

Los Angeles County Metropolitan Transportation Authority Wayfinding Signage Grant Pilot Program

Application Instructions

The Los Angeles County Metropolitan Transportation Authority (“Metro”) Wayfinding Signage Grant Program (“Program”) provides funds to eligible agencies wishing to install static wayfinding signage within one mile to and from Metro fixed guideway stations that will be open by June 30, 2017. Signage on Metro property and within the stations and park-and-ride lots themselves are not eligible. Eligible agencies includes: cities, County of Los Angeles, Ports of Los Angeles and Long Beach, municipal and local transit operators, and Caltrans.

Pilot Overview

At the November 2014 meeting, the Board directed the Chief Executive Officer (CEO) to create a two-year pilot Wayfinding Signage Grant Program to implement components of Metro’s First/Last Mile Strategic Plan. The Pilot Program provides \$500,000 over a two year period, Fiscal Year (FY) 2015-16 and 2016-17 (see attached map) to assist agencies in designing and implementing static Wayfinding signage systems on non-Metro properties within one mile to and from transit stations. Funding for FY 2015-16 and FY 2016-17 will be awarded through this application process.

Wayfinding signage projects should have a meaningful impact on improving the usability of the transportation system. Metro developed Station Wayfinding Signage Guidelines in December 2014. They are available for viewing at http://www.metro.net/projects/call_projects under the Guidelines and Manuals section, to assist agencies who wish to develop static signage and wayfinding improvements. These guidelines serve as the basis for signage funded through this program. Since the Wayfinding Signage Grant Program is a two-year pilot program, an evaluation will be conducted at the end of the demonstration period to assess its needs and benefits.

The submission deadline will be Friday, **November 13, 2015 by 3:00pm**. Applications must be received by Metro’s Project Manager, Teresa Wong, either by mail or in person by **3:00 pm**. Below is the list of application materials, instructions on how to submit an application, as well as a timeline of important dates.

Application Materials

- > Application Instructions
- > Application
- > Program Guidelines
- > Metro Rail System Map by end of FY 2016-17



All materials can be accessed at http://www.metro.net/projects/call_projects. An application workshop will be held September 9, 2015 at 9:30am. Subregional workshops are being scheduled. Please contact Teresa Wong at wongte@metro.net or 213.922.2854 if interested in attending.

Application Submission

Submit ONE (1) hard copy of the application and ONE (1) CD-R or DVD containing the completed application form in PDF, Application Parts 1 & 2, Application Signature Page, and Project Location and Map to Teresa Wong, Transportation Planning Manager, Subregional Planning, by Friday, November 13, 2015 at 3:00pm.

Do not spiral or machine-bound the application and do not add a cover or title page to the front of the application package. No postmarks fax, or e-mail applications will be accepted.

Submit the completed application package through one of the following methods:

By Mail:	In Person:
ATTN: WAYFINDING SIGNAGE GRANT PROGRAM- TERESA WONG LACMTA One Gateway Plaza, MS 99-22-4 Los Angeles, CA 90012	ATTN: WAYFINDING SIGNAGE GRANT PROGRAM- TERESA WONG LACMTA One Gateway Plaza, 22nd Floor Los Angeles, CA 90012

Important Dates

August 26 2015	Application Available
September 9, 2015 – 9:30am	Application Workshop*
November 13, 2015 – 3:00pm	Application Submission Deadline
November 16, 2015 – January 6, 2016	Application Evaluation Period
January 2016	Preliminary Funding Recommendations
February 2016	TAC Meeting to Hear Project Appeals
April 2016	Metro Board Award Approvals

*Subregional Workshops being scheduled

WAYFINDING SIGNAGE GRANT PILOT PROGRAM PROJECT APPLICATION

DEADLINE: NOVEMBER 13, 2015 AT 3:00PM

PART 1: PROJECT INFORMATION

Project Information

TITLE

NEAREST METRO FIXED GUIDEWAY TRANSIT LINE/STATION (MUST BE WITHIN ONE MILE)

PROJECT LIMITS (STREET NAMES, CITY)

PROJECT PRIORITY: PRIORITY NO. _____ OF _____

Applicant Information

SPONSOR

CONTACT PERSON NAME* & TITLE

MAILING ADDRESS

CITY AND ZIP CODE

EMAIL ADDRESS

PHONE

**Please note that the designated "Contact Person" is the only contact point for all Grant 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, inquires soliciting clarification of information contained in the application, etc. will be directed to the identified contact person. 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 the Metro project manager 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".*

Project Eligibility

Does the Project replace, renovate or install new static wayfinding signage within one-mile of a Metro fixed guideway station? ***This program does not fund digital signage.*** YES NO

Does the project follow Metro's Station Wayfinding Signage Guidelines? YES NO

Signage that follows Metro guidelines will be given priority. Metro will consider exceptions which must be fully explained and justified below.

Is the project consistent with applicable local, state, federal laws, guidelines and/or standards as well as wind load considerations? YES NO

Project Type

What type of signage will this project include? Please mark all that apply.

New Sign Replacement Sign Stand-alone Sign Joint Sign

Project Milestone Schedule

PROJECTS

Phase	Start (Month/Year)	End (Month/Year)	Comments
Public Outreach			
Design			
Fabrication			
Installation			
Other: (Procurement, etc.)			

Please note that if this project is funded, this schedule will be included in the grant agreement and the grantee will be held to this schedule and lapsing deadline for the purposes of project oversight by Metro.

Project Funding Request

Year of funding requested. Please select all that applies.

FY 2016

FY 2017

Project Funding (in FY-16 dollars)

Deliverable/Phase	Total (ACTUAL \$)	Local Agency Funds (MATCH ACTUAL \$)	Local Agency In-Kind Funds (MATCH ACTUAL \$)	Requested Funds (ACTUAL \$)

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

**Wayfinding signage that is part of a larger project will require the grantee to fund a proportionate share of the project cost. Metro will be responsible for funding up to fifty percent (50%) of the total cost of the wayfinding signage consisting of directional signage within one mile to and from Metro fixed guideway stations. Metro reserves the right to downscope or partially fund a project funding request as long as the project remains feasible.*

**Non-eligible costs includes right-of-way acquisition, equipment, furniture, vehicles, office leases or space cost allocations, food or similar costs, staff overtime costs, mileage reimbursements, use of pool cars, on-going maintenance costs of signage, signage solely for Americans with Disabilities Act (ADA) compliance, and signage to or from Metro Parking Facilities.*

Project Scope/Description

In the space provide below and limited to 300 words, briefly describe the proposed project area and targeted communities. Please identify specific Metro fixed guideway transit line/station area(s) within one mile of project location and nearby key destinations (attractions, landmarks, etc.) the proposed project may benefit. Wayfinding signage is for non-Metro property locations and for signage to and from Metro stations, but not within the stations or park-and-ride themselves.

Please also include a description and signage design specifications, including, but not limited to the materials, quantity of signage, and size of the signage. Identify if the project will include new signs, sign replacement or renovation, and if the signs are stand alone or joint. Please attach any renderings, if available.

Attach a proposed project area map(s). Ensure that wayfinding signage opportunity sites (see enclosed "Go Metro" map) are identified on the map(s) and illustrate the one mile radius around the qualifying station(s) to demonstrate project eligibility.



PART 2: PROJECT EVALUATION CRITERIA

SECTION 1: Demonstration of Need (up to 30 points)

- a. Describe the need and purpose of the project in terms of significance to the local community and larger region including importance of wayfinding to and from the transit network and the affect on ridership.

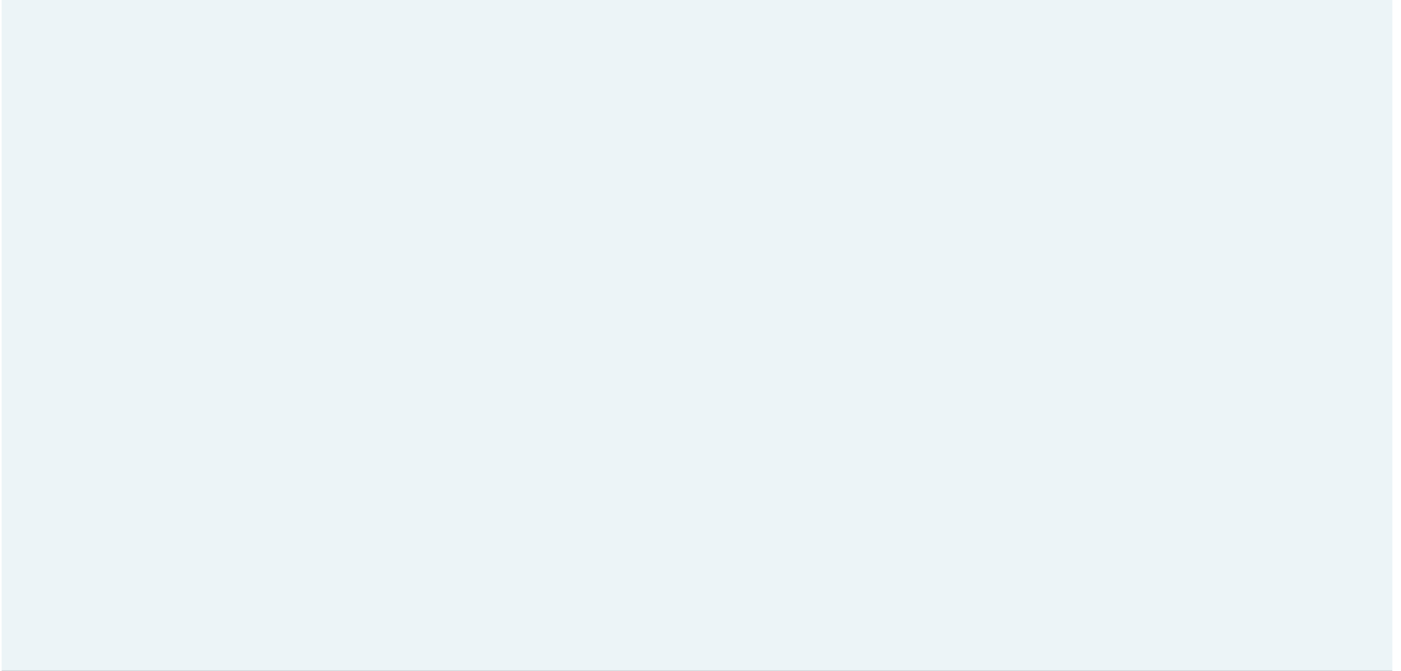
- b. Identify Metro fixed-guideway transit lines that will benefit from this project. Ridership data can be requested directly from Metro’s Records Management at *RMC@metro.net*.

Transit Line(s)	Name of Transit Station(s)	Ridership (AVG. WEEKDAY BOARDINGS)

SECTION 3: Project Readiness and Cost Effectiveness (up to 35 points)

Points will be applied based on how quickly the project can be implemented. The project's cost effectiveness will be based on its demonstrated ability to meet regional mobility benefit in relationship to the total cost of the project.

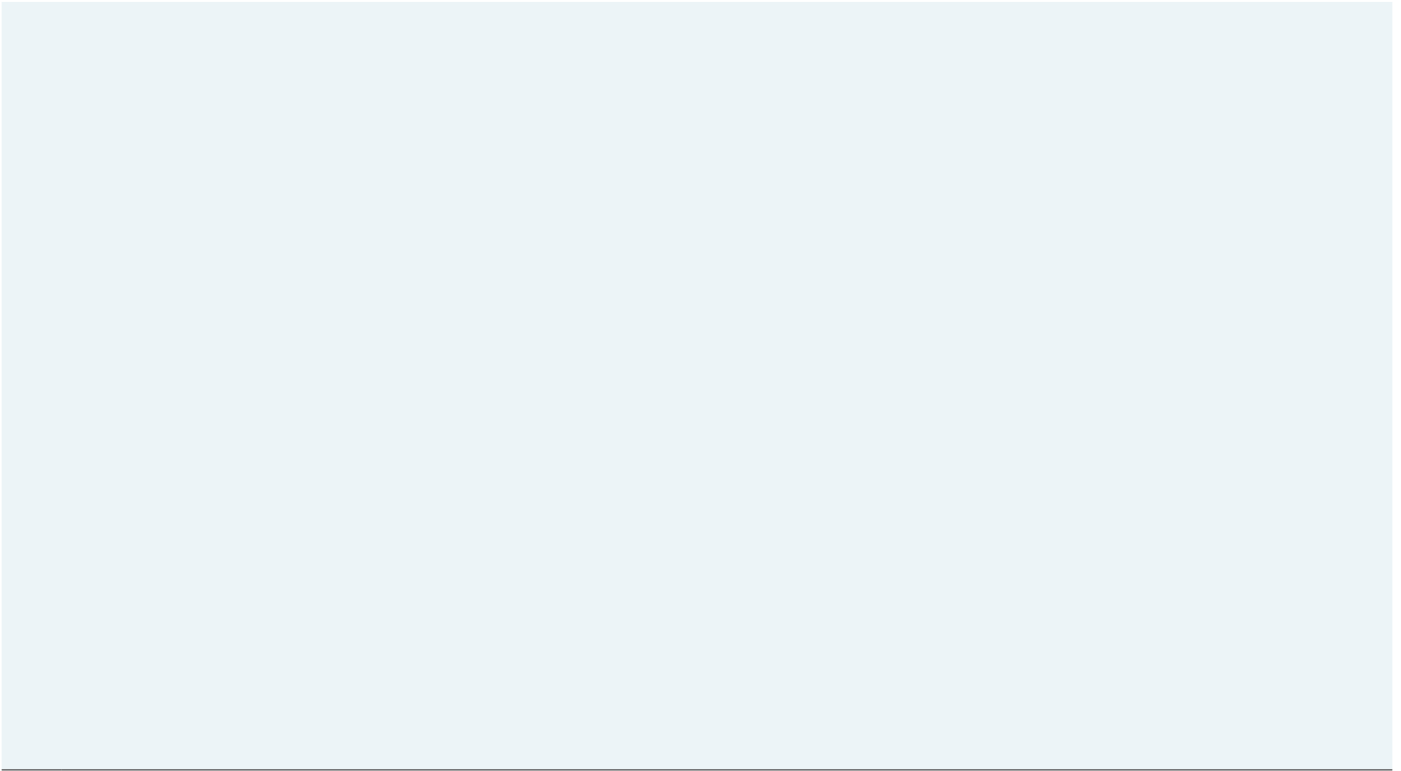
- a. Describe any existing implementation plans for static wayfinding signage on non-Metro property that the applicant currently has that are compliant with local, state, federal laws, guidelines and/or standards, as well as wind load considerations. (limited to 300 words)



- b. Has the applicant identified signage locations or consolidation of new/existing signs? Will the project be using existing posts/poles for installing sign(s)? Does applicant have the authority to implement signage or will approvals and permits need to be obtained? If yes, has the applicant started the permitting/approval process?



- c. Identify all communities and stakeholders affected directly or indirectly by the proposed project. Describe the public participation and outreach program that has been completed, comments received, and future outreach that will be conducted to bring the project forward. Please attach any supporting documentation including letters of support (optional and should be addressed to the Metro Chief Planning Officer), recorded comments at public meetings, meeting minutes, etc.



- d. If this is a joint project, do all involved parties support the project? Explain the role of each party and provide proof of support.



- e. Cost Effectiveness. Using the table below as a template, please complete an itemized cost estimate for all expenses based on best information. Provide the source of information. Be as accurate as possible to avoid future cost overruns as these will be the responsibility of grantee if awarded funding. Metro does not fund cost overruns. **Make sure to include any relevant line items that are not listed in this table. Please provide costs in FY-16 dollars.

Item	Quantity	Unit Price	Total
Design			
Preliminary Design			\$ _____
Final Design/Bid Package			\$ _____
Total Design Cost			\$ _____
Fabrication of Signage			
Materials	_____	\$ _____	\$ _____
Labor Costs	_____	\$ _____	\$ _____
Other:		\$ _____	\$ _____
Total Fabrication Cost			\$ _____
Installation			
Labor Costs		\$ _____	\$ _____
Poles and Footings	_____	\$ _____	\$ _____
Brackets	_____	\$ _____	\$ _____
Remove/Repair Old Signage	_____	\$ _____	\$ _____
Other:	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Total Construction Costs			\$ _____
Administrative Cost (maximum of ten percent (10%) of total project budget)			
Total Administrative Costs			\$ _____
Other Costs			
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Total Other Costs			\$ _____
Total Estimated Project Costs			\$ _____

Cost Per Sign

Total Estimated Project Costs		Total Number of Signs		Cost Per Sign
\$ _____	÷	_____	=	\$ _____

SECTION 4: Local Match (up to 5 points)

A minimum five percent (5%) Local Match is required and the match may be monetary/hard, in-kind materials or services directly required for completing the project. Overmatch funding must be hard local match in order to receive additional points.

Total Local Match	Awarded Points
> 9%	5
8 – 8.99%	4
7 – 7.99%	3
6 – 6.99%	2
5.1 – 5.99%	1
Less than 5% total contribution will be disqualified	

Total Estimated Project Cost	\$	%
Funding Request	\$	%
Local Match:		
A) Minimum Match Amount – Hard	\$	%
B) Minimum Match Amount – In-Kind	\$	%
C) Hard Overmatch	\$	%
Total Local Match commitment (A+B+C)	\$	%

WAYFINDING SIGNAGE GRANT PILOT PROGRAM PROJECT APPLICATION

DEADLINE: NOVEMBER 13, 2015 AT 3:00PM

APPLICATION SIGNATURE PAGE

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

If recommended for funding, the information contained in this application will become the foundation for the funding agreement with Metro. Applicants should be aware that the scope approved by the Metro Board may differ from that contained in the original application in that Metro staff may recommend a reduced funding amount Metro may place special conditions as part of funding approval. These conditions will be discussed with the applicant prior to funding recommendation.

I certify that I have reviewed the Eligibility Guidelines and that the information submitted in this application is true and correct and in accordance with the guidelines. If awarded a grant from Metro, I agree that I will adhere to the requirements and guidelines of the program.

NAME:

TITLE

SIGNATURE

DATE

WAYFINDING SIGNAGE GRANT PILOT PROGRAM PROJECT APPLICATION

DEADLINE: NOVEMBER 13, 2015 AT 3:00PM

SUBMISSION INSTRUCTIONS

Required Documentation

- Application Parts 1 & 2
- Application Signature Page
- Project Location and Map – project location and project limits, preferably 8.5” x 11”

Submit one (1) hard copy of each application (Parts 1 & 2) along with the required documentation and one (1) CD-R or DVD to Teresa Wong, Transportation Planning Manager, by **November 13, 2015 at 3:00 p.m.**

Do not spiral or machine-bound the application and do not add a cover or title page to the front of the application package.
NO POSTMARKS FAX, OR E-MAIL APPLICATIONS WILL BE ACCEPTED.

Submit the completed application package through one of the following methods:

By Mail:	In Person:
ATTN: WAYFINDING SIGNAGE GRANT PROGRAM- TERESA WONG LACMTA One Gateway Plaza, MS 99-22-4 Los Angeles, CA 90012	ATTN: WAYFINDING SIGNAGE GRANT PROGRAM- TERESA WONG LACMTA One Gateway Plaza, 22nd Floor Los Angeles, CA 90012

**Failure to include any of the required documents will result in a reduced score and potential ineligibility.
No late submittals will be accepted.**