direct proportion to the Funds invoiced with each quarter’s expenditures.

4.6 Expenses that are not invoiced within 60 days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.7 Any Funds expended by Grantee prior to the execution of this Agreement by the LACMTA Chief Executive Officer shall not be reimbursed nor shall they be credited toward the Grantee Funding Commitment requirement, without the prior written consent of LACMTA. Grantee Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at Grantee’s own risk.

5. AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:

5.1 LACMTA, and/or its designee, shall have the right to conduct audits of the Project, as deemed appropriate, such as financial and compliance audits; interim audits; pre-award audits, performance audits and final audits. LACMTA will commence a final audit within nine months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by Grantee and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period under review). Grantee agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). Grantee shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. Grantee’s eligible expenditures submitted to LACMTA for this Project shall be in compliance.
with the Reporting and Expenditure Guidelines (Attachment C) and 2 CFR Part 225. The allowability of costs for Grantee’s contractors, consultants and suppliers submitted to LACMTA through Recipient’s Quarterly Progress Reports/Expenditures shall be in compliance with 2 CFR Part 225 or Federal Acquisition Regulations, Subpart 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Grantee to return monies to LACMTA, Grantee shall return such monies within thirty (30) days after the final audit is sent to Grantee.

5.2 Grantee’s records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as “records”) shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by Grantee for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA’s final audit is completed.

5.3 Grantee shall cause all contractors to comply with the requirements of Part II, Sections 5.1 and 5.2 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

5.4 LACMTA or any of its duly authorized representatives, upon reasonable written notice shall be afforded access to all of the records of Grantee and its contractors related to the Project, and shall be allowed to interview any employee of Grantee and its contractors through final payment to the extent reasonably practicable.

5.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Grantee and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6 In addition to LACMTA’s other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award future Call for Projects grants to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of Part II, Section 5.
5.7 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

5.8 Grantee shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with 2 CFR Part 225 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 Grantee shall also certify final costs of the Project to ensure all costs are in compliance with 2 CFR Part 225 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on Grantee’s own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

6. **ONE TIME GRANT:** This is a one-time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. **SOURCES AND DISPOSITION OF FUNDS:**

   7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

   7.2 Grantee shall fully fund and contribute the Grantee Funding Commitment, as identified in the Project Funding *(Attachment A)*, towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, Grantee agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

   7.3 Grantee shall be responsible for any and all cost overruns for the Project.

   7.4 At any time, if Grantee receives outside funding for the Project in addition to the Funds identified in the Project Funding at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding. If, at the time of final voucher, funding for the Project (including the Funds, Grantee Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this Agreement as specified in the Project Funding and both the Funds and Grantee Funding Commitment required for the Project shall be reduced accordingly.
8. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

8.1 Grantee must demonstrate timely use of the Funds by:

(v) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and

(vi) meeting the Project milestones due dates as agreed upon by the LACMTA and Grantee in Attachment B (Scope of Work) of this Agreement. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project development or right-of-way costs must be expended by the end of the second fiscal year following the year the Funds were first programmed; and

(vii) submitting the Quarterly Progress/Expenditure Report as described in Part II, Section 4.1 of this Agreement; and

(viii) expending the Funds granted under this Agreement for allowable costs by the stated lapse date. All Funds programmed for [FY 201_ -1_ Insert Year of Programmed Funds] are subject to lapse by June 30, 201_. [Repeat last sentence as needed for each programmed year.]

8.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 8.1 of this Agreement, the Project will be reevaluated by LACMTA as part of its annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Grantee does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event that all the Funds are reprogrammed, this Agreement shall automatically terminate.

9. **DEFAULT:** A Default under this Agreement is defined as any one or more of the following: (i) Grantee fails to comply with the terms and conditions contained herein or in the Guidelines; (ii) Grantee is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) Grantee fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Financial Plan, the Scope of Work, or the Project Funding without LACMTA’s prior written consent or approval as provided herein.

10. **REMEDIIES:**

10.1 In the event of a Default by Grantee, LACMTA shall provide written notice of such Default to Grantee with a 30-day period to cure the Default. In the event Grantee fails to cure the Default, or commit to cure the Default and commence the same within such
30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to Grantee; and/or (iii) LACMTA may recover from Grantee any Funds disbursed to Grantee as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA pursuant to Section 10.1, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of Grantee.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

11. COMMUNICATIONS:

11.1 Grantee shall ensure that all Communication Materials contain recognition of LACMTA’s contribution to the Project. Grantee shall ensure that at a minimum, all Communications Materials shall include (i) the phrase “This project was partially funded by Metro” or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

11.2 If Grantee produces any Communication Materials that do not contain the information set forth in Section 11.1 above, Grantee must provide an opportunity for prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Grantee does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Grantee may proceed with producing the Communications Materials as proposed.

11.3 For purposes of this Agreement, “Communications Materials” include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

11.4 For signage on Project structures, facilities, vehicles and construction sites, Grantee shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work [Metro logo]” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

11.5 Grantee shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

11.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.
11.7 Grantee shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 11.

12. **OTHER TERMS AND CONDITIONS:**

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach thereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2 In the event that there is any court (proceeding between the parties to enforce or interpret this Agreement, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney’s fees.

12.3 Neither LACMTA nor any subsidiary or their respective directors, officers, agents, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with any work performed by or service provided by Grantee, its officers, agents, employees, contractors and subcontractors under this Agreement. Grantee shall fully indemnify, defend (with counsel approved by LACMTA) and hold LACMTA, and its subsidiaries and their respective directors, officers and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of property, any environmental obligation, and any legal fees in any way arising out of acts or omissions to act related to the Project or this Agreement, without requirement that LACMTA first pay such claim. The obligations set forth in this section shall survive termination of this Agreement.

12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

12.5 Grantee shall comply with and insure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. Grantee acknowledges responsibility for
obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 Grantee agrees that those sections of this Agreement marked with an asterisk shall be included in every contract entered into by Grantee or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 Grantee shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

12.10 Grantee will advise LACMTA prior to any key Project staffing changes.

12.11 Grantee in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. Grantee attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Grantee shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.
# ATTACHMENT A - PROJECT FUNDING

## LOCAL SALES TAX PROP C - FUNDING AGREEMENT

**PROJECT TITLE:**

**GRANTEE / PROJECT SPONSOR:**

($ in Actual Dollars)

(LACMTA Programmed Funding and Sponsors Match Only)

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Rev: 08.07.12  
FA Attachment A
ATTACHMENT B

SCOPE OF WORK

[NOTE TO GRANTEE: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 8.1. Please check the appropriate Call for Projects Board report approved by the LACMTA Board of Directors to determine the Scope of Work that was approved.]
FA ATTACHMENT C

REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

• Quarterly Progress/Expenditure Report (Attachment C1) is required for all projects. The Grantee shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Grantee will submit a quarterly report to the LACMTA at P.O. Box 512296, Los Angeles, CA 90051-0296. Please note that letters or other forms of documentation may not be substituted for this form.

• The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that Grantee provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.

• In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

• Grantees are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.

• The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July –September</td>
<td>November 30</td>
</tr>
<tr>
<td>October - December</td>
<td>February 28</td>
</tr>
<tr>
<td>January - March</td>
<td>May 31</td>
</tr>
<tr>
<td>April - June</td>
<td>August 31</td>
</tr>
</tbody>
</table>

Upon completion of the Project a final report that includes project’s final evaluation must be submitted.
EXPENDITURE GUIDELINES

• Any activity or expense charged above and beyond the approved Scope-of-Work (FA Attachment B) is considered ineligible and will not be reimbursed by the LACMTA unless prior written authorization has been granted by the LACMTA Chief Executive Officer or his designee.

• Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.

• Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.

• Administrative cost is the ongoing expense incurred by the Grantee for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment B). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.

• LACMTA is not responsible for, and will not reimburse any costs incurred by the Grantee prior to the execution of the FA, unless written authorization has been granted by the LACMTA Chief Executive Officer or her designee.

• The FA is considered executed when the LACMTA Chief Executive Officer or her designee signs the document.

DEFINITIONS

• Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
  • Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
  • Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.
  • Donations of volunteer services dedicated to the project.
  • A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.

• Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.
Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations.*

In-eligible Expenditures: Any activity or expense charged above and beyond the approved Scope-of-Work is considered in eligible.
**SECTION 1: QUARTERLY EXPENSE REPORT**

Please itemize grant-related charges for this Quarter on Page 5 of this report and *include totals in this Section.*

<table>
<thead>
<tr>
<th></th>
<th>LACMTA Grant</th>
<th>Local Match (Incl. In-Kind)</th>
<th>Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Quarter Expenditure</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>This Quarter Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retention Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Invoice Amount</td>
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<tr>
<td>(Less Retention)</td>
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<td></td>
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<tr>
<td>Project-to-Date Expenditure</td>
<td></td>
<td></td>
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<tr>
<td>Funds Expended to Date</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(Include this Quarter)</td>
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<tr>
<td>Total Project Budget</td>
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<tr>
<td>% of Project Budget</td>
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<tr>
<td>Expended to Date</td>
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<tr>
<td>Balance Remaining</td>
<td></td>
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</tbody>
</table>
**SECTION 3 : QUARTERLY PROGRESS REPORT**

### 1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

<table>
<thead>
<tr>
<th>FA Milestones</th>
<th>Original MOU Schedule in Scope of Work</th>
<th>Actual Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
<td>End Date</td>
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</tbody>
</table>

**Total Project Duration (Months)**

### 2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one):

- [ ] On schedule per original FA schedule
- [ ] Less than 12 months behind original schedule
- [ ] Between 12-24 months behind original schedule
- [ ] More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- [ ] Yes
- [ ] No
- [ ] Not Applicable
### 3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

<table>
<thead>
<tr>
<th>4. PROJECT DELAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing &quot;Same as Previous Quarter&quot;.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. ACTION ITEMS TO RESOLVE DELAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.</td>
</tr>
</tbody>
</table>
SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter’s expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>INVOICE #</th>
<th>TOTAL EXPENSES / CHARGES</th>
<th>$ CHARGED TO LACMTA GRANT</th>
<th>$ CHARGED TO LOCAL MATCH</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>14</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Notes:

1. Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.

2. All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.

ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-4

ACH Request Forms can be found at www.metro.net/callforprojects.

Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-

I certify that I am the responsible Project Manager or fiscal officer and representative of

stated in this report is true and correct.

Signature __________________________ Date __________________________

Name __________________________ Title __________________________
**ATTACHMENT D**

Federal Transportation Improvement Program (FTIP) Project Sheet Instructions

PLEASE GO TO THE ProgramMetro FTIP DATABASE LINK BELOW:

http://program.metro.net

√ Review & Update your projects in the FTIP through the ProgramMetro database

√ Click on the REPORTS link ......................http://program.metro.net/reports.asp

√ Click on the FTIP PROJECT SHEET (PDF) link

√ Under the File menu select "Save As" and save the PDF on your computer or network

√ Attach your FTIP PROJECT SHEET (PDF) to the FA as Attachment D

√ Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment D"

### FTIP CONTACTS

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Phone/FAX Information</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Cheng</td>
<td>213.922.2453</td>
<td><a href="mailto:Chengh@metro.net">Chengh@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Nancy Marroquin</td>
<td>213.922.7237</td>
<td><a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Jeeseong Chung</td>
<td>213.922.2478</td>
<td><a href="mailto:Chungje@metro.net">Chungje@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
</tbody>
</table>
### ATTACHMENT D SAMPLE

#### Los Angeles Metropolitan Transportation Authority

#### 2000 Federal Transportation Improvement Program ($000)

<table>
<thead>
<tr>
<th>TIP ID</th>
<th>Implementing Agency</th>
<th>Carson, City of</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAF1103</td>
<td>SCAG RTP Project #: LAF1103</td>
<td></td>
</tr>
<tr>
<td>Is Model: YED</td>
<td>Model #: 1310.182-1200</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:ngham@carson.ca.us">ngham@carson.ca.us</a></td>
<td>L3: N, L3 GROUP: NON-EXEMPT</td>
<td></td>
</tr>
<tr>
<td>Completion Date 10/01/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Description:**
Route 405: Wilmington Avenue interchange modification at 1405. Improve I-405/Wilmington Avenue interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.

<table>
<thead>
<tr>
<th>System</th>
<th>State Hwy</th>
<th>Route</th>
<th>Hw</th>
<th>Distance</th>
<th>Phase</th>
<th>ROW Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1405</td>
<td>405</td>
<td>223rd</td>
<td>3.3 to 3.9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lane # Exit</th>
<th>Lane # Rect</th>
<th>Imp/Case</th>
<th>Widening Wilmington and adding new WB on Ramp</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>7</td>
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<tr>
<th>Toll Rate</th>
<th>Toll Col Location</th>
<th>Toll Method</th>
<th>Hov accession loc:</th>
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<thead>
<tr>
<th>Program Code</th>
<th>CALK3 - INTERCHANGE MOD/REPLACE LN ADD's</th>
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</table>

<table>
<thead>
<tr>
<th>PHASE</th>
<th>PRIOR</th>
<th>02/01</th>
<th>01/02</th>
<th>02/03</th>
<th>03/04</th>
<th>04/06</th>
<th>05/06</th>
<th>BEYOND</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>CITY - Citi Funds</td>
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<td>CON</td>
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<td>$10,928</td>
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</tbody>
</table>

| DNOI/SI - Demonstration - SARETEAU | | | | | | | | | |
| PE | $0 | | | | | | | | $0 |
| RW | $0 | | | | | | | | $0 |
| CON | $4,000 | | | | | | | | $4,000 |
| GUSTOTAL | $4,000 | | | | | | | | $4,000 |

| PC5 - Los Angeles County Proposition "C5" | | | | | | | | | |
| PE | $0 | | | | | | | | $0 |
| RW | $0 | | | | | | | | $0 |
| CON | $11,362 | | | | | | | | $11,362 |
| GUSTOTAL | $11,362 | | | | | | | | $11,362 |

**TOTAL** $26,170 | $26,170 |

- General Comment: The right-of-way acquisition is taking more time than expected.
- Achilles Comment: The right-of-way acquisition is taking more time than expected.
- TCM Comment: The right-of-way acquisition is taking more time than expected.
- Narrative: Project cost stays the same.

**Last Revised Adoption 13-03 - SCAG PENDING**

<table>
<thead>
<tr>
<th>Change Reason</th>
<th>Carry Over, SCHEDULE DELAY</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$26,170</td>
<td>$26,170</td>
</tr>
</tbody>
</table>

G-27
Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects, the LACMTA Board of Directors, at its meeting on [INSERT BOARD MEETING DATE, NOT P&P DATE], authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for [INSERT BOARD APPROVED PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #] (the “Project”) subject to the terms and conditions contained in this Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Specific Terms of the LOA, General Terms of the LOA; Attachment A - the Project Funding, Attachment B - the Scope of Work-, Attachment C - the Reporting Guidelines, Attachment D - Federal Transportation Improvement Program (FTIP), Attachment E - Caltrans Document List, and Attachment F Special Conditions for the Project, [REMOVE IF NOT APPLICABLE; ANY OTHER ATTACHMENT SHOULD BEGIN WITH G], and any other attachments or documents referenced therein.
In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By: _____________________________________________

[INSERT NAME]

[INSERT TITLE]

Date: _______________________________
CALL FOR PROJECTS
LETTER OF AGREEMENT

PART I
SPECIFIC TERMS OF THE LOA

1. Title of the Project (the “Project”): [INSERT BOARD APPROVED PROJECT TITLE] - LACMTA Call for Projects ID# [INSERT#], FTIP # [INSERT#].

2. Amount of Funds Programmed (the “Funds”): LACMTA Board of Directors’ action of [INSERT DATE], programmed $ [INSERT AMOUNT OF PROGRAMMED FUNDS] (the “Funds”) to Project Sponsor for the Project. The LACMTA funding plan reflects the programming of Funds over [INSERT # OF YEARS FUNDS] years, Fiscal Years (FY) 201_—1_ [INSERT FISCAL YEARS FUNDS PROGRAMMED, REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR}. LACMTA Board of Directors’ action recertified the Funds for FY [INSERT APPROPRIATE FISCAL YEAR] only in the amount of $[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]. LACMTA Board of Directors’ action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being obligated by Project Sponsor.

3. The Funding Agency for this Project (the "Agency") is CALTRANS. The Programming Agency for this Project is LACMTA.

4. The “Project Funding” documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.

5. Project Sponsor shall complete the Project as described in the Scope of Work. The “Scope of Work” for the Project is attached to this LOA as Attachment B. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed. The Scope of Work also includes a set schedule including Project milestones consistent with the lapsing policy described in Part II below. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.

6. Attachment C - the Reporting Guidelines; Project Sponsor shall complete the “Quarterly Progress Report.” The Quarterly Progress Report is attached to this LOA as Attachment C1 in accordance with Attachment C - Reporting Guidelines.

7. The “FTIP PROJECT SHEET (PDF)” is attached as Attachment D and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at https://program.metro.net. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP
which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. **Attachment E** - Caltrans Document List, are attached to this LOA as Attachment E for reference purposes only and however a more current listing may be found on http://www.dot.ca.gov/hq/LocalPrograms/ or http://www.dot.ca.gov/hq/LocalPrograms/public.htm

9. **Attachment F** - Special Conditions for the Project, if any, are attached to this LOA as Attachment F. [IF NONE, REMOVE THIS BULLET]

10. Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA and Project Sponsor. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the Funds have been obligated, no material changes will be allowed.

11. LACMTA’s Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: [INSERT LACMTA PROJECT MANAGER NAME, MAIL STOP PHONE, AND E-MAIL ADDRESS]

12. Project Sponsor’s Address:  
[INSERT PROJECT SPONSOR NAME, ADDRESS, AND RESPONSIBLE STAFF PERSON, PHONE AND E-MAIL ADDRESS]
PART II
GENERAL TERMS OF THE LOA

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit to the Agency the appropriate invoices in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency and of LACMTA as required by LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency and LACMTA as the programming agency.

2. **TERM:**

   2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon completion of the Scope of Work and LACMTA’s receipt of Caltrans’ final voucher paid for the Project.

   2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

   3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

   3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING AND AUDIT REQUIREMENTS:**

   4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting and audit requirements. *Project Sponsor shall use the Federal Transportation Improvement Program (“FTIP”) No., Expenditure Authorization (“EA”) No., and LACMTA Call for Projects Project ID# on all correspondence.*

   4.2 Since the Project is funded exclusively with Federal funds and contains no LACMTA local funding, LACMTA has no audit responsibilities for this Project. Project
Sponsor shall comply with all Agency compliance, pre-award and performance audit requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

5. **EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 Subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any underruns to the funds shown in Attachment A shall be apportioned between LACMTA and Project Sponsor in the same proportion as the Sources of Funds from each party to this LOA as specified in Attachment A to this LOA. Upon completion of the Project described in the Scope of Work and subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.
6. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

6.1 Project Sponsor must demonstrate timely use of the Funds by:

   (i) executing this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and

   (ii) obligating the Funds programmed under this LOA for allowable costs within 36 months from July 1 of the first Fiscal Year in which the Funds are programmed. All Funds programmed for FY 201_-1_ are subject to lapse on __________.  [Repeat the last sentence as needed for each programmed year.]  [See http://www.metro.net/projects/call_projects/call_projects-reference-documents/ for lapsing dates].

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Project Sponsor must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this LOA. Evidence of timely obligation will be either an executed "Authorization To Proceed" document (Caltrans Version E-76).

6.3 In the event this LOA is not executed and/or evidence of timely obligation of Funds is not provided as described in Part II, Sections 6.1 and 6.2 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete one element of the Project, as described in the FTIP Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event the Funds are reprogrammed, this LOA shall automatically terminate without further action by either party.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project,
Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8. **COMMUNICATIONS:**

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA’s contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase “This project was partially funded by Metro” or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

8.2 If Project Sponsor produces any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for the prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, “Communications Materials” include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work (Metro logo)” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

8.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.
9. OTHER TERMS AND CONDITIONS:

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor’s obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.
9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems ("ITS") is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA's sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

9.10 If applicable, implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with LACMTA’s Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form, in the form of Attachment F-1. (See http://www.metro.net/projects/call_projects/ for a copy of LACMTA’s Countywide ITS Policy and Procedures.)

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with LACMTA parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with LACMTA-adopted parking policy. (For LACMTA’s Parking Policy and contact information, see http://www.metro.net/projects/call_projects/.)

9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency’s guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.
LOA ATTACHMENT A - PROGRAMMED FUNDS

FEDERAL GRANT AGREEMENT

LETTER OF AGREEMENT NO: LOA.P00F___

(LACMTA Programmed Funding and Sponsors Match Only)

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Rev: 09.20.12

LOA Attachment A-Federal
ATTACHMENT B

SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED.]
REPORTING GUIDELINES FOR FEDERAL FUNDS

REPORTING PROCEDURES

• The Quarterly Progress Report (Attachment C1) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may not be substituted for this form.

• The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.

• In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

• Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.

• The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

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<th>Quarter</th>
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<td>July – September</td>
<td>November 30</td>
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Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.
**LACMTA LOA ATTACHMENT C1**

**QUARTERLY PROGRESS REPORT**

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER. Please submit Quarterly Progress Report with 60 days after the close of each quarter. No later than November 30, February 28, May 31, and August 31.

### SECTION 1: GENERAL INFORMATION

#### PROJECT TITLE:

**LOA#:**

#### QUARTERLY REPORT SUBMITTED FOR:

- **Fiscal Year:**
  - [ ] 2012-2013
  - [ ] 2013-2014
  - [ ] 2014-2015
  - [ ] 2015-2016
  - [ ] 2016-2017
  - [ ] 2017-2018

- **Quarter:**
  - [ ] Q1: Jul - Sep
  - [ ] Q2: Oct - Dec
  - [ ] Q3: Jan - Mar
  - [ ] Q4: Apr - Jun

(Attach photos of key components & milestones)

#### DATE SUBMITTED:

**LACMTA MODAL CATEGORY:**

- [ ] RSTI
- [ ] Pedestrian
- [ ] Signal Synchronization
- [ ] TDM
- [ ] Bicycle
- [ ] Goods Movement
- [ ] Transit
- [ ] TEA

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SECTION 2: Quarterly PROGRESS REPORT

1. Project-to-Date Expenditure

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2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one):

- [ ] On schedule per original LOA schedule
- [ ] Less than 12 months behind original schedule
- [ ] Between 12-24 months behind original schedule
- [ ] More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the LOA?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.
4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter."

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5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

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I certify that I am the responsible Project Manager or fiscal officer and representative of and that to the best of my knowledge and belief the information stated in this report is true and correct.

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**ATTACHMENT D**

Federal Transportation Improvement Program (FTIP) Project Sheet Instructions

- **PLEASE GO TO THE ProgramMetro FTIP DATABASE LINK BELOW:**
  - https://program.metro.net
- ✔ Review & Update your projects in the FTIP through the ProgramMetro database
- ✔ Click on the **REPORTS** link ---------------http://program.metro.net/reports.asp
- ✔ Click on the **FTIP PROJECT SHEET (PDF)** link
- ✔ Under the File menu select "Save As" and save the PDF on your computer or network
- ✔ Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E
- ✔ Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

**FTIP CONTACTS**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Phone/FAX Information</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Cheng</td>
<td>213.922.2453</td>
<td><a href="mailto:Chengh@metro.net">Chengh@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Nancy Marroquin</td>
<td>213.922.7237</td>
<td><a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Jeeseong Chung</td>
<td>213.922.2478</td>
<td><a href="mailto:Chungje@metro.net">Chungje@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
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## LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY

### 2000 Federal Transportation Improvement Program ($000)

**TIP ID:** LAF1103  
**Implementing Agency:** Carson, City of

**Project Description:** Route 405: Wilmington Avenue interchange modification at I-405. Improve I-405/Wilmington interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.

### System Information
- **Highway:** State Hwy
- **Route:** 405
- **Postmile:** 9.3 to 9.81
- **Distance:** 0
- **Phase:** ROW Acquisition

### Lane Information
- **Lane # Exit:** 5
- **Implements:** Widening Wilmington and adding new NB on Ramps

### Project Costs
- **Cost ID:** D4493 - INTERCHANGE MOD/REPR-E-100

### CITY - City Funds

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**DIM080 - Demonstration - BASELAV-LU**

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**PC10 - Los Angeles County Prop 8 "C2K"**

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**TOTAL:** $26,170

**TOTAL PE:** $0  
**TOTAL RW:** $0  
**TOTAL CON:** $26,170

---

- **General Comment:** The right-of-way acquisition is taking more time than expected.
- **Tolling Comment:** The right-of-way acquisition is taking more time than expected.
- **Insurance:** Project cost with the same.
- **Changed Environmental Document:**
- **Non CATEGORICALLY EXEMPT** to "FINDING OF NO SIGNIFICANT IMPACT"
- **Non-Categorical Exempt Implementation Status:**
- **Non Engineering Plans, Specifications and Estimates (PSEs)** to "ROW Acquisition"

**Last Revised:** Adoption 13-00 - SCAG PENDING  
**Change Reason:** Carry Over, SCHEDULE DELAY  
**Total Cost:** $26,170
ATTACHMENT E
LIST OF DOCUMENTS TO BE SUBMITTED TO CALTRANS
(FOR FEDERAL FUNDED PROJECTS)

NOTE: Refer to the Local Assistance Procedure Manual (LAPM) for the Exhibits.

**Request for Authorization for Preliminary Engineering (PE)**

1. Copy of approved FTIP sheet.
2. Copy of LOA with LACMTA (only if RSTP, CMAQ, or Federal STIP funds are involved).
3. Field Review Form – Exhibit 7-B.
4. Preliminary Environmental Study Form (PES) – Exhibit 6-A.
5. A field review should be conducted at this stage and then the remaining documents could be submitted. During the field review all issues of the project such as Environmental & Right-of-Way (R/W) should be identified and addressed.
6. Request for Authorization to Proceed with PE – Exhibit 3-A.
7. Request for Authorization – Data Sheets – Exhibit 3-G.
8. Local Programs Agreement – Exhibit 4-A (only if the agency plans to begin invoicing for PE Phase prior to contract award).

NOTE: The portion of PE work done prior to authorization is ineligible for federal participation. The Master Agreement (if needed), Supplemental Agreement and PR2 will be initiated upon receiving Exhibit 4-A. Invoices will be accepted only after execution of all of these agreements. Caltrans Encroachment permit must be obtained before the Request to Proceed with Construction Phase if Caltrans R/W is involved.

**Request for Authorization for Utility Relocation**

1. Request for Authorization to Proceed with Utility Relocation – Exhibit 3-L.
2. Completed Project Prefix Checklist – Exhibit 3-E (if previously not submitted).
3. Finance Letter – Exhibit 3-F.
4. Request for Authorization – Data Sheets – Exhibit 3-G.
5. Local Programs Agreement Checklist – Exhibit 4-A (if not submitted previously).
6. Approved Environmental Document. (After the authorization, the following documents should be submitted).
7. Request for Specific Authorization: See Exhibit 14-A. (Utility relocation work can commence only after the approval of Specific Authorization).
8. Fully executed Utility Agreement.
Request for Authorization for R/W Phase

1. Request for Authorization to Proceed with R/W – Exhibit 3-B.
2. Completed Project Prefix Checklist – Exhibit 3-E (if previously not submitted).
3. Finance Letter – Exhibit 3-F.
4. Request for Authorization – Data Sheets – Exhibit 3-G.
5. Local Programs Agreement Checklist – Exhibit 4-A (if not submitted previously).
6. Approved Environmental Document (if not submitted previously).

Request for Authorization for Construction

3. PS&E Certification – Exhibit 12-C.
4. PS&E Checklist – Exhibit 12-D.
5. Request for Authorization to Proceed with Construction – Exhibit 3-C.
7. Preliminary Estimate.
8. Finance Letter – Exhibit 3-F.
10. Local Programs Agreement – Exhibit 4-A.

NOTE: The Local Agency shall not advertise the project until they receive the authorization to proceed with construction. Every local agency must also have Quality Assurance Program (QAP) – LAPM, Chapter 16.14, before advancing to Construction Phase. After a Program Supplemental Agreement, Exhibit 4-A, which includes all the phases of the project, will be mailed to the Local Agency.
Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects and the [INSERT APPLICABLE STIP YEAR] State Transportation Improvement Program (“STIP”), the LACMTA Board of Directors, at its meeting on [INSERT BOARD MEETING DATE, NOT P&P DATE] and the California Transportation Commission (“CTC”) at its meeting of [INSERT DATE], authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for the [INSERT BOARD APPROVED PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #], (the “Project”) subject to the terms and conditions contained in this STIP Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Specific Terms of the LOA, General Terms of the LOA, Attachment A - the Project Funding, Attachment B, the Scope of Work, Attachment C - the Reporting Guidelines, Attachment D - the Federal Transportation Improvement Program (FTIP) Sheet, Attachment E -- the CTC Amendment of STIP Guidelines & 2001 Guidelines (PDF files will be provided via email), Attachment F - Special Conditions for the Project [REMOVE IF NOT APPLICABLE], and any other attachments or documents referenced therein.
In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By:__________________________________

[INSERT NAME]
[Insert Title]

Date: _______________________________
CALL FOR PROJECTS
STATE TRANSPORTATION IMPROVEMENT PROGRAM
LETTER OF AGREEMENT

PART I
SPECIFIC TERMS OF THE LOA

1. Title of the Project (the “Project”): [INSERT BOARD APPROVED PROJECT TITLE]. LACMTA Call for Projects ID# [INSERT#], FTIP # [INSERT#].

2. Amount of Funds Programmed (the “Funds”): LACMTA Board of Directors’ action of [INSERT BOARD MEETING DATE, NOT P&P DATE], and CTC approval of [INSERT CTC ACTION DATE], programmed $[INSERT PROGRAMMED AMOUNT] (the “Funds”) to Project Sponsor for the Project. The Funds are programmed over [INSERT NUMBER YEAR(S) FUNDS PROGRAMMER] years, for Fiscal Year(s) (FY) [201_-1_; 201_-1_. INSERT FISCAL YEAR (S) FUNDS PROGRAMMED]. [REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors’ action recertified the Funds for FY [INSERT APPROPRIATE FISCAL YEAR] only in the amount of $[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]. LACMTA Board of Directors’ action will be required annually to approve the Funds for each subsequent Fiscal Year prior to those Funds being allocated to Project Sponsor.

3. The Funding Agency for this Project (the "Agency") is CALTRANS. The Programming Agency for this Project is LACMTA.

4. The “Project Funding” documents all sources of fund programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.

5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached as Attachment B. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed including, without limitation, Project milestones consistent with the lapsing policy described in Part II below. The Scope of Work also includes a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.

6. Attachment C - the Reporting Guidelines; Project Sponsor shall complete the “Quarterly Progress Report.” The Quarterly Progress Report is attached to this LOA as Attachment C1 in accordance with Attachment C - Reporting Guidelines.

7. The “FTIP PROJECT SHEET (PDF)” is attached as Attachment D and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document.
The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at https://program.metro.net. All projects that receive funding through the LACMTA Call For Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. The CTC Amendment of STIP Guidelines referenced as Attachment E is posted in the Agreement Reference Documents (http://www.metro.net/projects/call_projects/call_projects-reference-documents/). The guidelines describe the policy, standards, criteria and procedures for the development, adoption and management of the STIP. The STIP Guidelines also provide incentives for Project Sponsor’s accountability for the timely use of the Funds.

9. Project Sponsor will submit to LACMTA for concurrence copies of Agency Grant Applications, allocation and extension request documents, and/or Fund Transfer Agreements and/or the Fund Request it submits to the CTC. The Fund Request or the extension request or the allocation request shall be administratively approved by LACMTA before it is submitted to Caltrans and the CTC.

10. Prior to allocation of the Funds by the CTC, no material changes to the Project Funding or the Scope of Work shall be allowed without prior written approval of LACMTA and Project Sponsor. Prior approval of the CTC may also be required by Caltrans. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the allocation of the Funds by CTC, no material changes will be allowed.

11. LACMTA’s Address:
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: [INSERT LACMTA PROJECT MANAGER NAME; MAIL STOP]
Email: [INSERT EMAIL ADDRESS]

Project Sponsor's Address:
[INSERT PROJECT SPONSOR NAME]
[INSERT PROJECT SPONSOR ADDRESS]
[INSERT RESPONSIBLE STAFF PERSON NAME]
Email: [INSERT E-MAIL ADDRESS]
12. Special Conditions for the Project, if any, are attached to this LOA as Attachment F. [IF NONE, REMOVE THIS BULLET]
PART II
GENERAL TERMS OF THE LOA

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit to the Agency the appropriate invoices in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency.

2. **TERM:**

   2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon the completion of the agreed upon Scope of Work and LACMTA’s receipt of Caltrans’ final voucher paid for the Project.

   2.2 Prior to the allocation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

4. **USE OF FUNDS:**

   3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

   3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING AND AUDIT REQUIREMENTS:**

   4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting and audit requirements. *Project Sponsor shall use the Federal Transportation Improvement Program ("FTIP") No., Expenditure Authorization ("EA") No., and LACMTA Call for Projects Project ID# on all correspondence.*

   4.2 Since the Project is funded exclusively with Federal/State funds and contains no LACMTA local funding, LACMTA has no audit responsibilities on this Project. Project Sponsor shall comply with all Agency compliance, pre-award and performance audit
requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

5. **EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

6. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

6.1 The following is LACMTA’s understanding of the state requirements for timely use of funds, as of the date of this LOA; the terms of this section are subject to change by the Agency and/or the CTC.

6.2 Programmed Funds are available for a project specific allocation vote by the CTC only until the end of the Fiscal Year (FY) for which they are programmed. Project Sponsor may request a one-time extension to the allocation deadline, however there is no guarantee it will be approved. Project Sponsor must present Caltrans District 7 with either a completed Project specific allocation request or a completed request for extension at least 60 days in advance of the last CTC meeting of the fiscal year in which the Funds are programmed, otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them. An allocation request and/or a request for extension will not be considered complete by Caltrans unless it includes LACMTA concurrence.

- After the Funds are allocated by a specific vote of the CTC for construction or capital
purchase, Project Sponsor has six (6) months to award a contract; or request a one-time extension from the CTC. However, the CTC is under no obligation to grant this extension. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them.

- After award of a contract, Project Sponsor has a maximum of thirty-six (36) months to complete such contract and expend and receive reimbursement of the expenditures.

- Funds allocated by the CTC for Project development or right-of-way costs must be expended by the end of the second Fiscal Year following the year in which the Funds were allocated.

The deadline for the Project specific allocation vote can be extended by the CTC, but only if the CTC’s action occurs by June of the Fiscal Year in which the Funds are programmed. The possible CTC extensions are one time and for up to twenty (20) months at the discretion of the CTC, but only if the CTC finds that an unforeseen and extraordinary circumstance beyond the control of Project Sponsor has occurred that justifies the extension.

Following the allocation, at the end of the period allowed for expenditure and reimbursement of expenditures, subject to the requirements and regulations of the Agency and the CTC, and to the extent allowed by the Agency and the CTC, Project Sponsor shall relinquish any Funds not reimbursed to the State Highway Account for future programming at the CTC’s discretion.

Assuming the above allocation and Project development/right-of-way expenditure and reimbursement deadlines have been met, all Funds programmed for FY 201_–1_ are subject to lapse on [INSERT DATE]. [Repeat lapsing text as required for each programmed year.]

Prior to the programmed year, a STIP amendment reprogramming funds to a later year will postpone the application of the lapsing provision. A STIP amendment request must be made ninety (90) days prior to the last CTC meeting or no later than March of the program year of the Fiscal Year prior to the Fiscal Year in which the Funds are programmed. A STIP amendment request will not be considered complete by Caltrans unless it includes LACMTA concurrence. The CTC will not amend the STIP to change the program year of the funding after the beginning of the fiscal year for which the Project is programmed.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed by the CTC and will be removed from LACMTA’s program of projects.

6.3 Project Sponsor must execute this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA or by December 31 of the first fiscal year in which the Funds are programmed, whichever is later and demonstrate evidence of timely allocation of Funds programmed for the Project within the time period described in Part II, Section 6.2 of this LOA. Evidence of timely allocation includes an executed allocation request document, an approved Grant Application document with the Agency, and the Fund Allocation Request that Project Sponsor submits to the CTC.
6.4 In the event this LOA is not executed and/or evidence of timely allocation of Funds is not provided as described in Part II, Sections 6.1, 6.2 and 6.3 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA’s sole discretion. In the event the Funds are reprogrammed, this LOA shall automatically terminate without further action by either party.

7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8. COMMUNICATIONS:

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA’s contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase “This project was partially funded by Metro” alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

8.2 If Project Sponsor proposes to produce any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, “Communications Materials” include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.
8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work (Metro logo)” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

8.6 The METRO logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.

9. OTHER TERMS AND CONDITIONS:

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor’s obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.
9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency, CTC and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems (“ITS”) is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA’s sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

9.10 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with LACMTA’s Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form in the form of Attachment F-1. See http://www.metro.net/projects/call_projects/ for ITS Policy and Procedures, and the Self Certification form.

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with the LACMTA parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA-adopted parking policy. For LACMTA’s Parking Policy, see http://www.metro.net/projects/call_projects/
9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency’s guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.
## LACMTA Programmed Funding:

### Federal
- (RSTP) Regional Surface Transportation Program
- (CMAQ) Congestion Mitigation and Air Quality Program
- Other:
  - PA & ED
  - PS&E
  - R/W
  - Construction

### Grantee/Sponsor Match:

- City General Fund
- Prop A or C Local Return
- Block Grant
- Other:
  - PA & ED
  - PS&E
  - R/W
  - Construction

Note: You cannot match Federal with Federal

### Total Project Funding
ATTACHMENT B

SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED.]
REPORTING GUIDELINES FOR FEDERAL FUNDS

REPORTING PROCEDURES

• The Quarterly Progress Report (Attachment C1) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may not be substituted for this form.

• The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.

• In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

• Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.

• The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Report Due Date</th>
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<tbody>
<tr>
<td>July –September</td>
<td>November 30</td>
</tr>
<tr>
<td>October - December</td>
<td>February 28</td>
</tr>
<tr>
<td>January - March</td>
<td>May 31</td>
</tr>
<tr>
<td>April - June</td>
<td>August 31</td>
</tr>
</tbody>
</table>

Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.
Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER. Please submit Quarterly Progress Report with 60 days after the close of each quarter. No later than November 30, February 28, May 31, and August 31.

### SECTION 1: GENERAL INFORMATION

#### PROJECT TITLE:

<table>
<thead>
<tr>
<th>LOA#</th>
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</table>

#### QUARTERLY REPORT SUBMITTED FOR:

- **Fiscal Year:**
  - [ ] 2012-2013
  - [ ] 2013-2014
  - [ ] 2014-2015
  - [ ] 2015-2016
  - [ ] 2016-2017
  - [ ] 2017-2018

- **Quarter:**
  - [ ] Q1: Jul - Sep
  - [ ] Q2: Oct - Dec
  - [ ] Q3: Jan - Mar
  - [ ] Q4: Apr - Jun

(Attach photos of key components & milestones)

#### DATE SUBMITTED:

**LACMTA MODAL CATEGORY:**

- [ ] RSTI
- [ ] Pedestrian
- [ ] Signal Synchronization
- [ ] TDM
- [ ] Bicycle
- [ ] Goods Movement
- [ ] Transit
- [ ] TEA

<table>
<thead>
<tr>
<th>LACMTA Project Mgr.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>Project Mgr:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
</tr>
<tr>
<td><strong>e-mail:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Sponsor Contact / Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
</tr>
<tr>
<td><strong>Job Title:</strong></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>City / Agency:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
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<tr>
<td><strong>Phone Number:</strong></td>
</tr>
<tr>
<td><strong>e-mail:</strong></td>
</tr>
</tbody>
</table>
### SECTION 2: Quarterly PROGRESS REPORT

#### 1. Project-to-Date Expenditure

<table>
<thead>
<tr>
<th>% of Project Budget</th>
<th>Expended to Date</th>
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</table>

<table>
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<tr>
<th>% of Project Completion</th>
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</table>

#### 2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one):

- [ ] On schedule per original LOA schedule
- [ ] Less than 12 months behind original schedule
- [ ] Between 12-24 months behind original schedule
- [ ] More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the LOA?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

#### 3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.
## 4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter."

<p>| |</p>
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## 5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

<p>| |</p>
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</table>

I certify that I am the responsible Project Manager or fiscal officer and representative of and that to the best of my knowledge and belief the information stated in this report is true and correct.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</table>
**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

Please go to the ProgramMetro FTIP database link below:

https://program.metro.net

- Review & Update your projects in the FTIP through the ProgramMetro database
- Click on the REPORTS link -----------------http://program.metro.net/reports.asp
- Click on the FTIP PROJECT SHEET (PDF) link
- Under the File menu select "Save As" and save the PDF on your computer or network
- Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E
- Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

**FTIP CONTACTS**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Phone/FAX Information</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Cheng</td>
<td>213.922.2453</td>
<td><a href="mailto:Chengh@metro.net">Chengh@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Nancy Marroquin</td>
<td>213.922.7237</td>
<td><a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Jeeseong Chung</td>
<td>213.922.2478</td>
<td><a href="mailto:Chungje@metro.net">Chungje@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
</tbody>
</table>
## Los Angeles Metropolitan Transportation Authority
### 2000 Federal Transportation Improvement Program ($000)

**Project Description:** Route 405: Wilmington Avenue Interchange Modification at I-405. Improve I-405/Wilmington Avenue interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.

<table>
<thead>
<tr>
<th>System</th>
<th>State Hwy</th>
<th>Route</th>
<th>Postmile</th>
<th>Distance</th>
<th>Phase</th>
<th>ROW Acquisition</th>
<th>Completion Date 10/01/2014</th>
</tr>
</thead>
</table>

### Lane # Exist: 6  Lane # Prop: 7  Improv Desc: Widen Wilmington and adding new NB on Ramp

<table>
<thead>
<tr>
<th>Toll Rate</th>
<th>Toll Calc Loc:</th>
<th>Toll Method</th>
<th>Hov Asc Eq Loc:</th>
<th>Program Code: CARH3 - INTERCHANGE-MOD/REP/REC-LN ADD/0</th>
<th>Air Basin: SCAB</th>
<th>Envir Doc: FINDING OF NO SIGNIFICANT IMPACT - 03/26/2</th>
</tr>
</thead>
</table>

### Phase Prior 00/01 01/02 02/03 03/04 04/05 05/06 Beyond Total

<table>
<thead>
<tr>
<th>CITY - City Funds</th>
<th>PE</th>
<th>RW</th>
<th>CON</th>
<th>RW</th>
<th>$10,808</th>
<th>$10,808</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEMO/TIL - Demonstration - SAFETY/LU</th>
<th>PE</th>
<th>RW</th>
<th>CON</th>
<th>RW</th>
<th>$4,000</th>
<th>$4,000</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PC25 - Los Angeles County Proposition &quot;C25&quot;</th>
<th>PE</th>
<th>RW</th>
<th>CON</th>
<th>RW</th>
<th>$11,362</th>
<th>$11,362</th>
</tr>
</thead>
</table>

### TOTAL: $26,170

| TOTAL PE: $0 | TOTAL RW: $0 | TOTAL CON: $26,170 |

- General Comment: The right-of-way acquisition is taking more time than expected.
- Milesizing Comment: The right-of-way acquisition is taking more time than expected.
- TCM Comment: The right-of-way acquisition is taking more time than expected.
- Narrative: Project cost stays the same

**Last Revised: Adoption 13-00 - SCAG PENDING**

| Change reason: Carry Over, SCHEDULE DELAY | Total Cost | $26,170 |
Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects, the LACMTA Board of Directors, at its meeting on [INSERT DATE], authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for [INSERT PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #], (the “Project”) subject to the terms and conditions contained in this Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Part I - Specific Terms of the LOA, Part II - General Terms of the LOA, Attachment A – the Project Funding, Attachment B – the Scope of Work, Attachment C – the Reporting Guidelines, Attachment D – the Federal Transportation Improvement Program (FTIP) Sheet, Attachment E - Special Conditions for the Project [Remove if not applicable], and any other attachments or documents referenced therein.
In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By: _______________________________

[INSERT NAME]

[Insert Title]

Date: _______________________________
CALL FOR PROJECTS
TRANSIT PROJECT
LETTER OF AGREEMENT

PART I
SPECIFIC TERMS OF THE LOA

1. Title of the Project (the “Project”): [INSERT PROJECT TITLE] - LACMTA Call for Projects ID# [INSERT#], FTIP # [INSERT#].

2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors’ action of [INSERT NUMBER PROGRAMMED YEARS] years, for Fiscal Years (FY), [INSERT FISCAL YEARS(S) FUNDS PROGRAMMED]; [REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors’ action recertified the Funds for FY [INSERT APPROPRIATE FISCAL YEAR] only in the amount of $[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]. LACMTA Board of Directors’ action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being obligated by Project Sponsor.

3. The Funding Agency for this Project (the "Agency") is the Federal Transit Administration (FTA). The Programming Agency for this Project is LACMTA.

4. The “Project Funding” documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.

5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached as Attachment B. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed including, without limitation, Project milestones consistent with the lapsing policy described in Part II below. The Scope of Work also includes a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.

6. Attachment C - the Reporting Guidelines; Project Sponsor shall complete the “Quarterly Progress Report.” The Quarterly Progress Report is attached to this LOA as Attachment C1 in accordance with Attachment C - Reporting Guidelines.

7. The "FTIP PROJECT SHEET (PDF)" is attached as Attachment D and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document.
The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at [https://program.metro.net](https://program.metro.net). All projects that receive funding through the LACMTA Call For Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the Funds have been obligated, no material changes will be allowed.

9. LACMTA’s Address:
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: [INSERT LACMTA PROJECT MANAGER NAME, PHONE, MAIL STOP AND E-MAIL ADDRESS]

10. Project Sponsor’s Address:
[INSERT PROJECT SPONSOR NAME, ADDRESS, AND RESPONSIBLE STAFF PERSON, PHONE AND E-MAIL ADDRESS]

11. Special Conditions for the Project, if any, are attached to this LOA as Attachment E. [IF NONE, REMOVE THIS BULLET]
PART II
GENERAL TERMS OF THE LOA

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit requests for reimbursements to the Agency in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency and of LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency and LACMTA as the programming agency.

2. **TERM:**

2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon LACMTA’s receipt of Project Sponsor’s grant closeout for the Project.

2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING REQUIREMENTS:**

4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting requirements. *Project Sponsor shall use the Federal Transportation Improvement Program (“FTIP”) No., and LACMTA Call for Projects Project ID# on all correspondence.*

4.2 Since the Project is funded exclusively with Federal funds and contains no LACMTA local funding, LACMTA has no audit responsibilities for this Project. Project
Sponsor shall comply with all Agency compliance, pre-award and performance audit requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

5. **EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 Subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any underruns to the funds shown in Attachment A shall be apportioned between LACMTA and Project Sponsor in the same proportion as the Sources of Funds from each party to this LOA as specified in Attachment A to this LOA. Upon completion of the Project described in the Scope of Work and subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

6. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

6.1 Project Sponsor must demonstrate timely use of the Funds by:

(i) executing this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA, or by December 31 of the
first Fiscal Year in which the Funds are programmed, whichever date is later; and

(ii) obligating the Funds programmed under this LOA for allowable costs within 12 months from Oct 1st of the first Fiscal Year in which the Funds are programmed. All Funds programmed for FY 200_0_ are subject to lapse on __________. [Repeat last sentence as needed for each programmed year.]

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Project Sponsor must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this LOA. Evidence of timely obligation will be either documentation that the Funds have been successfully transferred to the FTA for administration or an approved Grant Application with the Agency.

6.3 In the event this LOA is not executed and/or timely obligation of Funds is not effected as described in Part II, Sections 6.1 and 6.2 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors.

7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8. COMMUNICATIONS:

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA’s contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase “This project was partially funded by Metro” or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.
8.2 If Project Sponsor produces any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for the prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, “Communications Materials” include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work (Metro logo)” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

8.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.

9. OTHER TERMS AND CONDITIONS:

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys’ fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to
be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor’s obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems (“ITS”) is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA’s sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.
9.10 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA’s Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. (For LACMTA’s Countywide ITS Policy and Procedures, see www.metro.net/projects/call_projects/.)

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with the LACMTA Parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA-adopted parking policy. (For LACMTA’s Parking Policy, see www.metro.net/projects/call_projects/.)

9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency’s guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.
## ATTACHMENT A - PROJECT FUNDING

**TRANSIT LETTER OF AGREEMENT**

**PROJECT TITLE:** ______________________________

**GRANTEE/ PROJECT SPONSOR:**

($ in Actual Dollars)

(LACMTA Programmed Funding and Sponsors Match Only)

<table>
<thead>
<tr>
<th>SOURCES OF FUNDS</th>
<th>PRIOR</th>
<th>FY 2012-13</th>
<th>FY 2013-14</th>
<th>FY 2014-15</th>
<th>FY 2015-16</th>
<th>BUDGET</th>
<th>BUDGET</th>
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<tbody>
<tr>
<td>LACMTA Programmed Funds:</td>
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<tr>
<td>Federal RSTP</td>
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<td>Local Dollars</td>
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<td>Call for Projects Funding</td>
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<tr>
<td>Local Match*</td>
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<tr>
<td><strong>TOTAL PROGRAMMED BUDGET</strong></td>
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</tr>
</tbody>
</table>

* Current Call process requires a 20% local match of the Call grant pursuant to the Supplemental Application Package.
SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE LACMTA BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED].
LOA ATTACHMENT C
REPORTING GUIDELINES FOR FEDERAL FUNDS

REPORTING PROCEDURES

• The Quarterly Progress Report (Attachment C1) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may not be substituted for this form.

• The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.

• In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

• Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.

• The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July –September</td>
<td>November 30</td>
</tr>
<tr>
<td>October - December</td>
<td>February 28</td>
</tr>
<tr>
<td>January - March</td>
<td>May 31</td>
</tr>
<tr>
<td>April - June</td>
<td>August 31</td>
</tr>
</tbody>
</table>

Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.
**LACMTA LOA ATTACHMENT C1**

**QUARTERLY PROGRESS REPORT**

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER. Please submit Quarterly Progress Report with 60 days after the close of each quarter. No later than November 30, February 28, May 31, and August 31.

### SECTION 1: GENERAL INFORMATION

**PROJECT TITLE:**

**LOA#:**

**QUARTERLY REPORT SUBMITTED FOR:**

- **Fiscal Year:**
  - 2012-2013
  - 2013-2014
  - 2014-2015
  - 2015-2016
  - 2016-2017
  - 2017-2018

- **Quarter:**
  - Q1: Jul - Sep
  - Q2: Oct - Dec
  - Q3: Jan - Mar
  - Q4: Apr - Jun

(Attach photos of key components & milestones)

**DATE SUBMITTED:**

**LACMTA MODAL CATEGORY:**

- RSTI
- Pedestrian
- Signal Synchronization
- TDM
- Bicycle
- Goods Movement
- Transit
- TEA

<table>
<thead>
<tr>
<th>LACMTA Project Mgr.</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Mgr:</td>
</tr>
<tr>
<td></td>
<td>Mailing Address:</td>
</tr>
<tr>
<td></td>
<td>Phone Number:</td>
</tr>
<tr>
<td></td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Sponsor Contact / Project Manager</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Job Title:</td>
</tr>
<tr>
<td></td>
<td>Department:</td>
</tr>
<tr>
<td></td>
<td>City / Agency:</td>
</tr>
<tr>
<td></td>
<td>Mailing Address:</td>
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<td></td>
<td>Phone Number:</td>
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<td></td>
<td>e-mail:</td>
</tr>
</tbody>
</table>
### SECTION 2: Quarterly PROGRESS REPORT

1. **Project-to-Date Expenditure**

<table>
<thead>
<tr>
<th>% of Project Budget</th>
<th>Expended to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Project Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

2. **PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one):

- [ ] On schedule per original LOA schedule
- [ ] Less than 12 months behind original schedule
- [ ] Between 12-24 months behind original schedule
- [ ] More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the LOA?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

3. **TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.
### 4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter."

---

### 5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

---

I certify that I am the responsible Project Manager or fiscal officer and representative of and that to the best of my knowledge and belief the information stated in this report is true and correct.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

- **PLEASE GO TO THE ProgramMetro FTIP DATABASE LINK BELOW:**
  - [https://program.metro.net](https://program.metro.net)
- Review & Update your projects in the FTIP through the ProgramMetro database
- Click on the REPORTS link ----------------- [http://program.metro.net/reports.asp](http://program.metro.net/reports.asp)
- Click on the FTIP PROJECT SHEET (PDF) link
- Under the File menu select "Save As" and save the PDF on your computer or network
- Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E
- Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

### FTIP CONTACTS

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Phone/FAX Information</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Cheng</td>
<td>213.922.2453</td>
<td><a href="mailto:Chengh@metro.net">Chengh@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Nancy Marroquin</td>
<td>213.922.7237</td>
<td><a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
<tr>
<td>Jeeseong Chung</td>
<td>213.922.2478</td>
<td><a href="mailto:Chungje@metro.net">Chungje@metro.net</a></td>
</tr>
<tr>
<td></td>
<td>FAX: 213.922.2476</td>
<td></td>
</tr>
</tbody>
</table>
Los Angeles Metropolitan Transportation Authority
2000 Federal Transportation Improvement Program ($000)

**TIP ID:** LAF1103  
**Implementing Agency:** Carson, City of

**Project Description:** Route 405: Wilmington Avenue Interchange Modification at I-405. Improve I-405/Wilmington Avenue interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 123rd, and existing on- and off-ramps.

<table>
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<tr>
<th>System</th>
<th>Route</th>
<th>Festmle</th>
<th>Distance</th>
<th>Phase</th>
<th>ROW Acquisition</th>
<th>Completion Date</th>
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<tr>
<td></td>
<td>405</td>
<td>93.3 to 9.81</td>
<td>53</td>
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<td>ROW Acquisition</td>
<td>10/01/2014</td>
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**Lane # Exit:** 5  
**Lane # Prop:** 7  
**Impv Desc:** Widen Wilmington and adding new NB on Ramp  
**Toll Rate:**  
**Toll Rate Loc:**  
**Toll Method:**  
**Hov act eg loc:** 0  
**Program Char:** CARH2 - INTERCHANGE MOD/RSPRED/DRN ADD/O

<table>
<thead>
<tr>
<th>CITY</th>
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<th>PHASE</th>
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<th>01/02</th>
<th>02/03</th>
<th>02/04</th>
<th>04/05</th>
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<tbody>
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<td></td>
<td></td>
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<td>$10,800</td>
</tr>
</tbody>
</table>

**申报说明 - Demonstration - SAFELETU**

| PE   |            | $0    |       |       |       |       |       |       |       |        | $0    |
| RW   |            | $0    |       |       |       |       |       |       |       |        | $0    |
| CON  | $4,000     | $4,000 |       |       |       |       |       |       |       |        | $4,000 |
| SUBTOTAL  | $4,000 | $4,000 |       |       |       |       |       |       |       |        | $4,000 |

**PC25 - Los Angeles County Proposition "C"5**

| PE   |            | $0    |       |       |       |       |       |       |       |        | $0    |
| RW   |            | $0    |       |       |       |       |       |       |       |        | $0    |
| CON  | $11,362    | $11,362 |       |       |       |       |       |       |       |        | $11,362 |
| SUBTOTAL  | $11,362 | $11,362 |       |       |       |       |       |       |       |        | $11,362 |

**TOTAL:**  
**PE:** $0  
**RW:** $0  
**CON:** $26,170

**TOTAL:**  
**PE:** $0  
**RW:** $0  
**CON:** $26,170

- General Comment: The right-of-way acquisition is taking more time than expected.
- Missing Comment: The right-of-way acquisition is taking more time than expected.
- FCM Comment: The right-of-way acquisition is taking more time than expected.
- Incon: Project cost stays the same
- Changed Environmental Document: New "CATEGORICALLY EXEMPT" to "FINDING OF NO SIGNIFICANT IMPACT"
- Changed Current Implementation Status: From "Engineering Plans, Specifications and Estimates (P&S&E)" to "ROW Acquisition"
- No change in project funding
- Total project cost remains the same: $26,170

**Last Revised:**  
**Adoption 13-00 - SCAG PENDING**

Change reason: Carry Over, SCHEDULE DELAY  
**Total Cost:** $26,170
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Los Angeles County Metropolitan Transportation Authority (Metro)

2015 Transportation Improvement Program
Call for Projects

APPENDIX H

METRO’S SUSTAINABLE DESIGN PROGRAM
REQUIREMENTS
Sustainable Design Elements

In the 2011 Call for Projects, applicants received points for reducing the construction-related and long-term environmental impacts of projects by incorporating sustainable design elements. Examples of sustainable design elements included green street features, drought tolerant landscaping, and energy efficient lighting. Most projects scored well in this category, as many jurisdictions have been proactively pursuing sustainable design alternatives for the last few decades to meet community objectives, comply with federal and state laws, and reduce long-term maintenance costs.

Given the evolution of sustainable design and the advancement of local, state, and federal legislation, as well as established best practices and methodologies, sustainable design is no longer included as an evaluation criterion in the 2015 Call for Projects, but rather a requirement for program funding. All projects funded in the 2015 Call for Projects will be required to incorporate sustainable design elements. For additional information and assistance, refer to Metro’s Countywide Sustainability Planning Policy (www.metro.net/callforprojects).

To meet this requirement, successful project sponsors must complete the following activities:

1. **Attend Metro-hosted training on sustainable design.** Successful project sponsors will be required to attend a mandatory training on sustainable design in the fall preceding the project’s first year of funding. Metro staff will reach out to all affected project sponsors to ensure they are aware and able to send appropriate staff to the training.

2. **Develop a Sustainable Design Plan** that includes a list of the sustainable design performance outcomes the project sponsors commit to achieve. The plan will be included as an attachment to the scope of work in the funding agreement. The plan will be deemed in compliance with this requirement if it contains the following:

   a. A commitment to **all** of Metro’s Recommended Sustainable Design Performance Metrics, as applicable to the scope of work, and a description of how the project sponsor will achieve each metric.

   b. A commitment to an alternative set of performance metrics, proposed by the project sponsor and approved by Metro, that exceeds business-as-usual performance. Depending on the project scope, potential metrics could include: energy and water use; waste reduction; stormwater management; reduction of urban heat island effects, lighting, and pavement. For example, if the project does not add or replace landscaping, then a metric for reducing water-use would not be required. In addition to establishing an alternative set of performance metrics, the plan must include a description of how the project sponsor will achieve each metric. Resource documents that will support project sponsors in selecting applicable metrics follow.
3. **Report on the implementation of the Sustainable Design Plan.** As part of the project closeout, project sponsors will be required to certify that the Sustainable Design Plan has been completed. Metro will provide a template for documentation.

**Metro’s Recommended Sustainable Design Performance Metrics**

*When consistent with the scope of work, the following performance metrics shall be applied:*

- All lighting systems installed as part of the project will comply with safety requirements applicable to the project and also exceed the current efficiency requirements included in the California Building Energy Efficiency Standards (Title 24, Part 6) by at least 10%\(^\text{10}\).

- Landscaping (plants and irrigation) funded as part of the project will be designed to achieve at least 50% reduction in water demand, as determined by the methodology of the California Model Water Efficient Landscape Ordinance or a local ordinance that utilizes an equivalent approach\(^\text{11}\).

- Projects adding or replacing impermeable surfaces will incorporate Low Impact Development (LID) strategies, as feasible, that are consistent with the best practices established by the EPA and the Regional Water Quality Control Board\(^\text{12}\).

- Building materials and infrastructure purchased for the project will contain a minimum of 20% recycled content (by cost) including, roadways, parking lots, sidewalks, unit paving, curbs, base and subbase materials for the preceding items, and streetscape items including benches, light poles, tree grates, bike racks, and signage\(^\text{13}\).

- Projects that add new or replace paving will either include a) Shading of at least 50% of paved surfaces with structures or canopy trees (assuming the size after five years of growth), or b) use paving materials with a Solar Reflective Index (SRI) value of 29 or greater\(^\text{14}\).

- Projects that add new or replace paving will use low-energy material (as defined by the FHWSA Sustainable Highways Self-Evaluation Tool) for at least 50 percent of the total project pavement material by weight\(^\text{15}\).

\(^{10}\) [http://www.energy.ca.gov/title24/](http://www.energy.ca.gov/title24/)

\(^{11}\) [http://www.water.ca.gov/wateruseefficiency/landscapeordinance/](http://www.water.ca.gov/wateruseefficiency/landscapeordinance/)


\(^{14}\) [http://www.epa.gov/heatisld/images/extra/level3_pavingproducts.html](http://www.epa.gov/heatisld/images/extra/level3_pavingproducts.html)

\(^{15}\) [http://www.sustainablehighways.org/](http://www.sustainablehighways.org/)
Additional items that are encouraged for inclusion in the Sustainable Design Plan, but not required are:

- Installation of energy capture systems, such as photovoltaic devices, for transit centers, park and ride facilities, or other structures.

- Use of recycled water, greywater, or captured rainwater for landscape irrigation.

- Solid waste management infrastructure, such as recycling containers adjacent to trash receptacles.

- LEED certification of buildings and/or neighborhood development.

Performance Metrics Resource Documents

Project sponsors that chose to propose an alternative set of performance metrics for inclusion in the Sustainable Design Plan are encouraged to consider the following sources.

- FHWA Sustainable Highways Self-Evaluation Tool.  
  http://www.sustainablehighways.org/

- LEED for Neighborhood Development Rating System.  

- Model Design Manual for Living Streets  
  http://modelstreetdesignmanual.com/
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APPENDIX I

GLOSSARY OF ACRONYMS
<table>
<thead>
<tr>
<th>Abbreviations and Acronyms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATSM</td>
<td>Advanced Traffic System Management</td>
</tr>
<tr>
<td>ATIS</td>
<td>Advanced Traveler Information System</td>
</tr>
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