

# **Los Angeles County Metropolitan Transportation Authority**

## **Transit Oriented Development Planning Grant Program Guidelines**

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**Round 4**

**03/26/2015**

## **I. INTRODUCTION AND PURPOSE**

Through the Transit Oriented Development Planning Grant Program (“Program”), the Los Angeles County Metropolitan Transportation Authority (“Metro”) provides funds to local governments to encourage the development and adoption of land use regulations that promote sustainable, transit-oriented design principles. Calls for applications will typically be held biennially in even-numbered years.

Transit Oriented Development (TOD) projects take advantage of proximity and access to public transit through appropriate density, reduced reliance upon private automobiles, and enhanced walkability. Such development may increase the accessibility and utilization of public transportation. This program will provide funds to local governments to adapt their existing general plans, specific plans, zoning, and other ordinances to encourage such sustainable development forms.

## **II. PROGRAM OBJECTIVES**

The primary objectives of the Program are to provide funding to:

- Increase access to transit by assisting local governments to accelerate the adoption of TOD regulatory frameworks;
- Improve the transit network and increase utilization of public transit by reducing the number of modes of transportation necessary to access regional and local transit lines;
- Further the reduction in greenhouse gases through encouraging in-fill development along transit corridors and transit use; and
- Support and implement sustainable development principles.

## **III. ELIGIBLE APPLICANTS**

Cities and the County of Los Angeles with land use regulatory jurisdiction:

- Within ½ mile of Metrolink Stations in Los Angeles County and/or adjacent and relevant transit corridors
- Within ½ mile of the existing, planned, or proposed Metro rail or bus rapid transit stations and/or adjacent and relevant transit corridors

Applicants seeking funds along transit corridors MUST demonstrate the corridor’s relevancy to the development of TOD around the station area. The corridor may, for example, connect the station area to significant activity centers, carry significant pedestrian traffic to and from the station area, and/or connect the station area to other areas with significant transit service.

#### IV. ELIGIBLE ACTIVITIES

Funding is for proposals that will result in the elimination of regulatory constraints to TOD projects and the development of specific regulatory documents that promote TOD and can be adopted by governing bodies, such as:

- New or amended specific plans;
- New or amended ordinances;
- New or amended overlay zones;
- New or amended general plans;
- Transit Village Development Districts; and
- Environmental studies required to support the new or amended regulatory documents.

Such regulatory changes will encourage development near transit stations, provide for appropriate density given the immediate access to transit, reduce dependency on the private automobile and provide for strong pedestrian and bicycle connections between development sites and transit.

#### V. EVALUATION CRITERIA

Proposal will be evaluated according to the following criteria and associated scores.

##### **Section 1– Project Scope (up to 55 points)**

- a. *Project Area/Targeted Communities (Up to 5 points):*
  - Concise and clear description of the project area, targeted communities, and specific transit stations and/or corridors the project will impact.
  - The station and/or corridor significance to the local community and larger region including importance for the transit network and ridership.
- b. *Regulatory Constraints (Up to 15 points):*
  - Clear description of the specific regulatory constraints and/or general land use challenges/ barriers in the project area.
  - Degree to which constraints and barriers are those which the Program was created to address (i.e. outdated parking requirements, height or density restrictions, lack of bicycle and pedestrian access and utilization incentives, etc.).
- c. *Proposed Regulatory Documents (Up to 20 points):*
  - Clear description of the regulatory documents that will require revision and/or new regulatory documents. Documents may include a community's general plan, zoning ordinances, parking codes, specific plans, Transit Village District documents, etc.
  - Extent to which regulatory documents promote Program objectives.

- d. *Impact of Proposed Regulatory Changes (Up to 15 points):*
- Thoroughness in explaining how the regulatory changes directly mitigate the constraints previously identified.

**Section 2 – Public Participation (up to 10 points)**

- a. *Outreach Plan (Up to 5 points):*
- Clear identification of all impacted communities and stakeholders affected by the proposed regulatory changes.
  - Demonstration of a well thought out public participation and outreach program necessary to bring the regulatory changes forward.
- b. *Community and Policy Maker Support (Up to 5 points):*
- Demonstration that community stakeholder and policy maker support for the types of regulatory changes being proposed exist. This could be evidenced by prior actions implementing similar changes elsewhere in the community, specific direction by elected officials, letters of support, etc.

**Section 3 – Future Implementation (up to 10 points)**

- a. *Opportunity Sites (Up to 5 points):*
- Ability to link regulatory changes with the near term potential for implementing TOD through the availability of suitable opportunity sites, particularly if controlled by the applicant.
- b. *Next Steps (Up to 5 points):*
- Demonstration of a well thought out long term plan for building a successful TOD area once grant funded regulatory changes are adopted.

**Section 4 - Project Implementation Plan (up to 25 points)**

- a. *Project Schedule, Tasks, and Budget (Up to 20 points):*
- Schedule demonstrates the overall approach for project completion and that the project can be completed in 36 months.
  - Principle tasks that will be undertaken to complete the project are identified, reasonable, and realistic.
  - Overall expenditures (local and grant) as well as expenditures per task are both realistic and highly cost efficient, maximizing the impact of the funds requested.
- b. *Project Management (Up to 5 points):*
- Clear description of team composition, including the roles and responsibilities of city/county staff and/or consultants.

A panel of LACMTA staff will evaluate all applications. Applicants who do not receive award will have an opportunity to appeal to Metro's Technical Advisory Committee following Board of Directors' action on staff recommendations for

award. After LACMTA Board of Directors' action, unsuccessful applicants will have an opportunity to appeal to Metro's Technical Advisory Committee. Unsuccessful applicants will receive an email by LACMTA notifying them of the opportunity to appeal. Unsuccessful applicants interested in presenting their appeal should reply to LACMTA's project manager.

## **VI. ELIGIBLE COSTS**

- a. Applicants will develop and submit a budget as part of the application. Funds awarded will not exceed the budget submitted and may be less if the key objectives can be achieved at lower costs. Any cost overruns shall be the responsibility of the applicant.
- b. Both third party consulting costs and internal staff costs for staff directly providing services with respect to the project will be eligible for funding. Such eligible costs shall not include overtime costs.
- c. Costs associated with community outreach and meeting CEQA requirements are eligible costs.

## **VII. NON-ELIGIBLE COSTS**

- a. Costs such as equipment, furniture, vehicles, office leases or space cost allocations, food or similar costs.
- b. Applicant staff overtime costs, mileage reimbursements, and use of pool cars.

## **VIII. GENERAL AND ADMINSTRATIVE CONDITIONS**

- a. **Duration of Grant Projects.** Projects' schedules must demonstrate that the projects can be completed, including related actions by the governing body (if any), within 36 months of award.
- b. **Governing Body Authorization.** Completed TOD Planning Grant Program applications must include authorization and approval of the grant submittal and acceptance of award by the governing body, if required, within three months of notification of award.
- c. **Grant Agreement.** Each awarded applicant must execute a Grant Agreement with Metro. The Agreement will include the statement of work, including planning objectives to be achieved, the financial plan reflecting grant amount and any local match, if applicable, as well as a schedule and deliverables. The schedule must demonstrate that the project will be completed within 36 months from the date of execution.
- d. **Funding Disbursements.** Funding will be disbursed on a quarterly basis subject to satisfactory compliance with the expenditure plan and schedule

as demonstrated in a quarterly progress/expense report supported by a detailed invoice demonstrating the staff and hours charged to the project, any consultant hours, etc. An amount equal to 5% of each invoice will be retained until final completion of the project and audits. In addition, final scheduled payment will be withheld until the project is complete and approved by Metro and all audit requirements have been satisfied. All quarterly reports will be due on the last day of the months of October, January, April, and July.

- e. **Audits.** All grant program funding is subject to Metro audit. The findings of the audit are final.

**IX. Deobligation of Funds.** Grantee must demonstrate timely use of the Funds and effective implementation of project scope of work by:

- i. Executing the Agreement within sixty (60) days of receiving formal transmittal of the Agreement from LACMTA.
- ii. Meeting the Project milestone and deliverable due dates as stated in the Project Schedule and Budget (Attachment A), Scope of Work (Attachment B), and Project Milestones Schedule (Attachment D2).
- iii. Timely submitting of the Quarterly Progress/Expense Reports (Attachment D1) as defined in Part II, Section 2 of the Agreement and the Reporting and Expenditure Guidelines (Attachment C); and
- iv. Expending funds granted within thirty-six (36) months from the date the Grant Agreement is fully executed.
- v. Procuring contract/consultant to complete grant Scope of Work (Attachment B) within six (6) months of agreement execution with LACMTA.
- vi. Notifying LACMTA as soon as grantee is aware of any changes and circumstances which alter the eligibility of the Board approved project.

In the event that timely use of funds and effective implementation of the project scope of work is not demonstrated, the Project will be reevaluated by LACMTA as part of its annual budget recertification of funds/TOD Planning Grant Program Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. Prior to LACMTA Board of Directors' action to deobligate funds, Grantees recommended for deobligation will have an opportunity to appeal to Metro's Technical Advisory Committee. Grantees will receive a letter by LACMTA notifying them of the opportunity to appeal. Grantees interested in presenting their appeal should reply to LACMTA's project manager.