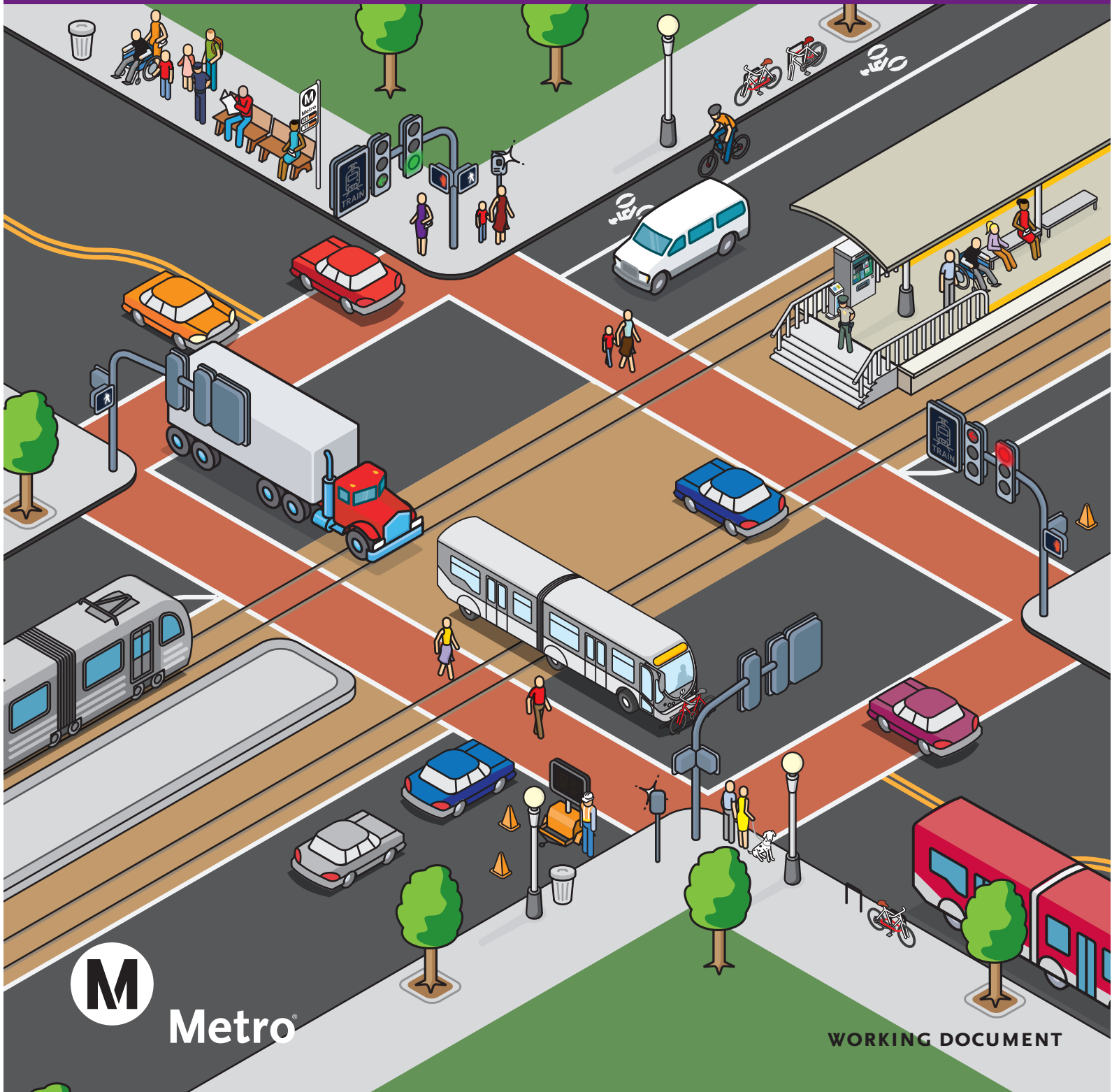


2011 CALL FOR PROJECTS DRAFT

APPLICATION PACKAGE



Metro[®]

WORKING DOCUMENT

2011

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
- Bikeway Improvements
- Pedestrian Improvements
- Transit Capital
- Transportation Enhancement Activities

Who should attend:

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

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
- Memorandum of Understanding (MOU)/Letter of Agreement (LOA) Processing
- Local Match Requirements

DATE:

Tuesday
November 16, 2010
10 am – 1 pm

LOCATION:

Metro Gateway Building
One Gateway Plaza, Boardroom, 3rd Floor
Los Angeles, CA 90012

Contact:

Rena Lum (213) 922-6963
Quenisha Williams (213) 922-7474



Los Angeles County Metropolitan Transportation Authority (MTA)

2011 CALL FOR PROJECTS

APPLICATION PACKAGE

Los Angeles County Metropolitan Transportation Authority (MTA)

2011 Call for Projects

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Project/Modal Application Index

Modal Application	Eligible Projects
<p>Regional Surface Transportation Improvements (see page 45)</p>	<p>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, grade separations, 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.</p>
<p>Goods Movement Improvements (see page 63)</p>	<p>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.</p> <p>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 (rail and/or truck) generators. Project may include a minor Rehabilitation, Restoration and Resurfacing (3R) component of a larger Goods Movement Improvement.</p>
<p>Signal Synchronization & Bus Speed Improvements (see page 85)</p>	<p>Traffic signal synchronization, transit preferential treatment and priority systems, bottleneck intersection improvements, traffic control and monitoring systems, and Intelligent Transportation System (ITS).</p>
<p>Transportation Demand Management (see page 109)</p>	<p>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.</p>

<p>Bikeway Improvements (see page 125)</p>	<p>Regionally significant projects that provide access and mobility through bike-to-transit improvements, gap closures in the inter-jurisdictional bikeway network, and bicycle parking.</p>
<p>Pedestrian Improvements (see page 143)</p>	<p>Pedestrian improvements that promote walking as a viable form of utilitarian travel, pedestrian safety, and an integral link within the overall transportation system.</p>
<p>Transit Capital (see page 157)</p>	<p>Bus capital, improvements or construction of transit stations, transit centers, park and ride lots, commuter rail stations, transit stop improvements and transit vehicle purchases.</p>
<p>Transportation Enhancement Activities (see page 173)</p>	<p>Acquisition of scenic or historic sites, scenic or historic highway programs, landscaping and scenic beautification, historic preservation, rehabilitation of historic transportation buildings, control and removal of outdoor advertising, archeological planning and research, environmental mitigation to address water pollution due to highway runoff, safety educational activities for pedestrian and bicyclists, reduction of vehicle-caused wildlife mortality and establishment of transportation museums.</p>

Los Angeles County Metropolitan Transportation Authority (MTA) 2011 Call for Projects - Introduction

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 regionally significant projects. Funds will be available beginning Fiscal Year 2015-16 and will be allocated for two years. The deadline for applying is **January 28, 2011**.

Who can apply? Public agencies that provide transportation facilities or services within Los Angeles County may apply. These include cities, the County of Los Angeles, and the State of California Department of Transportation. Transportation-related public joint powers authorities (JPAs) must be sponsored by a public agency, as identified earlier. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU/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 for regional arterial street widening and construction, including freeway ramp improvements, and limited 3R work, as part of a larger capital project, on regionally significant major arterials (see page 45).
- Goods Movement Improvements 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 that are beyond the normal funding capability of the affected local agencies (see page 63).
- Signal Synchronization and Bus Speed Improvements on regionally-significant major arterial streets, including other low-cost measures to improve traffic flow on these arterials (see page 85).
- Transportation Demand Management (TDM) programs to reduce the demand for automobile travel, technological innovations, Ridesharing Incentives/Disincentives Programs, Parking Management Programs and new and unique technology-based capacity-enhancing demonstration projects (see page 109).
- Bikeway improvements including Class I, Class II, and Class III connecting segments, bicycle parking, and related bicycle amenities (see page 125).
- Pedestrian improvements that promote walking as a form of utilitarian travel, pedestrian safety enhancements, and provide an integral link within the overall transportation system (see page 143).

- Transit Capital projects including Transit Centers, Park and Ride facilities, regionally significant bus stops, and facility improvements (see page 157).
- Transportation Enhancement Activities (TEA) that improve the interface between transportation systems and their users and/or improve environmental/community linkages (see page 173).

How much money is available? The funds available will vary by modal category. Preliminary Funding Marks will be available in the Spring 2011 before MTA's Preliminary Staff Recommendations are scheduled to be released in June 2011.

Where do I go with questions? Page 21 lists "MTA's 2011 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, November 16, 2010**, (see Workshop flyer in front of this application) to review application requirements, changes from previous Call for Projects requirements, and to provide additional information. Also at this workshop, MTA 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. MTA's Long Range Transportation Plan (LRTP) reserves funds to help implement some of MTA'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 vary between Calls, depending on sales tax revenue. State sources have included State/Local Partnership Programs (SLPP) and Transportation Enhancement (TE), and vary 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 \$170 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 have also changed over time. Pedestrian improvements were separated from the Bicycle Improvements category and Freeway Improvements have been removed from the Call completely and are programmed through the LRTP.

Call for Projects Goals

Goals have been developed for the 2011 Call for Projects application package. 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 MTA. The agency is committed to reducing, re-using and recycling internal resources and reducing greenhouse gas emissions. This Call awards points to projects that support efforts to create a more sustainable transportation system as well as contribute to GHG emission reduction goals and targets as 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 amount of points to this goal across modes.

The reduction of greenhouse gas emissions from transportation is required by Assembly Bill (AB) 32 and Senate Bill (SB) 375. However, the rules, mechanisms, and plans for implementing this legislation and calculating emission reductions are still in the development phases. AB 32 establishes a statewide reduction goal, across multiple sectors, to reduce greenhouse gas emissions to 1990 levels by 2020. SB 375 establishes a process to help achieve the goals of AB 32 that requires Metropolitan Planning Organizations to develop a Sustainable Communities Strategy (SCS) to reduce greenhouse gas emissions from passenger vehicles through integrated land-use, housing and transportation planning. Strategies developed locally, at the county scale, and regionally, will be incorporated by the Southern California Association of Governments (SCAG) into a regional SCS. It should be noted that while the regional strategy is required to demonstrate reductions in GHG emissions to a regional target level established by the California Air Resources Board (CARB), distinct targets do not exist for cities, subregions or local agencies.

IMPORTANT PROGRAM REQUIREMENTS

For the 2011 Call for Projects, the important program requirements follow. *The NEW requirements are italicized.*

- **2011 Call for Projects Online Application:** The 2011 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 consists of two (2) hard copies of the general application (Part I and II) and two (2) hard copies of ONE modal-specific application (Part III) and a copy of Parts I, II and III provided on CD-R or DVD in Microsoft Word, Excel or PDF format.

- **Audit Issues:** MTA may withhold awarding funds or delay executing an MOU or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any MOU/LOA terms and/or Scopes of Work (such as misuse of funds, not returning money that an audit indicated should be returned, unreturned project savings 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 MTA Board approval of the 2011 Call for Projects or the funds may be rescinded.
- ***Construction:*** *All projects must contain a construction component. The Call for Projects will only fund studies, master plans, design, or right-of-way purchase in conjunction with construction. This requirement does not apply to bus vehicle purchases.*
- **Developer Responsibility:** MTA 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 regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds for TDM, Bike, Pedestrian and TEA 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. MTA has no other sources of funds for these projects and therefore cannot assign another funding source, if deemed ineligible by Caltrans. The following is an example of the types of state and federal requirements that a sponsor must meet: state regulations require the sponsor 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. MTA reserves the right to assign state or federal funds in these categories.

- ***Federal Toll Credits:*** *The Federal Highway Administration (FHWA) recently 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.

- **Goods Movement:** Traditionally, MTA 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 Project funding, MTA will take into account prior MTA contributions when calculating the 17%. The Multi-County Goods Movement Action Plan (MCGMAP) should be reviewed as it contains a full range of strategies and options (short, mid and

long-term) that can be implemented for the region. Please see: <http://www.metro.net/mcgmap>.

Goods Movement Improvements is now recognized as a separate modal category to which applicants may apply.

- **Impact Checklist:** *The Impact Checklist is a requirement new to the 2011 Call for Projects. It is a pass/fail requirement for continuing the evaluation process, 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:** *MTA 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 7.0 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:** 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. For RSTI and GMI, the required Local Match is 35%, of which the minimum 20% must be monetary, and the remaining 15% can consist of “in-kind” local match contributions. As with past Calls for Projects, additional local-match funding above the requirement will result in a higher score – up to 10 additional points, depending upon the amount of the overmatch as described in the project evaluation criteria and weighting section of each modal category application (Part III). For RSTI and GMI, all overmatch above 35% must be cash. Please refer to page 27 of this application package for further discussion and examples of “Local Match Participation.”

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

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

- **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 MTA Board approves the 2011 Call for Projects scheduled for September 2011.

- **Local Match Federal Funds Assignment:** *If in the future, toll credits are eliminated and MTA assigns federal funds to the 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.*
- **Maintenance of Effort (MOE):** On September 26, 2002, the MTA Board of Directors required 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, MTA will follow the State of California's MOE requirement, including, without limitation, suspension and re-implementation.
- **MOU, LOA, STIP LOA, and Transit LOA:** Should a project applicant be awarded funds in the 2011 Call for Projects, they are deemed a project sponsor in order to enter into legal funding agreements with MTA, such as a Memorandum of Understanding (MOU), 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 MOU, LOA, STIP LOA or Transit LOA between MTA and the project sponsor must be executed. An MOU is required for all Proposition C-funded projects, a STIP LOA is required for all STIP-funded projects, including TEA, 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 MOU, LOA, STIP LOA, and Transit LOA boilerplates are available on the Internet at: <http://www.metro.net/callforprojects>. Please be advised that these boilerplates are subject to change.

- **MTA Lapsing Policy:** Project applicants should keep in mind that the MTA Board adopted a strict Lapsing Policy for local funds. In addition, state and federal funds have strict lapsing policies. Project milestones must be consistent with MTA, state and federal lapsing policies which are contained in Appendix C of this application package.
- **MTA Right-of-Way:** The project applicant should coordinate with MTA's Real Estate Department if the project is either adjacent to MTA property or requires a license for its use from MTA. The project applicant should not assume that funding for the project will include approval by MTA's Real Estate Department for any license. The cost of any alterations to the MTA 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 MTA's Real Estate Department and for ensuring the project is consistent with MTA's Right-of-Way policy.
- **MTA's Share Responsibility:** The MTA Board-approved 2011 Call for Projects funded amount serves as a cap on the amount of MTA funding through the life of the project. If total project costs increase, MTA's funded amount will stay constant unless the MTA

Board takes action to change it. If, however, total project costs decrease, MTA's proportionate share will decrease accordingly (i.e., if MTA's contribution is 80% and costs decrease, MTA's award will decrease to 80% of the new total project cost).

- **MTA TAC:** MTA staff has consulted with MTA's 31-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. This exercise has been made easier as the amount of points and weighting percentages are provided for each of the questions under 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), 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 21.
- **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.
- **Partial Funding:** MTA reserves the right to partially fund a project grant request so long as the project remains feasible.
- ***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 Administration:** Project management/administration is capped at a maximum of 10% of the total project cost.
- ***Project Funding Request Caps:*** *Project funding request caps have been established for two of the modes—RSTI and Bike Improvements. For RSTI, the project funding request cap is \$6 million while for Bike Improvements, the cap is \$2.5 million. Applications that do not respect these caps may be disqualified and not evaluated for funding.*
- **Project Readiness:** The 2011 Call for Projects Application Package and Evaluation Criteria emphasizes Regional Significance and Mobility Improvement. Please note that Project Readiness is no longer an evaluation criterion; however, it will be considered as a pass/fail requirement for continuing the evaluation process. 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 MTA’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, MTA requires an approved Caltrans' Project Study Report (PSR) for projects affecting a state highway facility, as a PSR contains cost figures sufficiently detailed to program construction dollars. If Caltrans requires that a Project Study Report/Project Development Support (PSR/PDS) be completed for a project, MTA will accept the PSR/PDS. Those projects may be considered on a case-by-case basis, as a PSR/PDS does not identify costs to the level of detail specified in a PSR.

PSR or PSR/PDS documents are valid for three years. PSR or PSR/PDS 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.

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 28, 2011**. MTA encourages project applicants to coordinate early with Caltrans staff on the necessity for a PSR or 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 approved PSRE is required for all other types of projects. Each modal application provides detailed information on the PSR/PDS and PSRE requirement. In addition, Appendix B of this application package contains the MTA PSRE Guidelines.

- **Prop A Local Return:** MTA 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 MTA (January 28, 2011). Projects recommended for funding with in-kind match of land will be reviewed by MTA’s Real Estate Department.
- **Ridership Data:** Ridership data can be requested directly from Records Management at RMC@metro.net
- **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 2011 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 2011 Call for Projects must implement their projects in accordance with the project work scope as approved by the MTA Board. While MTA 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.
- **Sustainability:** *Given the evolving nature of state regulatory programs, it is MTA's approach to assess a project's sustainability characteristics based on its compatibility with the regional transportation system and surrounding land use characteristics, as well as, its alignment with the policies and principles from existing state, regional, and local sustainability planning documents. Project sponsors will not be required to calculate greenhouse gas emission reductions, but to describe how transportation investments are consistent with or help to implement sustainability plans. Question specific to sustainability are included in the Land Use and Sustainability Policies/Principles criterion, and will address, among others, the following standard principles:*

1. **SB 375 and Place-Based Priorities**

The first principle uses place type categories to assess a project's consistency with the goals of SB 375 and the intent of the law to better integrate transportation investments with transportation and land use policies. The place type categories were selected from the Caltrans Smart Mobility 2010 Framework and seek to distinguish a project location based on the surrounding community's design and its regional accessibility. These two factors play a significant role in determining travel behavior, and therefore, are important to consider when identifying transportation investments that will reduce vehicle miles traveled.

In each of the modal applications, the applicant should select one or more place types that apply to the project location. Once the place type(s) has been identified, the applicant should identify how the project meets the associated transportation priorities listed for that place type. Priorities were modified and tailored to fit each modal application. Points will be awarded based on a project's ability to satisfy any or all of the priorities, not based on the place type alone.

2. **Strategic Opportunity Areas**

The second principle relates to the location of the project. This principle recognizes that strategic opportunity areas have been identified by state, regional and local plans for sustainable development and regional mobility. These opportunity areas include:

- *Transit Priority Project areas—These areas are defined by SB375. They are locations where a project may be able to take advantage of CEQA streamlining benefits.*
- *Compass Blueprint 2% Strategic Opportunity Areas—These are key parts of the region for targeting growth, where projects, plans and policies consistent with the Compass Blueprint principles will best serve the mobility, livability, prosperity and sustainability goals of the regionally adopted Growth Vision. For more*

information regarding the Compass Blueprint 2% Strategy Opportunity Areas visit: <http://www.compassblueprint.org/opportunityareas>

- *Countywide Significant Arterial Network (CSAN)—This is a regional network of significant arterials that was developed with input from subregional and local agencies to guide transportation planning and help target arterial improvements.*
- *Areas identified in a subregional or city plan for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions.*

In each of the modal applications, applicants should identify the location of the project, and how it contributes to the sustainability or mobility goals for these locations.

3. Sustainable Design Elements

The third principle seeks to identify how sustainability design elements have been incorporated into a project's design to reduce construction-related and long-term environmental impacts, including efforts to conserve energy and water resources and reduce waste and air pollutants. Sustainability elements may include solar options, drought tolerant landscaping, energy efficient lighting, the use of re-used or recycled materials, and green street features such as pervious surfacing and landscaping to manage/clean stormwater runoff, installing bioswales, street trees, and rain gardens, surfacing to reduce the heat-island effect and traffic calming measures to increase multimodal access. More information on green street features can be found at: <http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>

Appendix G provides strategies, recommended by SCAG, to reduce greenhouse gas emissions.

- **TEA Dollars for Bikes and Peds:** A portion of the TEA dollars will be used to fund the Bikeway Improvements and Pedestrian Improvements modal categories. The balance of TEA funds will be used to fund eleven (11) other transportation-related activities allowed by existing Caltrans program requirements in a separate modal application category. Please refer to the TEA modal application for a list of eligible projects.
- **Use of Awarded Funds:** MTA 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, MTA 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 MTA through on-going project management and through the final project audit.

Los Angeles County Metropolitan Transportation Authority (MTA)

2011 CALL FOR PROJECTS OVERVIEW

The Los Angeles County Metropolitan Transportation Authority (MTA) 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. MTA 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) and Federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). MTA accomplishes this mandate by planning and programming funds on a multimodal basis through the MTA 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) 2011 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 and with regional needs. MTA will program funds through the Call for Projects consistent with the Regional Transportation Plan (RTP), the Air Quality Management Plan (AQMP), and all applicable federal, state, and local requirements.

To take advantage of the flexibility of various funding sources, MTA 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, MTA 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.

MTA 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 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), 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 complete and thorough application, they should contact the modal leads identified on page 21.

A complete application package consists of **TWO** (2) hard copies of the general application (Parts I and II) and **TWO** (2) hard copies of **ONE** modal specific application (Part III) from **ONE** of the following modal categories and a copy of Parts I, II and III provided on CD-R or DVD in Microsoft Word, Excel or PDF format:

- Regional Surface Transportation Improvements (RSTI)
- Goods Movement Improvements (GMI)
- Signal Synchronization and Bus Speed Improvements (Signal Synch)
- Transportation Demand Management (TDM)
- Bikeway Improvements (Bikes)
- Pedestrian Improvements (Peds)
- Transit Capital (Transit Capital)
- Transportation Enhancement Activities (TEA)

APPLICATION DEADLINE

ALL HARD COPY APPLICATIONS AND CD-R OR DVD MUST BE RECEIVED BY 3:00 PM, FRIDAY, JANUARY 28, 2011. 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 MTA by mail at the following address:

MTA

**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 MTA in person at the following address:

MTA

**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>.

(Note: Two (2) hard copies and one (1) CD-R or DVD of each application must be submitted.) Contact **Rena Lum** at (213) 922-6963, if you are unable to access the files from the Internet.

- 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 question which apply to the particular evaluation criteria.

EVALUATION CRITERIA WEIGHTS BY MODE

CRITERIA	RSTI	GMI	Signal Synch	TDM	BIKES	PEDS	Transit Capital	TEA
Regional Significance & Intermodal Integration	35	30	30	30	30	30	30	25
Project Need & Benefit to Transportation System	25	30	30	30	30	30	30	35
Local Match	10	10	10	10	10	10	10	10
Cost Effectiveness	10	10	10	10	10	10	10	10
Land Use & Sustainability Policies/Principles	20	20	20	20	20	20	20	20
Total	100	100	100	100	100	100	100	100

MTA staff has reviewed the modal application and evaluation criteria with TAC and the appropriate TAC Subcommittee. The application and evaluation criteria for each modal category have been tailored to enhance the evaluation process. The 2009 LRTP is available on MTA’s website at: www.metro.net/projects_studies/images/final-2009-LRTP.pdf (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 MTA’s adopted LRTP.
- The degree to which the project is part of a regional program to address mobility and reduce traffic congestion.
- The project’s connectivity with and ability to complement nearby projects.

- The degree to which the project provides access to regional trip generators and regional activity centers, and improves access between jurisdictional or community plan area boundaries.
- The degree to which the project promotes improvements between modes and between transportation services by different agencies.

2. 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 overcrowding.
- The importance of the project to the effective operation and management of existing 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.

3. Local Match Requirement:

- Twenty percent (20%) of monetary local match (non-MTA funds), except for Transit Capital. For Transit Capital, the 20% local match can be cash and/or land.
- For RSTI and GMI, the required Local Match is 35%, the minimum 20% must be monetary, and the remaining 15% can consist of "in-kind" local match contributions.

4. 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.

5. Land Use and Sustainability Policies/Principles:

- The project's location in relation to areas prioritized for sustainable development or regional mobility.
- The jurisdiction/agency's use of sustainable design elements to reduce energy, water, waste and air pollutants that occur throughout the lifecycle of a project.

2011 CALL FOR PROJECTS SCHEDULE

After detailed evaluation and ranking, MTA staff, in consultation with the MTA TAC, will recommend to the MTA Board a program of projects for each modal category. This program of projects is scheduled for review and adoption in September 2011. A tentative schedule for the 2011 Call for Projects is as follows:

- November 2010 “Working Document” Application Package Mailed
- November 16, 2010 Project Applicant Training Workshop
10:00 am - 1:00 pm
MTA Board Room (3rd Floor)
One Gateway Plaza
Los Angeles, CA 90012
- December 9, 2010 MTA Board Adoption of “Working Document” Application Package
- December 2010 Supplement to “Working Document” Application Package mailed
- January 28, 2011 **Applications Due — 3:00pm**
- January 31-June 2011 Project Application Evaluation Period - Projects to be Evaluated by MTA Staff and Subsequently Presented to TAC Subcommittees and TAC for Review and Comments
- June 2011 MTA Board review of Preliminary Staff Recommendations
- July 19, 2011 Special TAC Meetings to Review Preliminary Staff Recommendations
- July 27-28, 2011 TAC Meetings to Hear Project Presentations/Appeals and to Take Action on Projects Recommended for Funding
- Mid-August 2011 MTA Board Review of Staff and TAC Recommendations and Board Member comments on Project Rankings
- September 2011 Draft transmittal to the Southern California Association of Governments (SCAG)
- September 14, 2011 MTA Planning and Programming Committee Action on Call for Projects
- September 22, 2011 MTA Board Adoption of Call for Projects

- October 2011 Successful Project Sponsor Workshop
- October 2011 Final TIP Transmittal from Project Sponsors/Local Agencies to MTA Programming and Policy Analysis of ALL Projects
- December 2011 Final 2011 County TIP Transmittal to SCAG (for Exempt/Non-Capacity Enhancing Projects)
- January 2012 State Department of Transportation TIP Amendment Approval (for Exempt/Non-Capacity Enhancing Projects)
- March 2012 U.S. Department of Transportation TIP Amendment Approval
- December 2012 Final 2013 County TIP Transmittal to SCAG (for Capacity Enhancing Projects)
- August 2013 SCAG 2013 RTIP Approval (for Capacity Enhancing Projects)
- September 2013 State Department of Transportation 2013 TIP Approval (for Capacity Enhancing Projects)
- October 2013 U.S. Department of Transportation 2013 TIP Approval (for Capacity Enhancing Projects)

PRELIMINARY FUND ESTIMATES AND PROJECT ELIGIBILITY

Preliminary Funding Marks will be released in Spring of 2011. These funding marks will represent a conservative estimate of the **FUNDS AVAILABLE** for programming in the 2011 Call for Projects as approved by the MTA Board.

The matrix included on page 22 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 local, state and federal funding. Applicants should note that 2012 STIP funds are being programmed through this Call. Projects identified for the 2012 STIP will be submitted to the State in the 2012 STIP Programming. **Although information is supplied for each funding source, the focus of the Call for Projects is on attracting, evaluating, and prioritizing the best regionally significant projects, without regard to funding sources. After projects are approved for funding by the MTA Board, MTA 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 MTA.**

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. A local match requirement of thirty-five percent (35%) has been established for RSTI and GMI projects; a minimum of 20% will consist of a hard cash match, and the remaining percentage (up to 15%) may be in-kind.

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 MTA (January 28, 2011). Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department.

Additional local funding above the minimum percentage requirement will result in a higher score, up to 10 additional points, depending upon the amount of overmatch. Those applicants, who provide a 50% match or more, will receive the full 10 points. Please refer to the specific project modal category for specific local overmatch scoring ranges.

Mode	Minimum Match	Overmatch
RSTI GMI	35% = 20% Cash + 15% Cash or In-kind contribution including land	Must be Cash
Signal Synch TDM Bikes Peds TEA	20% Cash	May be Cash or In-kind contribution including Land
Transit Capital	20% Cash or Land contribution	May be Cash or In-kind contribution including Land

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., Proposition A and/or C and Measure R Local Return funds, Gas Tax Funds, local general funds, TDA funds, etc.). Funds previously awarded by MTA 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.

MTA POLICIES RELATED TO THE CALL FOR PROJECTS

It is MTA'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 MTA 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 MTA funds with each quarter's payment.

MTA may withhold awarding funds or delay executing an MOU or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any MOU/LOA terms and/or Scopes of Work (such as misuse of funds, not returning money that an audit indicated should be returned, unreturned project savings 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 MTA Board approval of the 2011 Call for Projects or the funds may be rescinded.

MTA 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, MTA requires that such activities be procured in accordance with that agency's contracting procedures and state and/or federal law, whichever is applicable. MTA similarly requires that when awarded funds are used to fund "in-house" staff time, which the funds are used in the most cost-effective manner. The effective use of funds provision will be verified by MTA through on-going project monitoring 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 MTA Board-adopted 2009 LRTP.

The MTA Board-approved 2011 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, MTA's funded amount will stay constant unless the MTA Board takes action to change it. If, however, total project costs decrease, MTA's proportionate share will decrease accordingly (i.e., if MTA's contribution is 80% and costs decrease, MTA's award will decrease to 80% of new total project costs).

MTA POLICIES REGARDING RELATED PROGRAMS

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

CONGESTION MANAGEMENT PROGRAM: MTA 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 MTA 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 2011 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 MTA Board will become an element of the CMP Capital Improvement Program (CIP).

ADA COMPLIANCE: All public agencies are required to provide full accessibility to individuals with disabilities as mandated by the Americans with Disabilities Act (ADA) of 1990. MTA is committed to completely complying with this requirement. MTA funds the complementary paratransit service required by the ADA on behalf of the 46 Los Angeles County fixed-route transit service providers. This effort represents a major cost of compliance with the ADA for public fixed-route operators. It ensures that the provision of paratransit service for individuals who cannot use public fixed-route service is provided according to the Federal Transit Administration's requirements.

Transportation improvement projects applying for Call for Projects funds are subject to ADA requirements. Project applicants are responsible for ensuring their projects meet all relevant ADA requirements and that the associated costs have been included in the anticipated total project expenses. Stand-alone projects to modify existing facilities for ADA compliance are **not** eligible for funding under the Call for Projects. For more information on the ADA service requirements, please go to the following website:
http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr37_03.html.

For information on facility improvements, please go to the following website:
<http://www.access-board.gov/ada-aba/final.cfm>.

AIR QUALITY MANAGEMENT PLAN, REGIONAL TRANSPORTATION PLAN, AND REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM: The Call for Projects is one of the key ways in which MTA 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 Southern California Association of Governments' (SCAG) Regional Transportation Plan (RTP), which is the region's transportation 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 Regional Transportation Improvement Program (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 TCM for the region. This helps to ensure the region's compliance with federal requirements that call for coordination between transportation and air quality plans.

2011 METRO CALL FOR PROJECTS CONTACTS

OVERALL LEADS

General Information: Heather Hills (213) 922-2821

Staff: Rena Lum (213) 922-6963

Area Team and Technical Modal Review: Renee Berlin (213) 922-3035

Staff: Fanny Pan (213) 922-3070

Funding Information: David Yale (213) 922-2469

Staff: Toye Oyewole (213) 922-7404

MODAL CATEGORY	MODAL LEAD CONTACTS	ALTERNATE MODAL CONTACTS	DIRECTOR/ DEPUTY EXECUTIVE OFFICER
Regional Surface Transportation Improvements	Walt Davis (213) 922-3079		Alan Patashnick
Goods Movement	Michelle Smith (213) 922-3057		Shahrzad Amiri
Signal Synchronization and Bus Speed Improvements	Randy Lamm (213) 922-2470		Alan Patashnick
Transportation Demand Management	Rufina Juarez (213) 922-7405		Robin Blair
Bikeway Improvements	Anthony Jusay (213) 922-7675		Shahrzad Amiri
Pedestrian Improvements	Tham Nguyen (213) 922-2606	Adela Felix (213) 922-4333	Robin Blair
Transit Capital	Michael Richmai (213) 922-2558		Martha Butler
Transportation Enhancements	Reinland Jones (213) 922-2231		Shahrzad Amiri

OTHER CONTACTS FOR THE 2011 CALL FOR PROJECTS

Real Estate Department

Velma Marshall (213) 922-2415

Records Management Department

Joe Parise (213) 922-2333

Online Applications

Bahram Chaudhry (213) 922-6441

David de la Ysla (213) 922-4205

2011 MTA Call for Projects
MODAL CATEGORY FUND SOURCE ELIGIBILITY
 Eligibility is based on fund sources that MTA will program to each mode

MODAL CATEGORY	LOCAL Proposition C		STATE	FEDERAL SAFETEA-LU	
	10%	25%	TEA	CMAQ ¹	RSTP
Regional Surface Transportation Improvements		X ²		X	X
Goods Movement Improvements		X		X	X
Signal Synchronization and Bus Speed Improvements		X		X	
Transportation Demand Management				X	
Bikeway Improvements			X	X	X
Pedestrian Improvements			X	X	X
Transit Capital	X			X	
Transportation Enhancement Activities			X	X	X

¹ 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.

² Eligibility for Proposition C 25% funds for RSTI modal category is limited to 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 31 - 38)

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 MTA 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. MTA 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 MTA Board project approval, local match requirements, and the stipulations contained within the standard MOU or LOA. Also, a contact person must be designated to serve as the liaison between MTA 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 MTA during the Call for Projects process and after MTA Board approval. Please ensure the designated "contact person" is available and able to address questions or points of clarifications as they arise. MTA is not responsible for being unable to reach the designated "contact person".

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

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 MTA project rankings based on the Call for Projects evaluation criteria may differ.

Large projects with distinct multimodal components should submit applications in separate modal categories (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 21.

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 MTA 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 Funding Requested: Provide **all** sources of funding received for this project. Fill in these items after completing Part II of the application.

Item 8. Federal Transportation Improvement Program (FTIP) Questions: Identify if the project has previously received funding from prior Calls for Projects or federal or state earmarks. Also identify if the project is included in the 2011 Regional Transportation Improvement Program.

Item 9. Project Readiness: Provide evidence of the project's Project 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 39- 42)

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 MTA 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 2010-11 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 2010-11 whole dollars**. Project management/administration expenses are capped at a maximum of 10% of the total project cost. Please note that MTA 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, Proposition C Local Return funds, Proposition C 40% Discretionary funds). If MTA assigns federal funds to the project and federal funds are already included as part of your local match (lines 18-22), 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 2010-11 whole dollars.**

Lines 30-31. 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. 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 grant.
- 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 MTA (January 28, 2011). Projects recommended for funding with in-kind match of land will be reviewed by MTA’s Real Estate Department.

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 34. Local Match Participation: Please note that in the 2011 Call for Projects, the required minimum 20% local match (RSTI and GMI 35%) 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 MTA Board approves the 2011 Call for Projects scheduled for September 2011. If approved by the MTA 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. Loans of equipment or building space must be for the duration of the grant. 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 *OMB Circular A-102*) and the Federal Acquisition Regulations (FAR) for Federal Grant guidelines.

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.

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 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 MTA assigns state or federal funds. Identify on Line 38, 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 37. Display all dollars in **FY 2010-11 whole dollars**.

MTA 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 31-38)
- Part II – Project Financial Plan (pages 39-42)
- 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 39 and 43)

MTA Use Only Project # _____ Mode: _____ Area: _____
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PROJECT FUNDING APPLICATION

NOTE TO APPLICANT: Each individual project must be submitted as one application. A complete application consists of three parts: I-General, II-Financial, and III-Modal. Two (2) hard copies and one (1) CD-R or DVD of a complete application are required. **Do not submit spiral or machine-bound applications.** Project Study Reports (PSR), 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 MTA 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 4 of this Application Package.**

PART I - GENERAL PROJECT INFORMATION

1. **PROJECT TITLE** (Do not exceed 60 characters, including spaces - for use on all MTA 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 MTA. All MTA 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 21) with the newly designated person who will function as the liaison between MTA and the Project Applicant. MTA 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

- | | |
|---|--------------------|
| <input type="checkbox"/> Regional Surface Transportation Improvements (Pg. 45) | Priority No. _of _ |
| <input type="checkbox"/> Goods Movement Improvements (Pg. 63) | Priority No. _of _ |
| <input type="checkbox"/> Signal Synchronization & Bus Speed Improvements (Pg. 85) | Priority No. _of _ |
| <input type="checkbox"/> Transportation Demand Management (Pg. 109) | Priority No. _of _ |
| <input type="checkbox"/> Bikeway Improvements (Pg. 125) | Priority No. _of _ |
| <input type="checkbox"/> Pedestrian Improvements (Pg. 143) | Priority No. _of _ |
| <input type="checkbox"/> Transit Capital (Pg. 157) | Priority No. _of _ |
| <input type="checkbox"/> Transportation Enhancement Activities (Pg. 173) | 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
- Bikeway Improvements
- Pedestrian Improvements
- Transit Capital
- Transportation Enhancement Activities

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

5. PROJECT LOCATION & LIMITS OR SERVICE AREA

6. **TOTAL PROJECT EXPENSES:** _____
(From Part II, Line 17 - In FY 2010-11 whole dollars)

7. **TOTAL FUNDING REQUESTED:** _____
(From Part II, Line 38 - In FY 2010-11 whole dollars)
Include **all** sources of grant funding received for this project.

8. **FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP) QUESTIONS:**

- Has this project or any component of it previously received funding from previous MTA Calls for Projects (CFP)? Yes No
- If yes, what is the CFP Number ID #? _____
- Has this project or any component of it previously received funding from Federal Earmarks or State Earmarks? Yes No
- If yes, what is the Earmark ID #? _____
- Is the project in the 2011 Regional Transportation Improvement Program (RTIP)? Yes No
If yes, what is the RTIP ID # _____

9. **PROJECT READINESS**

As indicated under the New Program Requirements of this 2011 Call for Projects Application Package, "Project Readiness" will be a factor in determining whether a project application continues through the MTA 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 2011 Call for Projects, during the subsequent Recertification process for the first year of funding, MTA staff may contact the successful project sponsor to determine whether the project is ready to enter into an MOU or LOA with MTA. Should a project **not** be ready it could result in the project being cancelled by MTA. It is, therefore, important that applicants carefully evaluate project readiness prior to applying in the Call.

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 MTA'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. Are there any future plans for the right-of-way that might affect the project?
- Does the project require the use of MTA-owned right-of-way? If so, the project applicant should coordinate with MTA's Real Estate Department if the project is either adjacent to MTA property or requires a license for its use from MTA. The project applicant should not assume that funding for the project will include approval by MTA's Real Estate Department for any license. The cost of any

alterations to the MTA right-of-way to make it usable for a project, including relocations, removal of existing structures or loss of existing revenue generators, will be the responsibility of the project sponsor. The applicant is responsible for obtaining approval for a license from MTA's Real Estate Department and for ensuring the project is consistent with MTA's Right-of-Way policy.

- 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 MTA'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. The applicant is responsible for obtaining approval for a license from MTA's Real Estate Department and for ensuring the project is consistent with MTA's Right-of-Way policy.
- Indicate the proposed project schedule below by filling in estimated (or already completed) dates for the project activities listed below. Please indicate any milestones that are complete or in progress.

PROJECT READINESS continued on next page

Activity	Date
Feasibility Study	_____
Operational Plan	_____
Start of Environmental Documentation	_____
Community Meetings or Other Forums	_____
<i>(please list below)</i>	_____
_____	_____
_____	_____
_____	_____
Draft Environmental Document	_____
Final Environmental Document	_____
Governing Board Approval	_____
<i>(please provide name of governing board below)</i>	_____
_____	_____
_____	_____
Begin Design Engineering	_____
Completion of Plans, Specifications, and Estimates	_____
Start of Right-of-Way Acquisition.....	_____
Right-of-Way Certification	_____
Ready to Advertise	_____
Start of Construction (Contract Award)	_____
Project Completion.....	_____
Other.....	_____

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, SAFETEA-LU, Senate Bill 375, and the Complete Streets Act of 2008. The purpose of this checklist is to document how the needs of pedestrians and bicyclists were considered in the process of planning and 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 I and II. Applicants applying for funds under the TDM category can skip Part I and II, but must complete Part III.

Part I. Existing Conditions

A. Provide a map of the existing pedestrian and bicycle system in proximity to the proposed improvements. What accommodations for pedestrians and bicycles are included in the current facility and within a 1000-foot radius of all the proposed project improvements and site?

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: _____

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:

- | | |
|--|--|
| <input type="checkbox"/> Long signal cycles (which require pedestrians to wait long periods of time) | <input type="checkbox"/> Existing bicycle or pedestrian routes that require significant out-of-direction travel |
| <input type="checkbox"/> Infrequent opportunities for pedestrians to cross roadways | <input type="checkbox"/> Traffic signals that are unresponsive to bicycles |
| <input type="checkbox"/> Wide roadway crossings | <input type="checkbox"/> Freeway on- and off-ramps |
| <input type="checkbox"/> Missing sidewalk | <input type="checkbox"/> Narrow curb lanes |
| <input type="checkbox"/> Sidewalk obstruction | <input type="checkbox"/> Choke points |
| <input type="checkbox"/> Lack of adequate sidewalk path of travel for current and projected pedestrian volumes | <input type="checkbox"/> Free right turns for vehicles (which can discourage drivers from observing pedestrian right-of-way) |
| <input type="checkbox"/> Not compliant with ADA Accessibility Guidelines for Building and Facilities | <input type="checkbox"/> Lack of bicycle racks on buses (for bus replacement projects) |
| <input type="checkbox"/> Lack of pedestrian-level lighting | <input type="checkbox"/> Lack of secure bicycle parking |
| <input type="checkbox"/> Railroad crossings | <input type="checkbox"/> Gaps in bicycle facilities |
| <input type="checkbox"/> Other. Please explain: _____ | |

Part II. The Project

A. Does this project correct any of the following conditions to create an incentive for pedestrian and bicycle travel? Check all that apply:

Pedestrian Facilities

- Add sidewalks on both sides of the street
- Add missing curb ramps
- Reduce pedestrian crossing distance
- Pedestrian signal heads
- Pedestrian-actuated traffic signals or automatic pedestrian cycles
- High visibility crosswalks
- Illumination at crosswalks
- Other crosswalk enhancements
- Pedestrian-level lighting
- Median safety islands
- Shade trees
- Landscaping
- Benches or other types of seating
- Planter or buffer strips
- Wayfinding signage
- Other pedestrian facilities. Please explain below:

Bicycle Facilities

- Class I bicycle path
- Class II bicycle path
- Class III bicycle path
- Bicycle boulevard
- Wide outside lanes or improved shoulders
- Bicycle actuation at signals (i.e., loop detectors and stencil or other means) Signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities
- Long-term bicycle parking (e.g., for commuters and residents)
- Short-term bicycle parking
- Other pedestrian facilities. Please explain below:

- B. Will the proposed project sever 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.
- C. If the proposed project does not improve both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel:
 - a. List reasons why the project is being proposed as designed without considering these modes.
 - b. Describe any alternatives that would improve, avoid or mitigate the adverse impact to pedestrian and bicycle travel. Identify the mitigations that are proposed to ensure a net improvement in the system.

Part III. Transportation Demand Management

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

- A. Please provide a map of the proposed project. Please indicate how this proposed project will accommodate other non-motorized modes.
- 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:

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

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

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

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

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 wayfinding proposed project, how will this proposed project improve transit options and increase the use of other non-motorized modes?

PART II - PROJECT FINANCIAL PLAN (ATTACH)

Complete and attach the financial plan for the project, pages 40-43. 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 2010-11 whole dollars**.

The amount of local funds available through the 2011 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

PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
2011 CALL FOR PROJECTS

1. PROJECT FINANCIAL EXPENSES

NOTE: INDICATE ALL AMOUNTS IN FY 2010-11 WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

PROJECT EXPENSES *	FY 2015-16	FY 2016-17	TOTAL
<u>CAPITAL EXPENSES:</u>			
1 Design and PS&E			
2 Construction			
3 Construction Engineering			
4 Right-of-Way Acquisition or Lease			
5 Equipment Purchase or Lease (e.g., computers)			
6 Vehicle Purchase or Lease			
<u>OPERATING EXPENSES:</u>			
7 Administration/Management			
8 Operating Costs			
9 Maintenance			
10 Marketing			
<u>OTHER EXPENSES (Specify):</u>			
11 _____			
12 _____			
13 _____			
14 _____			
15 _____			
16 _____			
17 TOTAL PROJECT EXPENSES			

10/08/10

* 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 WILL REQUIRE ADDITIONAL FUNDING IN LATER YEARS FOR THIS PROJECT.

PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
2011 CALL FOR PROJECTS

2. PROJECT FUNDING SOURCES

[OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]

NOTE: INDICATE ALL AMOUNTS IN FY 2010-11 IN WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

ALL EXISTING PROJECT FUNDING SOURCES * [OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]	Indicate if Committed or Uncommitted	FY 2015-16	FY 2016-17	TOTAL
18 <u>Federal Monetary (Specify):</u>				
19 <u>Local Match to Federal Monetary**</u>				
20 <u>Federal Monetary (Specify):</u>				
21 <u>Local Match to Federal Monetary**</u>				
22 _____				
23 <u>State Monetary (Specify):</u>				
24 <u>Local Match to State Monetary</u>				
25 <u>State Monetary (Specify):</u>				
26 <u>Local Match to State Monetary</u>				
27 _____				
28 <u>Local Monetary (Specify):</u>				
29 _____				
30 <u>In-Kind (Specify):</u>				
31 _____				
32 <u>Other (Specify):</u>				
33 _____				
34 TOTAL EXISTING FUNDING SOURCES AND LOCAL MATCH [OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]				

10/07/10

* 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 MTA 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.

PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
2011 CALL FOR PROJECTS

3. PROJECT FINANCIAL SUMMARY

NOTE: INDICATE ALL AMOUNTS IN FY 2010-11 WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

PROJECT FINANCIAL SUMMARY		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	TOTAL
35	Total Project Expenses (Line 17)							
36	Total Project Funding (Line 34) [OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]							
37	Total Project Funding Shortfall (Line 36 minus Line 35) [There must be a shortfall for a project to be eligible for funding under this Call for Projects]							

PROJECT FUNDING REQUEST

		FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	TOTAL
38	TOTAL PROJECT FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS [THIS IS THE AMOUNT REQUIRED TO OFFSET THE SHORTFALL ON LINE 37 FOR WHICH FUNDING IS REQUESTED. DO NOT SPECIFY FUNDING SOURCE]							

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 32).

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 MTA Board project approval. This includes the local match requirements and project scope as approved by the Board upon adoption of the 2011 Call for Projects. Applicants should be aware that the scope approved by the MTA Board may differ from that contained in the original application and that MTA may place stipulations on the project as a condition of approval. These will be noted in the standard Memorandum of Understanding (MOU), 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

INSTRUCTIONS & APPLICATION

PART III REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS

REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS

OBJECTIVE

The objective of the RSTI modal category is to fund the construction of capital improvements projects on regionally significant arterials that are beyond the normal funding capability of the affected local agency(s). A regionally significant project is located on a public facility that serves regional needs such as access to and from areas outside the region and major activity centers within the region.

RSTI applicants should familiarize themselves with the Strategic Opportunity Area map provided on-line in the RSTI section of MTA's 2011 Call for Projects website. The map is a combination of three overlaid maps, consisting of the Countywide Significant Arterial Network (CSAN), Transit Priority Project (TPP) areas, and the Compass Blueprint 2% Strategy Opportunity Areas. To determine if your project is on this map, please refer to the Call for Projects webpage at:

http://www.metro.net/projects_studies/call_projects/other_resources.htm

The CSAN map was assembled by MTA with sub-regional and local jurisdictional input and is designed to assist in guiding transportation planning and to assist us in targeting arterial improvements. The Transit Priority Project areas, defined by parameters established in SB 375, and the Compass Blueprint 2% Strategy Opportunity Areas, created as part of SCAG's Compass Blueprint Growth Vision, illustrate locations within the County where sustainable growth is anticipated. MTA will give additional consideration to projects submitted that are on this combined map or in locations where the applicant can demonstrate that the project is consistent with sub-regional or city plans for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions.

FUNDING AVAILABILITY

Funding through this Call for Projects will not be available until fiscal year 2016 and 2017. Therefore, if the project for which your local jurisdiction is applying is of critical need or of a significant safety concern, the project applicant may wish to consider alternate funding options.

FUNDING LIMIT

There will be limited funds available through this Call for Projects when compared to the funding marks of past Calls. Therefore, in an effort to provide funding to as many RSTI projects as possible, we are setting a \$6 million MTA 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

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,

and the State of California Department of Transportation. Public transportation-related joint powers authorities (JPAs) may apply, if sponsored by a public agency identified earlier.

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. MTA will not fund any projects that have 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.

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 projects that alleviate bottlenecks, resulting in an improvement that is more than temporary.

In funding projects, strong consideration is given to those regionally significant arterial projects that relieve heavy traffic congestion, bridge jurisdictional boundaries or have a positive impact on cities and/or communities adjacent to the project. Emphasis is placed on RSTI projects that improve multimodal connections and provide improved access for all users, including pedestrians, bicyclists and transit riders.

Projects on the Strategic Opportunity Area map, which increase connectivity with and between major trip generators and transportation facilities, including freeways, airports, transit hubs and ports, will be given priority in funding consideration.

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/

Projects should emphasize their benefit to the Los Angeles region. The projects will be evaluated based on five main criteria:

- Regional Significance and Inter-modal Integration
- Project Need and Benefit to the Transportation System
- Local Match
- Cost Effectiveness
- Land Use and Sustainability Policies/Principles

Local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent a significant portion of the available funding through this Call for Projects. 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. These procedures can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

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 (i.e., less than 15% of the project cost) may be considered for funding. To be considered for funding:

1. The 3R component must be within the same project limits as the proposed improvement;
2. the segment of road where 3R work is proposed must be rated within the last three years by the local jurisdiction's Pavement Management System (PMS);
3. the project applicant must break out the repair cost from the other project components;
4. the project applicant must provide documentation indicating the segment's rating in 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
5. 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, MTA 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, inclusion in the Strategic Opportunity Area map, its regional continuity (length), usage (i.e., daily passenger volumes for autos, trucks and transit) and capacity. Also of concern to MTA 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 MTA's Long Range Transportation Plan (LRTP) 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.

Examples of other modal improvements include, but are not limited to, the following:

- Bicycle improvements – Class I, II, or III Bike Lane/Route, bicycle parking, etc. If bike accommodations are not appropriate for the project, applicant should alert us to 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.

- Pedestrian improvements – continuous sidewalks, crosswalks, advance stop bars, curb extensions, pedestrian refuge median, street furniture, etc.
- Transit Improvements – new bus pads, direct sidewalk connections to station platforms, ADA-compliant bus stop landings, etc.
- Signal Improvements – new traffic signals, installation and marking of bicycle-sensitive loop detectors, installation of bicycle-activated traffic signals, installation of enhanced pedestrian signals, 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 that 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 on the Strategic Opportunity Area map, and are multi-modal component-friendly, 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 why the funding of this project is important to your local jurisdiction.

Local Match

Projects must demonstrate the applicant's Local-Match commitment to the project. A local-match requirement of thirty-five percent (35%) has been established for RSTI projects. A minimum of twenty percent (20%) will consist of a hard cash match, and for the remaining percentage, up to fifteen percent (15%) may be in-kind. For example, on a project whose total budget is two million dollars, a 35% local match equals \$700,000 and requires a minimum hard cash match equal to 20% of the total project budget, or \$400,000, while the in-kind match may equal no more than 15% of the total project budget, or \$300,000. Greater local match participation (above the 35% minimum requirement) is encouraged and will make the project more competitive under the local-match scoring criteria. All local match above 35% must be hard cash.

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 the application date. Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.
- Building space, supplies and equipment dedicated to the project.

- 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.

Land Use and Sustainability Policies/Principles

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and sustainability policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to implementation should be noted.

Project Study Report (PSR)/PSR Equivalent (PSRE) Requirement

For locally sponsored projects, MTA will only accept applications for projects that include a construction element. Therefore, MTA requires an approved Caltrans' Project Study Report (PSR) for projects affecting a state highway facility, as a PSR contains cost figures sufficiently detailed to program construction dollars. If Caltrans requires that a Project Study Report/Project Development Support (PSR/PDS) be completed for a project, MTA will accept the PSR/PDS. Those projects may be considered on a case-by-case basis, as a PSR/PDS does not identify costs to the level of detail specified in a PSR. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects.

PSR or PSR/PDS documents are valid for three years. PSR or PSR/PDS 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. Because RSTI funds programmed through this Call for Projects will not become available until 2015, applicants may need to update their PSR, PSR/PDS or PSRE again before construction is initiated.

The appropriate documents must be submitted along with the modal application. **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.

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
- Grade Separation
- Arterial Improvement
- Bottleneck 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

If full project funding is not available, would your local jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION
(Up to 35 points)

Complete the section below for Regional Significance and Intermodal Integration. The horizon year for projection is 2035.

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

- RSTI \$ _____
- Signal Synchronization \$ _____ Pedestrian \$ _____
- Bikeway \$ _____ Transit \$ _____

- The total of all modal components should be equal to the total project cost
- The RSTI project component should be a minimum of 60% of the total project cost

	Existing Conditions		With Project	
Number of traffic lanes in each direction?	_____ lanes		_____ lanes	
On-street bikeway facilities? If yes, is it a Class II or III bike lane? If no, are there bike accommodations on nearby/adjacent streets?	YES	NO	YES	NO
	_____	_____	_____	_____
Width of sidewalk infrastructure. If there is a sidewalk on both sides of street, provide the width of the wider sidewalk. Will project result in a net increase, decrease, or no change to existing sidewalk(s)?	_____ feet		_____ feet	
Would the proposed project result in the alteration or elimination of an existing bike path or pedestrian way?	YES	NO	YES	NO
	_____	_____	_____	_____

	Existing Conditions	Projected Future Conditions without Project (2035)	Projected Future Conditions with Project (2035)
Average Annual Daily Traffic (AADT) ¹			
Vehicles per Hour (VPH) ¹			

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 of the roadway.
- b) Describe how this project supports Intermodal Integration.
 - Identify any regional trip generators such as airports, ports, transit services or facilities and other regional activity centers to which access would be enhanced;
 - Explain how this project integrates elements from other modes (e.g., signal synchronization, transit, bicycles, and/or pedestrian improvements);
 - Does your project accommodate safe bicycle travel by providing a wide outside curb lane (14’ minimum, 15’ preferred) or bike lanes per Highway Design Manual Chapter 1000?
 - Does your project accommodate safe pedestrian travel by providing enhanced crosswalks or sidewalk infrastructure?
- c) 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).

**2. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM
(Up to 25 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.

- 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.

Operator	Line Number(s)	# of Transit Stations/ Stops	Peak Headways	Ridership (Avg. Weekday Boardings)

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

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

	AM	PM
i. Peak hour volume		
ii. Level of Service (LOS) peak hour		
iii. Peak hour delay		

Future Conditions Without Project for 2035:

	AM	PM
i. Peak hour volume		
ii. LOS peak hour		
iii. Peak hour delay		

Future Conditions With Project for 2035:

	AM	PM
i. Peak hour volume		
ii. LOS peak hour		
iii. Peak hour delay		

3. LOCAL MATCH (Up to 10 points)
(Must be consistent with Part II: Table 3 of the Project Financial Plan Summary.)

Local Match:

a) Hard Match (minimum 20%):	\$ _____	%
b) In-kind Match (up to 15%):	\$ _____	%
	\$ _____	35%
c) Hard Overmatch:	\$ _____	%
Total local match commitment a + b = c	\$ _____	%

- Meets Local-Match Requirement (minimum 35% cash match = 0 Points)
- Exceeds Local-Match Requirement (up to 10 points)
 Amount of points is based on percentage of overmatch. Applicants who provide a 50% cash match will receive the full 10 points.

Local Match Percentage	Points
35.1% – 39.9% cash	4
40% – 44.9% cash	6
45% – 49.9% cash	8
50% – 59.9% cash	9
≥ 60% cash	10

- If Right-of-Way purchase costs (when construction is involved) are being utilized as part of the local/hard match requirement, a copy of the current appraisal report must be submitted with the application to confirm the property value.

4. COST EFFECTIVENESS (Up to 10 points)

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

Input Parameters

From Section 1:

- a) Difference in Functional Capacity with and without project: _____ vph
[Use capacity numbers from Section 1, subtract 2035 from existing capacity]

From Section 2:

- b) Difference in Peak Hour Delay with and without project: _____ hours
[Add AM and PM peak hour delay for 2035, subtract the without project delay totals]
- c) Total project cost: \$ _____

Cost Effectiveness Ratios2035

- 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.

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

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land-use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and environmental policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to implementation should be noted.

- a) **Complete Exhibit B as explained below to reflect how the project meets the transportation priorities identified for the type of place where it is located. The place types are determined by the applicant, as described below, and are based on the regional accessibility and community design of the location where the project will be completed.**
1. Using the definitions in Exhibit A, identify the place type(s) that apply to your project³.
 2. On Exhibit B, check the box for the place type(s) that apply to the project. For each place type selected, review the transportation priorities listed below the place type and select the priorities that will be met by your project.
 3. Also on Exhibit B, explain how the project satisfies any of the priorities identified for each place type.

The Place-Based Priorities criterion awards points based on general compliance of a proposed project with the transportation priorities identified for the "place" where the project is located. Points are not distributed based on place type or priorities alone. Rather, points will be distributed based on the narrative explaining how the project satisfies any or all of the priorities identified for the place type(s). The ideal RSTI project conforms with or advances multiple priorities. The maximum points are given to those projects that exemplify the objectives of one or more priorities. The lowest level of points (including zero)

³ The place types and specific priorities for the place types were developed as part of the Caltrans Smart Mobility 2010 Framework and can be found at http://www.metro.net/projects/call_projects/. To view the full Smart Mobility 2010 Report, go to: http://www.dot.ca.gov/hq/offices/ocp/smt_files/SMF_handbook_062210.pdf

are reserved for those projects that cannot demonstrate how the project advances any of the transportation priorities identified for the place type(s).

- b) **Is your project located in a strategic opportunity area?** For the purposes of this mode, a **strategic opportunity area is an area identified by the state as a Transit Priority Project⁴ area or by regional, sub-regional or city plans for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions by better coordinating land-use plans, transportation investments, and transportation policies.**

(Click the map link to view strategic opportunity areas as identified by state, regional and countywide plans. Applicants will need to provide supporting documentation if the response is based on subregional or local plans)⁵

Yes No

If you answer yes, please provide detail on the location of the project and how it will coordinate with other projects/plans/policies to help achieve sustainability goals.

The Strategic Opportunity Area criterion awards points to projects that help advance state, regional and/or local smart growth plans by improving the regional transportation system in locations where future development will be targeted to reduce per capita vehicle miles traveled or greenhouse gas emissions. The ideal RSTI project conforms with or advances multiple, overlapping plans and/or policies. The maximum points are given to those projects that exemplify the objectives of one or more plans, or in conformance with more than one plan, demonstrates a significant advancement of the combination of plan objectives. The lowest level of points (including zero) are reserved for those projects that do not conform to already adopted plans and/or cannot demonstrate how the project advances objectives of sustainable communities.

- c) **What sustainable design elements will your project incorporate to conserve energy and water resources and reduce waste and air pollutants? What community involvement has been undertaken to support your project?**

Check all boxes that apply:

- Green street features⁶
- Solar options
- Drought tolerant landscaping
- Energy efficient lighting
- Use of recycled or re-used materials
- Other _____ (Please explain)

⁴ SB 375 designated Transit Priority Project areas with specifically defined parameters. They are locations where development projects may be able to take advantage of CEQA streamlining benefits. TPP areas are included on the strategic opportunities area map.

⁵ A map containing the Transit Priority Project areas and 2% Strategy Opportunity Areas can be found at http://www.metro.net/projects/call_projects/

⁶ More information on Green Street Features can be found at: <http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>

d) Please complete the following sections, as it will enable MTA to evaluate projects that will integrate land use and sustainability into planning efforts. On an attached sheet, for the following questions, limit your response to 200 words.

1. How does the project promote a more environmentally sustainable transportation system?
2. Describe how the project maintains, protects or enhances the environment, avoids adverse environmental impacts and/or creates environmental benefits?
3. Describe how implementing the project would benefit the transportation system. Would this project benefit public transit, cyclists, and/or pedestrians? Explain.
4. What planning process was used to coordinate transportation and land use planning decisions to encourage community participation? If appropriate, identify sensitive land uses adjacent to the project.

EXHIBIT A

Place Type*	Description	Categories
<u>Urban Centers</u>	High density, mixed use places with high jobs-housing ratios overall, well-connected street networks, high levels of transit service and pedestrian supportive environments. Transit-oriented development (TOD) fits into all of the urban place types.	a) Urban Cores - Central cities and large downtowns with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned. Urban cores are hubs of transit systems with excellent transit coverage, service levels, and intermodal passenger transfer opportunities including convenient airport access. b) Urban Centers - Major activity centers with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned.
<u>Close-in Compact Communities</u>	Located near Urban Core or Urban Centers, close-in compact communities are comprised primarily of housing but with scattered mixed use centers and arterial corridors forming the skeleton of the transportation system. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations, with an emphasis on serving commute trips. Residents may think of these communities as suburban, but they are different from suburban communities because of the greater presence of <i>location efficiency</i> ¹ factors.	a) Close-in Centers - Small and medium sized downtowns, Transit Oriented Developments, institutions, lifestyle centers, and other centers of activity. b) Close-in Corridors - Arterial streets with a variety of fronting development types, with frequent transit service and transfer opportunities. c) Close-in Neighborhoods - Walkable neighborhoods with housing in close proximity to shops, services, and public facilities, as well as good multi-modal connections to urban centers. Housing density varies from medium to high. Fine-grained circulation network of streets with high comfort for pedestrians and bicyclists.
<u>Compact Communities</u>	Historic cities and towns as well as newer places characterized by strong presence of <i>community design</i> ² elements such as compact development form, land use mix, relatively high densities and centrally-located public institutions. While most are outside of metropolitan regions, some are on the periphery of these regions. Prospects for increased transit use and other benefits of <i>regional accessibility</i> ³ are limited in these areas.	
<u>Suburban Communities</u>	Communities characterized by a low level of integration of housing with jobs, retail, and services, poorly connected street networks, low levels of transit service, large amounts of surface parking, and inadequate walkability. Suburban communities are defined by weak-to-moderate presence of location efficient <i>community design</i> ² factors. They vary with respect to <i>regional accessibility</i> ³ ; some suburban communities are located within easy commute distance of urban centers, while others are not. Places that share characteristics with suburban communities—such as a high proportion of detached housing, are categorized as being in the suburban community place type only if they match the place type characterization relative to <i>location efficiency</i> ¹ factors.	a) Centers - Mid-size and small downtowns, lifestyle centers, or other activity centers embedded within suburban communities. b) Corridors - Arterial streets with a variety of fronting development types, frequently characterized by inadequate walk and bike environments, low land use efficiency and poor aesthetics. c) Dedicated Use Areas - Large tracts of land used for commercial purposes such as business or industrial park or warehousing, or for recreational purposes such as golf courses. d) Neighborhoods - Residential subdivisions and complexes including housing, public facilities and local-serving commercial uses, typically separated by arterial corridors.

EXHIBIT A (continued)

Place Type*	Description	Categories
<u>Special Use Areas</u> (only Goods Movement)	Large tracts of single use lands that are outside of, or poorly integrated with, their surroundings.	

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application.

¹**Location Efficiency:** The fit between the physical environment and the transportation system. Focuses on integrating transportation and land use to provide a high level of accessibility, by supporting non-motorized travel and transit use, reducing vehicle usage, and shortening trips. The two main location efficiency factors are:

1. ²**Community Design:** Characteristics of development use, form, and location that support convenience, non-motorized travel, and efficient use of vehicles at the *neighborhood and area scale*.
2. ³**Regional Accessibility:** Characteristics of development use, form, and location that make destinations available through alternative modes and by efficient use of vehicles at the *regional, interstate, and international scales*.

EXHIBIT B

<input type="checkbox"/> Urban Centers	<input type="checkbox"/> Close-in Compact Communities	<input type="checkbox"/> Compact Communities	<input type="checkbox"/> Suburban Communities
<ul style="list-style-type: none"> <input type="checkbox"/> Creation and improvement of major transportation hubs connecting modes for intercity and international travel as well as intra- and inter-regional movement <input type="checkbox"/> Projects providing service, facility, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> Convenient opportunities for multi-modal and transit transfers for all urban center users <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings <input type="checkbox"/> Transit stations accessed primarily by interconnecting transit, walking, bicycling, typically with very limited associated parking <input type="checkbox"/> Operating strategies to optimize use of existing roadway capacity <input type="checkbox"/> Allocation of street space to benefit high-occupancy and non-motorized modes (“complete streets”) – e.g. road diets and other cross section changes 	<ul style="list-style-type: none"> <input type="checkbox"/> “Complete Street” projects <input type="checkbox"/> High capacity transit linking neighborhoods to employment centers and regional institutions in urban centers <input type="checkbox"/> Local transit with excellent coverage providing connections to high capacity transit lines 	<ul style="list-style-type: none"> <input type="checkbox"/> Projects providing service, facilities, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> High degree of design compatibility for all facilities 	<ul style="list-style-type: none"> <input type="checkbox"/> Projects that improve connectivity leading to shorter average trip lengths and increased non-auto mode share <input type="checkbox"/> Where there are concentrated employment centers, commute transit service and rideshare promotion

Please explain how the project satisfies any of the priorities identified for each place type here

INSTRUCTIONS & APPLICATION

PART III

GOODS MOVEMENT IMPROVEMENTS

GOODS MOVEMENT IMPROVEMENTS

OBJECTIVE

Traditionally, eligible goods movement projects have been funded through the Regional Surface Transportation Improvements category of the Call for Projects. This year a separate category for Goods Movement Improvements was established to ensure future investments in the infrastructure go toward achieving a safe, efficient, and business- and community-friendly system that complements state, local and regional goods movement plans.

The objective of this category is to fund Goods Movement Improvements (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 that are beyond the normal funding capability of the affected local agencies. A goods movement 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, rail yards, ports (air and sea) and other freight (rail and/or truck) generators.

The GMI category is intended to do the following:

- 1) 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. (The GMI component of a proposed multimodal improvement must be a minimum of 70% of the project. Stand alone non-motorized modes are not eligible in the GMI category.);
- 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 operations; and,
- 5) Support projects located on the Strategic Opportunity Area map, consisting of the three overlaid maps of the Countywide Significant Arterial Network (CSAN), Transit Priority Project (TPP) areas, and Compass Blueprint 2% Strategy Opportunity Area. To determine if your project is on this map, please go to the Call for Projects webpage to access a PDF of the map at: http://www.metro.net/projects/call_projects/other-resources/.

ELIGIBLE APPLICANTS

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, and the State of California Department of Transportation. Public transportation-related joint powers authorities must be sponsored by a public agency as identified earlier.

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. MTA will not fund any projects that have been identified as the full responsibility of a developer(s).

ELIGIBLE PROJECTS

Eligible GMI projects improve connectivity between goods movement facilities and regional roadways/arterials. These projects include grade separations, truck access improvements, roadway geometric and operational improvements, intersection improvements, and other capacity enhancements.)

In funding projects for this cycle, strong consideration is given to goods movement projects that:

- Improve mobility and relieve heavy traffic congestion on dedicated truck 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

Strategic Opportunity Areas

Project Sponsors should familiarize themselves with the Strategic Opportunity map that is provided online (Metro's 2011 Call for Project webpage). The map is a combination of the CSAN, Transit Priority Project areas and the Compass Blueprint 2% Strategic Opportunity areas. 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. Transit Priority Project areas were defined by parameters established in SB 375 and the Compass Blueprint 2% Strategy Opportunity Areas were created as part of SCAG's Compass Blueprint Growth Vision to illustrate locations where sustainable growth is anticipated in Los Angeles County. 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. Also, consideration will be given to projects that are on the combined map or other locations if the Project Sponsor can demonstrate that the project is consistent with sub-regional and/or local growth plans targeting reductions in vehicle miles traveled or greenhouse gas emissions.

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/

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., less than 15% of the project cost) 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 segment of road where 3R work is proposed must be rated by the local jurisdiction's Pavement Management System (PMS) within the last three years; 3) the project applicant must separate the repair cost from the other project components; 4) the project applicant must provide documentation indicating the segment's rating in 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 5) 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, MTA 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.

EVALUATION CRITERIA

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

- Regional Significance and Inter-modal Integration
- 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. Applicants should be aware that if awarded federal and/or state funds, they may require significant staff time to process requirements, such as strict “timely use of funds policies” and obtaining advance authorization for such activities, including 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. These procedures 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, CSAN, its regional continuity (length), usage (i.e., daily passenger volumes for autos, trucks and transit) and capacity. Also of concern to MTA 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 MTA's Long Range Transportation Plan goals.

Emphasis is also placed on GMI projects that support multimodal connections and provide improved access for all users, including pedestrians, bicyclists and transit riders. GMI projects with one or more modes included in the overall project budget must have a minimum 70% GMI portion (e.g., a \$2 million GMI truck access improvement project with \$1.4 million GMI share and \$600,000 3R, 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, installation of enhanced pedestrian signals, such as countdown signals, etc., in proximity to industrial and/or commercial land uses supporting goods movement.

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 increasing bicycle and pedestrian access to the roadway network and transit system. Projects that are in the MCGMAP, on 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. A local-match requirement of thirty-five percent (35%) has been established for GMI projects. A minimum of twenty percent (20%) will consist of a hard cash match, and for the remaining percentage, up to fifteen percent (15%) may be in-kind. For example, on a project whose total budget is two million dollars, a 35% local match equals \$700,000 and requires a minimum hard cash match equal to 20% of the total project budget, or \$400,000, while the in-kind match may equal no more than 15% of the total project budget, or \$300,000. Greater local match participation (above the 35% minimum requirement) is encouraged and will make the project more competitive under the local-match scoring criteria. All local match above 35% must be hard cash.

Traditionally, MTA 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, MTA will take into account prior MTA contributions when calculating the 17%.

Services designated for in-kind matches must be directly related to implementing the proposed project and shall be clearly documented and easily audited.

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 the application date. Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.
- Building space, supplies and equipment dedicated to the project.
- Third-party contribution of services, land, building space, supplies or equipment dedicated to the project.

Cost-Effectiveness

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

Land Use, Environmental Compatibility & Sustainability

This criterion addresses the approach MTA 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.

Project Sponsors should demonstrate how balancing smart mobility, growth and an efficient transportation system with strategies that protect one's quality of life and working environments is achieved. Also, applicants should describe any sustainability or related recycling, emission reduction, GHG or resource conservation policies or programs that have been formally adopted or are under consideration by an agency's governing body.

PROJECT STUDY REPORT (PSR)/PSR EQUIVALENT REQUIREMENT

For locally sponsored projects, MTA will only accept applications for projects that include a construction element. Therefore, MTA requires an approved Caltrans' Project Study Report (PSR) for projects affecting a state highway facility, as a PSR contains cost figures sufficiently detailed to program construction dollars. If Caltrans requires that a Project Study Report/Project Development Support (PSR/PDS) be completed for a project, MTA will accept the PSR/PDS. Those projects may be considered on a case-by-case basis, as a PSR/PDS does not identify costs to the level of detail specified in a PSR. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects.

PSR or PSR/PDS documents are valid for three years. PSR or PSR/PDS 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.

The appropriate documents must be submitted along with the modal application. **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 of January 28, 2011.

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)

- Roadway and Geometric Upgrades
- Operational Improvements
- Grade Separations
- Intersection Improvements
- Truck 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

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

**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 2030.

SECTION A (Up to 5 points)

	YES	NO
Is project located on a designated truck route?	_____	_____
Does your project include a 3R* work component?	_____	_____
*(If your project includes a 3R work component, please provide supplemental data following question No. 5.)		
Is this a multimodal** project?	_____	_____

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

<input type="checkbox"/> Signal Synchronization	\$ _____	<input type="checkbox"/> Pedestrian	\$ _____
<input type="checkbox"/> Bikeway	\$ _____	<input type="checkbox"/> Transit	\$ _____

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 (Up to 10 points)

Please indicate current and future traffic volumes (AADT⁷), LOS, AADTT⁸ and/or the estimated number of trucks as a percentage of total average daily traffic, and VPH⁹ for peak periods (6 – 10 AM, 3 – 7 PM) for the project.

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

Current LOS		2030 LOS W/O Project		2030 LOS W/ Project	
AM	PM	AM	PM	AM	PM

Current AADTT ¹		2030 AADTT W/O Project		2030 AADTT W/ Project	
AM	PM	AM	PM	AM	PM

Current AADT ¹		2030 AADT W/O Project		2030 AADT W/ Project	
AM	PM	AM	PM	AM	PM

Current Capacity Vehicles per hour (VPH)		2030 VPH W/O Project		2030 VPH W/ Project	
AM	PM	AM	PM	AM	PM

Current Peak Hour Delay		2030 Peak Hour Delay W/O Project		2030 Peak Hour Delay W/ Project	
AM	PM	AM	PM	AM	PM

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

Growth rate: _____% Source: _____

¹Account for all lanes impacted by the project

⁷ AADT: Annual Average Daily Traffic (truck + auto)

⁸ AADTT: Annual Average Daily Truck Traffic

⁹ VPH: Vehicles Per Hour

SECTION C (Up to 15 points)

On an attached sheet and limited to 400 words, 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 MTA’s Long Range Transportation Plan, the MCGMAP, and/or other sub-regional plans to address goods movement challenges?
- b) Describe how the project will enhance regional mobility, improve mobility and relieve heavy traffic congestion on dedicated truck routes and/or other major freight corridors, reduce the potential for auto and truck conflicts, increase efficiency by using innovative technologies to manage freight traffic, reduce queues, address air quality, improve truck circulation and/or accommodate freight (truck/rail) generated land uses. Describe what time periods experience the most truck traffic and why.
- c) For grade separation projects, provide the following information:

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

On PUC list: YES _____ NO _____

Ranking: State: _____ LA County: _____

Current AADT		Current Peak Hour Delay		Current number of daily trains	2030 Train Volume	Current Queue Lengths (# of cars)	Duration of gate crossing delays (mins)
AM	PM	AM	PM				

NOTE: Vehicle Hours of Delay: $T = T_g^2 * q / (2 * 1 - q/d) / 60$

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

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

- a) Describe the need for the project and how it would eliminate existing arterial bottlenecks, chokepoints and gaps in the system to improve operations. Indicate the safety considerations that have been incorporated into the project for other users of the roadway.
- b) Describe the need for the project and how it would improve ground access and circulation at major freight (rail and truck) hub generators.
- c) Describe the need for the project and how it would eliminate or mitigate any transportation deficiencies for vehicles, transit, cyclists, and pedestrians.

3. LOCAL MATCH (Up to 10 points)

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

Local Match:

a) Hard Match (minimum 20%):	\$ _____	_____ %
b) In-kind Match (up to 15%):	\$ _____	_____ %
Total Local Match:	\$ _____	35%
c) Hard Overmatch:	\$ _____	_____ %
d) Total local match commitment a + b + c = d	\$ _____	_____ %

- Meets Local-Match Requirement **(Minimum 20% cash match = 0 Points)**
- Exceeds Local-Match Requirement **(Up to 10 points)**
Amount of points is based on percentage of overmatch. Applicants who provide a 50% cash match will receive the full 10 points.

Local Match Percentage	Points
35.1% – 39.9% cash	4
40% – 44.9% cash	6
45% – 49.9% cash	8
≥ 50% cash	10

4. 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 2030 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 2030, subtract the without project delay totals]
- c) Total project cost: \$_____

Cost Effectiveness Ratios

- | | <u>2030</u> |
|--|-------------|
| a) Total Project Dollar Expended per Capacity Gain:
<i>divide c by a</i> | \$_____ |
| b) Total Project Dollar Expended per Delay Saved:
<i>divide c by b</i> | \$_____ |
| c) Briefly explain whether you have considered/evaluated implementing operational improvements before deciding upon this capital improvement request? If no, please explain. | |

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

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land-use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and environmental policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to implementation should be noted.

a) Complete Exhibit B as explained below to reflect how the project meets the transportation priorities identified for the type of place where it is located. The place types are determined by the applicant, as described below, and are based on the regional accessibility and community design of the location where the project will be completed. Please be advised that points are distributed based on priorities NOT place types. **(Up to 4 points)**

1. Using the definitions in Exhibit A, identify the place type(s) that apply to your project¹⁰.
2. On Exhibit B, check the box for the place type(s) that apply to the project. For each place type selected, review the transportation priorities listed below the place type and select the priorities that will be met by your project.
3. Also on Exhibit B, explain how the project satisfies any of the priorities identified for each place type.

b) Is your project located in a strategic opportunity area? For the purposes of this mode, a strategic opportunity area is an area identified by the state as a Transit Priority Project¹¹ area, by the MTA as part of the Countywide Significant Arterial Network, or by regional, sub-regional or city plans for targeting growth to reduce vehicle miles traveled or greenhouse gas remissions by better coordinating land use plans, transportation investments, and transportation policies. **(Up to 4 points)**

(Click the map link to view strategic opportunity areas as identified by state, regional and countywide plans. Applicants will need to provide supporting documentation if the response is based on subregional or local plans)¹²

Yes

No

¹⁰ The place types and specific priorities for the place types were developed as part of the Caltrans Smart Mobility 2010 Framework, were tailored to fit each modal application and can be found at http://www.metro.net/projects/call_projects/. To view the full Smart Mobility 2010 Report, go to: http://www.dot.ca.gov/hq/tpp/offices/ocp/smf_files/SMF_handbook_062210.pdf

¹¹ SB 375 designated Transit Priority Project areas with specifically defined parameters. They are locations where development projects may be able to take advantage of certain CEQA streamlining benefits. TPP areas are included on the strategic opportunities area map.

¹² A map containing the Transit Priority Project areas, 2% Strategy Opportunity Areas, and Countywide Significant Arterial Network can be found at http://www.metro.net/projects/call_projects/

If you answer yes, please provide detail on the location of the project and how it will coordinate with other projects/plans/policies to help achieve sustainability goals.

- c) What sustainable design elements will your project incorporate to conserve energy and water resources and reduce waste and air pollutants? What community involvement has been undertaken to support your project? **(Up to 4 points)**

Check all boxes that apply:

- Green street features¹³
- Solar options
- Drought tolerant landscaping
- Energy efficient lighting
- Use of recycled or re-used materials
- Other _____ (Please explain)

- d) Please complete the following sections, as it will enable MTA to evaluate projects that will integrate land use, environmental compatibility, and sustainability into planning efforts. Please attach a sheet for your response and limit your response to 300 words. **(Up to 8 points)**

1. How does the project promote a more environmentally sustainable transportation system?
2. Describe how the project maintains, protects or enhances the environment, avoids adverse environmental impacts and/or creates environmental benefits?
3. Describe how implementing the project would benefit the transportation system. Would this project benefit public transit, cyclists, and/or pedestrians? Explain.
4. What planning process was used to coordinate transportation and land use planning decisions to encourage community participation? If appropriate, identify sensitive land uses adjacent to the project.

¹³ More information on Green Street Features can be found at:
<http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>

**SUPPLEMENTAL DATA - SYSTEM PRESERVATION
(3R - Rehabilitation, Reconstruction, Resurfacing)**

If your project includes a 3R work component, please complete information below:

Does your jurisdiction have a current Pavement Management System (PMS) for which the proposed project was rated within the last 3 year? Y___ N___ If no, explain.

Which PMS does your jurisdiction utilize? _____

- Please attach a recent print out (less than 3 years old) for the project segment proposed for the 3R work (must match same project limits as the project).

Please indicate the current rating on your Pavement Condition Index (PCI) as determined by your jurisdiction’s PMS. Please also include the rating scale and the trigger for 3R.

PCI Rating _____
 PCI Scale _____
 Trigger Value _____

Please provide the rank (priority in your jurisdiction’s list of 3R work projects) as shown in your capital improvement program (Capital Improvement Program, Annual Budget, PMS, etc.) for the project’s 3R component work. Please provide the year the project is programmed for funding.

Name of Capital Programming Document _____
 Rank _____
 Year Programmed for 3R Work _____

What is the total cost of the proposed project’s 3R work component? \$ _____

EXHIBIT A

Place Type*	Description	Categories
<u>Urban Centers</u>	High density, mixed use places with high jobs-housing ratios overall, well-connected street networks, high levels of transit service and pedestrian supportive environments. Transit-oriented development (TOD) fits into all of the urban place types.	a) Urban Cores - Central cities and large downtowns with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned. Urban cores are hubs of transit systems with excellent transit coverage, service levels, and intermodal passenger transfer opportunities including convenient airport access. b) Urban Centers - Major activity centers with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned.
<u>Close-in Compact Communities</u>	Located near Urban Core or Urban Centers, close-in compact communities are comprised primarily of housing but with scattered mixed use centers and arterial corridors forming the skeleton of the transportation system. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations, with an emphasis on serving commute trips. Residents may think of these communities as suburban, but they are different from suburban communities because of the greater presence of <i>location efficiency</i> ¹ factors.	a) Close-in Centers - Small and medium sized downtowns, Transit Oriented Developments, institutions, lifestyle centers, and other centers of activity. b) Close-in Corridors - Arterial streets with a variety of fronting development types, with frequent transit service and transfer opportunities. c) Close-in Neighborhoods - Walkable neighborhoods with housing in close proximity to shops, services, and public facilities, as well as good multi-modal connections to urban centers. Housing density varies from medium to high. Fine-grained circulation network of streets with high comfort for pedestrians and bicyclists.
<u>Compact Communities</u>	Historic cities and towns as well as newer places characterized by strong presence of <i>community design</i> ² elements such as compact development form, land use mix, relatively high densities and centrally-located public institutions. While most are outside of metropolitan regions, some are on the periphery of these regions. Prospects for increased transit use and other benefits of <i>regional accessibility</i> ³ are limited in these areas.	
<u>Suburban Communities</u>	Communities characterized by a low level of integration of housing with jobs, retail, and services, poorly connected street networks, low levels of transit service, large amounts of surface parking, and inadequate walkability. Suburban communities are defined by weak-to-moderate presence of location efficient <i>community design</i> ² factors. They vary with respect to <i>regional accessibility</i> ³ ; some suburban communities are located within easy commute distance of urban centers, while others are not. Places that share characteristics with suburban communities—such as a high proportion of detached housing, are categorized as being in the suburban community place type only if they match the place type characterization relative to <i>location efficiency</i> ¹ factors.	a) Centers - Mid-size and small downtowns, lifestyle centers, or other activity centers embedded within suburban communities. b) Corridors - Arterial streets with a variety of fronting development types, frequently characterized by inadequate walk and bike environments, low land use efficiency and poor aesthetics. c) Dedicated Use Areas - Large tracts of land used for commercial purposes such as business or industrial park or warehousing, or for recreational purposes such as golf courses. d) Neighborhoods - Residential subdivisions and complexes including housing, public facilities and local-serving commercial uses, typically separated by arterial corridors.

EXHIBIT A (continued)

Place Type*	Description	Categories
<u>Special Use Areas</u> (only Goods Movement)	Large tracts of single use lands that are outside of, or poorly integrated with, their surroundings.	

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application.

¹**Location Efficiency:** The fit between the physical environment and the transportation system. Focuses on integrating transportation and land use to provide a high level of accessibility, by supporting non-motorized travel and transit use, reducing vehicle usage, and shortening trips. The two main location efficiency factors are:

1. ²**Community Design:** Characteristics of development use, form, and location that support convenience, non-motorized travel, and efficient use of vehicles at the *neighborhood and area scale*.
2. ³**Regional Accessibility:** Characteristics of development use, form, and location that make destinations available through alternative modes and by efficient use of vehicles at the *regional, interstate, and international scales*.

EXHIBIT B

<input type="checkbox"/> Urban Centers	<input type="checkbox"/> Close-in Compact Communities	<input type="checkbox"/> Compact Communities	<input type="checkbox"/> Suburban Communities	<input type="checkbox"/> Special Use Areas
<ul style="list-style-type: none"> <input type="checkbox"/> Creation and improvement of major transportation hubs connecting modes for intercity and international travel as well as intra- and inter-regional movement <input type="checkbox"/> Projects providing service, facility, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings <input type="checkbox"/> Ongoing re-investment in existing roadway facilities to protect asset value and provide customer satisfaction <input type="checkbox"/> Operating strategies to optimize use of existing roadway capacity 	<ul style="list-style-type: none"> <input type="checkbox"/> Reliability and efficiency measures to optimize use of street and freeway capacity <input type="checkbox"/> Ongoing re-investment in existing facilities to protect asset value 	<ul style="list-style-type: none"> <input type="checkbox"/> Projects providing service, facilities, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> High degree of design compatibility for all facilities 	<ul style="list-style-type: none"> <input type="checkbox"/> Investments that improve the operational efficiency of existing arterial and freeway corridors <input type="checkbox"/> Access management and speed management on the arterial system <input type="checkbox"/> Where there are concentrated employment centers, commute transit service and rideshare promotion 	<ul style="list-style-type: none"> <input type="checkbox"/> Investments that improve the operational efficiency, access management and connectivity that caters to the needs of goods movement (such as the need for ports to be highly connected to the surface transportation system for freight) <input type="checkbox"/> Creation and improvement of major transportation hubs connecting modes for intercity and international goods movement as well as intra- and inter-regional movement <input type="checkbox"/> Operating strategies to optimize use of existing roadway and rail capacity, especially during peak hours <input type="checkbox"/> Investments that mitigate the health, safety and environmental impacts arising from special use areas (such as health concerns associated with diesel exhaust emissions from traffic generated by port facilities) <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings

EXHIBIT B (continued)

Please explain how the project satisfies any of the priorities identified for each place type here

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 the Local Transportation System Management (TSM) program, is a management tool which utilizes a combination of traffic engineering measures and traffic operation controls to better manage congestion on surface streets and reduce traffic delays. TSM improvements are characterized by relatively low capital cost, short implementation period and high effectiveness in mobility and air quality improvements.

The Call for Projects implements policy objectives for the Signal Category identified in MTA's adopted 2009 Long Range Transportation Plan for Los Angeles County. The focus of the Signal Synchronization and Bus Speed Improvements category is to achieve the following policy objectives:

- 1) Support subregional/regional integration of signal synchronization and bus speed improvement systems. Priority will be given to those projects located 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;
- 2) Promote innovations in Advanced Traffic Management Systems (ATMS) and Advanced Traveler Information Systems (ATIS) on regional arterials; and
- 3) Assure integration between signal synchronization programs, arterial improvements, and goods movement efforts to increase efficiency and achieve maximum benefit.

All signal projects shall integrate with the Los Angeles County Regional ITS Architecture. The following are the objectives of the Arterial ITS program:

- Expand the ITS Infrastructure and ensure and maintain compatibility and functionality among systems; and
- Fill in system gaps based on regional needs, project readiness, and capacity to deploy.

ELIGIBLE APPLICANTS

Public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Transportation-related public joint powers authorities (JPAs) must be sponsored by a public agency, as identified earlier. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU\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 MTA's Call for Projects requires that submitted applications are consistent with MTA's ITS Policy Adopted September 24, 2010 (see Appendix E) which requires ITS projects to be consistent with the requirements to receive federal funds. MTA'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 102).** 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.

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 time-based traffic signal coordination 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 arterial, area-wide and central traffic signal control systems
- TIER 4. Intelligent Transportation System (ITS) and Integrated Corridor Management (ICM)** - such as multi-agency system integration and advanced communication technology

Stand-alone signalized intersections are ineligible for funding. A minimum of three consecutive signalized intersections is required to be considered for 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. Applicants should be aware that Signal Synchronization and Bus Speed Improvements projects funded only with these types of funds will be subject to numerous federal and state requirements that may require significant staff time to process if awarded funds, such as strict "timely use of funds policies" and obtaining advance authorization for such activities, including but not limited to: "Requests for Authorization" for preliminary engineering, utility relocation, right-of-way, and construction. At this time, it is unknown what types of funds will be assigned, but MTA reserves the right to assign state or federal funds. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. These procedures can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

At signalized intersections, bicycle traffic should be considered during the development of the traffic signal timing. Bicyclists can safely travel through a signalized intersection when the phasing plan is timed strictly to accommodate motor vehicles; however, the signal timing at all signalized intersections where bicycle traffic is present, or is anticipated, should be reviewed to determine if bicycle movements are sufficiently accommodated. In those cases where it is not,

the signal timing should be modified to provide an adequate clearance interval for bikes, consistent with Section 21450.5 of the California Vehicle Code.

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. Signal Priority for the corridors approved by the MTA Board for Metro Rapid Bus implementation in September 2002, should not apply in this modal category, as funds are allocated elsewhere.

Metro Rapid Board Adopted Corridors

Line #	Corridor	Line #	Corridor
720	Wilshire-Whittier	734	North Sepulveda
750	Ventura	741	Reseda
745	South Broadway	760	Long Beach
754	Vermont	704	Santa Monica
711	Florence	728	West Olympic
761	Van Nuys	770	Garvey-Chavez
710	Crenshaw-Rossmore	715	Manchester
751	Soto	762	Atlantic
705	Vernon-La Cienega	794	San Fernando (south)
740	Hawthorne	730	Pico
780	Hollywood-Glendale-Pasadena	BBB Rapid 7	Pico
BBB Rapid 3	Lincoln	753	Central
714	Beverly	CC Rapid 6	Sepulveda
757	Western	TT Rapid 3	Torrance-Long Beach
733	Santa Monica		

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

- 1) Any proposed transit priority system shall utilize MTA's Countywide Bus Signal Priority (BSP) System, or alternatively, the City of Los Angeles Transit Priority System (TPS);
- 2) All transit priority systems must meet open architecture protocols and National ITS standards; 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 MTA projects located in close proximity.

Tiers 3 and 4 provide direction for the ITS program in traffic control system integration, surface street incident management systems, and advanced traveler information system integration. 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 MTA grants may need to return the grant funds. **MTA will not fund system upgrades on projects for which MTA 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 MOU or LOA.

Under the Tier 4 category, kiosk projects will not be eligible. Additionally, kiosk projects cannot be utilized as local match components to other related Tier 4 projects. Internet/website development projects will be considered for funding under the following conditions:

- 1) Must be a component of a larger ATIS effort;
- 2) Must demonstrate a clear interface with systems that benefit transportation on the arterial network.

Clear demonstration of multi-jurisdictional commitments will strengthen applications in all Tiers. Additionally, project applicants receiving funds for projects will be required to assign a local representative to attend and participate in MTA's Arterial ITS Configuration Management (CM) Committee.

Only a limited number of Traffic Management Center (TMC) projects will be considered in this Call for Projects cycle. Eligible projects of this nature are limited to accommodating computer equipment and systems (i.e., servers, monitors, screens, wiring, etc.) within existing facilities and must be part of a multi-jurisdictional application. Physical construction of **new** TMCs or physical alterations to existing TMC facilities are not considered allowable costs in this category and cannot be used to meet any portion of the local match requirements. Letters of support from all jurisdictions acknowledging willingness to operate and maintain a subregional TMC must be submitted with the application package. **Failure to submit these documents may result in disqualification of the project application.**

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. **MTA will not fund any projects that have been identified as the full responsibility of a developer(s).**

Condition for receiving funding:

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.

As a condition for the award of funding, the project applicant shall submit this project for inclusion in MTA's Arterial ITS Architecture map and database by the time a funding agreement is executed.

SPONSOR CONSENT TO ALLOW 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 Archive Data Management System project through the RIITS Network for regional corridor performance evaluation and monitoring purpose.

Regional Significance and Intermodal Integration

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 synch project with \$70,000 SS&BSIP share and \$30,000 bicycle signal enhancement) if they include signal synchronization for bicycles.

Examples include the following:

- Signal Improvements – new traffic signals, installation and marking of bicycle-sensitive loop detectors, installation of bicycle-activated traffic signals. (Projects for stand-alone intersections will not be considered)

Project Study Report/Project Study Report Equivalent

For locally-sponsored projects, MTA will only accept applications for projects that include a construction element. Therefore, MTA requires an approved Caltrans' Project Study Report (PSR) for projects affecting a state highway facility, as a PSR contains cost figures sufficiently detailed to program construction dollars. If Caltrans requires that a Project Study Report/Project Development Support (PSR/PDS) be completed for a project, MTA will accept the PSR/PDS. Those projects may be considered on a case-by-case basis, as a PSR/PDS does not identify costs to the level of detail specified in a PSR. A Project Study Report Equivalent (PSRE), signed by an individual authorized by the applicant, is required for all other projects.

PSR or PSR/PDS documents are valid for three years. PSR or PSR/PDS 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.

Failure to submit these documents will result in disqualification of the associated project application. A draft document is *not* acceptable at the time the application is submitted.

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)
- carrying a minimum Average Daily Traffic volume (ADT) of 20,000
- currently experiencing 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). A PDF map of the roads on the CSAN network can be found at this link: http://www.metro.net/projects/call_projects/other-resources/. 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, 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 MTA approval and consistent with MTA-adopted policies. **MTA 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 MTA policy to provide funding for capital expenditures only.

INELIGIBLE SCOPE ITEMS

Traffic Chokers and Pedestrian Bulb-outs
 ADA access ramps
 "Next Bus" Signs
 Bus Stop Enhancements – shelters/benches
 Stand-alone intersections (minimum of three consecutive)
 Funding for Tier 2 – transit priority on Rapid Routes

Kiosks

Developer mitigations

Funding for ROW – land acquisition, O&M, or feasibility studies

Funding for project upgrades funded by MTA in last seven years

Funding for physical building construction of TMCs

Emergency vehicle preemption

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 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 MTA (January 28, 2011). Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

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 MTA 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 will result in disqualification of the project application.**

PART III - SIGNAL SYNCHRONIZATION AND BUS SPEED IMPROVEMENTS

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

Project Tier (please check the appropriate tier below):

- TIER 1. Conventional Traffic Engineering** - such as time-based traffic signal coordination and functional intersection improvements.
- TIER 2. Transit Preferential Treatment and Priority Systems** - such as traffic signal priority and bottleneck intersection improvements. **Projects on Rapid Routes are not eligible.**
- TIER 3. Computerized Traffic Control and Monitoring Systems** - such as arterial, area-wide and central traffic signal control systems.
- TIER 4. Intelligent Transportation System (ITS) and Integrated Corridor Management (ICM)** - such as multi-agency system integration and advanced communication technology.

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, MTA 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 packet.

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:

- a) Street names
 - b) Identify signalized and unsignalized intersections
 - c) Location of proposed improvements
 - d) Project boundaries
3. 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 MTA has provided any prior funding towards their development and purchase (if so, please list which year and the Call for Project ID #).

Previous MTA Call for Projects Funding \$ _____

Previous MTA Call for Projects Funding Year _____

Previous Call for Project ID# _____

Current Project Status (environmental, design, construction, etc.): _____

PROPOSED PROJECT START DATE: _____

PROJECT DURATION (months): _____

Please note that project schedules must be consistent with milestones required as part of the MOU/LOA format.

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 MTA’s ability to fund the project.)

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION**(For All Tiers Up to 30 points)****a) Functional Classification (Up to 5 points)****(select applicable boxes):**

- | | |
|---|---|
| <input type="checkbox"/> Major Arterial | <input type="checkbox"/> Major Collector |
| <input type="checkbox"/> Secondary Arterial | <input type="checkbox"/> Rural Collector |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> On CSAN Network? |

b) Provide the following information for each arterial included in the project (Up to 13 points) (If more than one arterial, see Exhibit B)

1) Maximum number of lanes in both directions: _____

2) Total length of the arterial or corridor: _____ (miles)

3) Average Daily Traffic (indicate the range of ADT in the arterial/corridor):

- | | | |
|--|--|--|
| <input type="checkbox"/> ≤10,000 | <input type="checkbox"/> 10,001 - 15,000 | <input type="checkbox"/> 15,001 - 20,000 |
| <input type="checkbox"/> 20,001 - 25,000 | <input type="checkbox"/> 25,001 - 35,000 | <input type="checkbox"/> 35,001 - 45,000 |
| <input type="checkbox"/> 45,001 - 55,000 | <input type="checkbox"/> ≥55,001 | |

4) Total Number of Signalized Intersections: _____

c) On an attached sheet, address the following in 150 words or less: (Up to 12 points)

- 1) How does this project support the goals and objectives of MTA's Long Range Transportation Plan for this mode outlined in Section I of the application? Please elaborate on how this project will allow for open sharing of information across jurisdictional boundaries in terms of both technology and institutional parameters.
- 2) 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).
- 3) Is the project part of your local jurisdiction ITS Master Plan, regional, subregional, or multi-jurisdictional plan? If yes, please provide a link to an electronic copy of the plan. 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 MTA.
- 4) Provide a list of jurisdictions whose boundaries this project crosses or abuts.
- 5) Is the proposed project designed and developed in a manner to readily allow for application to other jurisdictions within the County?

2. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM

(For All Tiers Up to 30 points)

Use Exhibit B attached

Tiers 1, 3 & 4

Tier 2

Up to 10 Points

Up to 12 Points

a) For this project, indicate existing signal coordination:

Time-Based

Interconnected

Adaptive

None

For this project, indicate existing system control:

Arterial

Central/TMC/TOC

Area-wide

None

Tiers 1, 3 & 4

Tier 2

Up to 20 Points

Up to 18 Points

b) **On an attached sheet, address the following in 150 words or less:**

- 1) Describe how this project will improve mobility and provide congestion relief, particularly on a region-wide basis (provide projected year 2035 speed, reduction in number of accidents, etc.).
- 2) 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.
- 3) Does the application complete partially funded project segments? If so, list the project(s), the total and fiscal years of funding, the amount expended, and the target date for completion, if not already completed. Please indicate whether the project is on schedule.
- 4) 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?
- 5) 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.

3. LOCAL MATCH
(For All Tiers Up to 10 points)

Points for Local Match
If % contribution is between:
20% Hard + >= 30% Hard or Soft = 10
20% Hard + 25% Hard or Soft = 8
20% Hard + 20% Hard or Soft = 6
20% Hard + 15% Hard or Soft = 4
20% Hard + 10% Hard or Soft = 2
20% Hard + 5% Hard or Soft = 1
20% Hard = 0
<20% Hard = disqualified

a) Minimum Hard Match (0 points)	\$	<u>20%</u>
b) <i>Hard Overmatch:</i>	\$	<u>%</u>
c) <i>In-kind Overmatch:</i>	\$	<u>%</u>
d) Total local match commitment a + b + c = d	\$	<u>%</u>

- Project meets minimum match requirement (no points)
- Project provides more than match requirement (up to 10 points)

Please note: Amount of points is based on percentage of overmatch. Applicants who provide a 50% match will receive the full 10 points.

4. COST EFFECTIVENESS
(For All Tiers 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.

5. LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES (For All Tiers Up to 20 points)

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and environmental policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to implementation should be noted.

a) Complete Exhibit D as explained below to reflect how the project meets the transportation priorities identified for the type of place where it is located. The place types are determined by the applicant, as described below, and are based on the regional accessibility and community design of the location where the project will be completed. Please be advised that points are distributed based on priorities NOT place types. **(Up to 2 points)**

1. Using the definitions in Exhibit C, identify the place type(s) that apply to your project¹⁴.
2. On Exhibit D, check the box for the place type(s) that apply to the project. For each place type selected, review the transportation priorities listed below the place type and select the priorities that will be met by your project.
3. Also on Exhibit D, explain how the project satisfies any of the priorities identified for each place type.

In order to show how your project will serve the place types listed above in Exhibit C and D, please provide a list of trip generators within a two-mile radius of the project boundaries, and explain how this project will improve access to these generators (limit 150 words please).

b) Is your project located in a strategic opportunity area? For the purposes of this mode, a strategic opportunity area is an area identified by the state as a Transit Priority Project¹⁵ area, by the MTA as part of the Countywide Significant Arterial Network, or by regional, sub-regional or city plans for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions by better coordinating land use plans, transportation investments, and transportation policies. **(Up to 1 point)**

¹⁴ The place types and specific priorities for the place types were developed as part of the Caltrans Smart Mobility 2010 Framework and can be found at http://www.metro.net/projects/call_projects/. To view the full Smart Mobility 2010 Report, go to: http://www.dot.ca.gov/hq/tpp/offices/ocp/smf_files/SMF_handbook_062210.pdf

¹⁵ SB 375 designated Transit Priority Project areas with specifically defined parameters. They are locations where development projects may be able to take advantage of certain CEQA streamlining benefits. TPP areas are included on the strategic opportunities area map.

(Click the map link to view strategic opportunity areas as identified by state, regional and countywide plans. Applicants will need to provide supporting documentation if the response is based on subregional or local plans¹⁶)

Yes No

If you answer yes, please provide detail on the location of the project and how it will coordinate with other projects/plans/policies to help achieve sustainability goals.

c) How does this project contribute to environmental sustainability in terms of conserving energy, reducing air pollution and waste? **(Up to 17 points)**

Tiers 1, 3 & 4

Tier 2

Up to 12 Points

Up to 8 Points

Check all boxes that apply:

- Improving pedestrian access through signal improvements
- Increasing bicycle access through bicycle signal improvements
- Direct service by high capacity and high-speed transit serving local and regional destinations and state-wide destinations
- Creation and improvement of major transportation hubs connecting modes for intercity and international travel as well as intra- and inter-regional movement
- Solar options
- Energy efficient lighting such as including LEDs in Signal Heads
- Other _____ (Please explain)

By answering the following questions, please indicate how your project conserves energy and reduces pollution through managing and reducing congestion:

Provide the following information for each arterial included in the project separately. Use Exhibit B attached.

- 1) 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. Indicate for each segment on Exhibit B attached.

¹⁶ A map containing the Transit Priority Project areas, 2% Strategy Opportunity Areas, and Countywide Significant Arterial Network can be found at http://www.metro.net/projects/call_projects/

a. The worst peak hour arterial LOS along the route occurs between (roadway section)_____ and _____ during____(period) for minutes.

b. The existing peak hour volumes for all lanes in the project segment are:

AM Peak _____ PM Peak _____

c. What is the projected year 2035 LOS

without this project? _____

as a result of this project? _____

Tiers 1, 3 & 4

Tier 2

Up to 5 Points

Up to 9 Points

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

Operator	Line Number(s)	Peak Headways	Ridership (Avg. Weekday Boardings)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

On an attached sheet, address the following in 150 words or less:

Describe the degree to which this project will increase transit or system use and enhance the quality, safety and security of the transportation system. Will any new routes be added? If so, how many?

Provide evidence of transit operator(s) involvement and support for the project. 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).



Metro

**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 MTA 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. Doug R. Failing, P.E., Executive Director Highway Programs, Attn: RIITS Program

EXHIBIT B

Arterial (Project Limits)	Cross Street	LOS	Expected year 2035 LOS		Worst Peak hour LOS occurs	Functional Classification	Max. lanes in both direc- tions	Total length of arterial (miles)	ADT (Range)	Peak Hr Volumes AM/PM	No. of Signalized Intersec- tions	Existing Signal Coordination					Existing System Control									
			Without this project	With project								Time-Based	Interconnected	Adaptive	None	Arterial	TMC	Central	Area-wide	TOC	None					

EXHIBIT C

Place Type*	Description	Categories
<u>Urban Centers</u>	High density, mixed use places with high jobs-housing ratios overall, well-connected street networks, high levels of transit service and pedestrian supportive environments. Transit-oriented development (TOD) fits into all of the urban place types.	a) Urban Cores - Central cities and large downtowns with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned. Urban cores are hubs of transit systems with excellent transit coverage, service levels, and intermodal passenger transfer opportunities including convenient airport access. b) Urban Centers - Major activity centers with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned.
<u>Close-in Compact Communities</u>	Located near Urban Core or Urban Centers, close-in compact communities are comprised primarily of housing but with scattered mixed use centers and arterial corridors forming the skeleton of the transportation system. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations, with an emphasis on serving commute trips. Residents may think of these communities as suburban, but they are different from suburban communities because of the greater presence of <i>location efficiency</i> ¹ factors.	a) Close-in Centers - Small and medium sized downtowns, Transit Oriented Developments, institutions, lifestyle centers, and other centers of activity. b) Close-in Corridors - Arterial streets with a variety of fronting development types, with frequent transit service and transfer opportunities. c) Close-in Neighborhoods - Walkable neighborhoods with housing in close proximity to shops, services, and public facilities, as well as good multi-modal connections to urban centers. Housing density varies from medium to high. Fine-grained circulation network of streets with high comfort for pedestrians and bicyclists.
<u>Compact Communities</u>	Historic cities and towns as well as newer places characterized by strong presence of <i>community design</i> ² elements such as compact development form, land use mix, relatively high densities and centrally-located public institutions. While most are outside of metropolitan regions, some are on the periphery of these regions. Prospects for increased transit use and other benefits of <i>regional accessibility</i> ³ are limited in these areas.	
<u>Suburban Communities</u>	Communities characterized by a low level of integration of housing with jobs, retail, and services, poorly connected street networks, low levels of transit service, large amounts of surface parking, and inadequate walkability. Suburban communities are defined by weak-to-moderate presence of location efficient <i>community design</i> ² factors. They vary with respect to <i>regional accessibility</i> ³ ; some suburban communities are located within easy commute distance of urban centers, while others are not. Places that share characteristics with suburban communities—such as a high proportion of detached housing, are categorized as being in the suburban community place type only if they match the place type characterization relative to <i>location efficiency</i> ¹ factors.	a) Centers - Mid-size and small downtowns, lifestyle centers, or other activity centers embedded within suburban communities. b) Corridors - Arterial streets with a variety of fronting development types, frequently characterized by inadequate walk and bike environments, low land use efficiency and poor aesthetics. c) Dedicated Use Areas - Large tracts of land used for commercial purposes such as business or industrial park or warehousing, or for recreational purposes such as golf courses. d) Neighborhoods - Residential subdivisions and complexes including housing, public facilities and local-serving commercial uses, typically separated by arterial corridors.

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application. See Exhibit C for Place Type Definitions.

EXHIBIT C (continued)

Place Type*	Description	Categories
<u>Special Use Areas</u> (only Goods Movement)	Large tracts of single use lands that are outside of, or poorly integrated with, their surroundings.	

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application.

¹**Location Efficiency:** The fit between the physical environment and the transportation system. Focuses on integrating transportation and land use to provide a high level of accessibility, by supporting non-motorized travel and transit use, reducing vehicle usage, and shortening trips. The two main location efficiency factors are:

1. ²**Community Design:** Characteristics of development use, form, and location that support convenience, non-motorized travel, and efficient use of vehicles at the *neighborhood and area scale*.
2. ³**Regional Accessibility:** Characteristics of development use, form, and location that make destinations available through alternative modes and by efficient use of vehicles at the *regional, interstate, and international scales*.

EXHIBIT D

<input type="checkbox"/> Urban Center	<input type="checkbox"/> Compact Communities	<input type="checkbox"/> Close-in Compact Communities	<input type="checkbox"/> Suburban Communities
<ul style="list-style-type: none"> <input type="checkbox"/> Direct service by high capacity and high-speed transit serving local and regional destinations and state-wide destinations <input type="checkbox"/> Creation and improvement of major transportation hubs connecting modes for intercity and international travel as well as intra- and inter-regional movement <input type="checkbox"/> Pedestrian facilities with high amenity levels <input type="checkbox"/> Extensive network of bicycle facilities <input type="checkbox"/> Projects providing service, facility, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> Convenient opportunities for multi-modal and transit transfers for all urban center users <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings <input type="checkbox"/> Ongoing re-investment in existing roadway facilities to protect asset value and provide customer satisfaction <input type="checkbox"/> Operating strategies to optimize use of existing roadway capacity <input type="checkbox"/> Allocation of street space to benefit high-occupancy and non-motorized modes (“complete streets”) – e.g. road diets and other cross section changes 	<ul style="list-style-type: none"> <input type="checkbox"/> “Complete Street” projects <input type="checkbox"/> Ongoing re-investment in existing facilities to protect asset value <input type="checkbox"/> High capacity transit linking neighborhoods to employment centers and regional institutions in urban centers <input type="checkbox"/> Local transit with excellent coverage providing connections to high capacity transit lines 	<ul style="list-style-type: none"> <input type="checkbox"/> Projects providing service, facilities, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> Ongoing re-investment in existing roadway facilities to protect asset value 	<ul style="list-style-type: none"> <input type="checkbox"/> Investments that improve the operational efficiency of exiting arterial and freeway corridors <input type="checkbox"/> Investments in “complete streets” and safe routes to school measures that improve conditions for walking and bicycling <input type="checkbox"/> Access management and speed management on the arterial system <input type="checkbox"/> Where there are concentrated employment centers, commute transit service and rideshare promotion

EXHIBIT D (Continued)

Please explain how the project satisfies any of the priorities identified for each place type here

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. We seek 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 and contributes to overall regional multi-mobility. MTA 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

Public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Transportation-related public joint powers authorities (JPAs) must be sponsored by a public agency, as identified earlier. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU\LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

Successful applicants must be able to certify their eligibility to receive federal funding.

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/cmaqpgs/index.htm>.)

INELIGIBLE PROJECTS

The following projects are ineligible for funding consideration:

- Projects that do not meet the CMAQ guidelines
- Typical maintenance of facilities and infrastructure
- 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
- Transportation Management Associations (TMAs)

MTA FUNDING PRIORITIES

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

- 1) Measurable reduction in vehicle trips and/or reduce vehicle miles traveled.
- 2) Projects that encourage modal shift from private vehicles to transit.
- 3) Projects that demonstrate a clear relationship between outcomes and cost effectiveness.
- 4) Projects that support and/or increase the efficiency of existing systems.
- 5) Self-sustaining programs that will continue after initial Call funding.

TDM FUNDING CONDITIONS

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

- 1) All TDM projects designed or constructed using MTA funds must conform to the Americans with Disabilities Act (ADA).
- 2) All TDM assets procured with MTA 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.

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)
- if applicable, a diagram or digital photographs

Applicants submitting projects that involve significant design components should structure their applications to reflect design and start-up/operation as distinct project phases. MTA 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 cost-effectiveness 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 (MTA ITS)** (see Appendix E). MTA 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 122).** 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 (requires specific MPO, Caltrans, and FHWA approvals)*
- 2) **Ridesharing Incentive/Disincentive Programs** refers to projects that utilize financial, product/service or user-convenience incentives or disincentives, 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, 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 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 (MTA'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, 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 (requires 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** refers 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 (requires 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
- Other _____

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

- 1) Provide a specific description of the 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 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 for the transit user?
 - d) If applicable, provide photograph of location (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 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 or links.

- 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.

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

Project Title: _____
(from Part I, Question I)

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** On one page or less, entitled “Project Significance and Inter-modal Integration” **(Up to 30 points):**
 - a) Describe how the project supports the goals and objectives in MTA’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 MTA, SCAG, AQMD or other multi-jurisdictional plan? **(Up to 5 points)**
 - d) 1) Explain how the project will promote intermodal integration/multi-mobility. 2) How many multiple points of transit will connect with your project? You may indicate points with a diagram/map. **(Up to 15 points)**

2. **PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM** Please discuss in a section entitled “Need for Project and Benefit to the Transportation System” **(Up to 30 points):**
 - 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 9 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 MTA grant period? **(Up to 4 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 6 points)**
 - d) How does this project modify travel choices/times in your community and reduce travel from peak to non-peak periods? If this is an Intelligent Travel Option (ITO) 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 6 points)**

- e) Describe how the project increases transit usage or multimodal use in your community. **(Up to 5 points)**

3. LOCAL MATCH (Up to 10 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) <i>Hard Overmatch:</i>	\$ _____	%
c) <i>In-kind Overmatch:</i>	\$ _____	%
d) Total local match commitment a + b + c = d	\$ _____	%

- Meets Local Match Requirement **(0 points)**
- Exceeds Local Match Requirement **(Up to 10 points)**

Number of points is based on percentage of overmatch. Applicants who provide a 50% match will receive the full 10 points.

4. COST EFFECTIVENESS (Up to 10 points)

- a) MTA 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 project. **(Up to 3 points)**
- b) Provide an attachment, titled "Budget", which details the project budget for project planning, start-up, construction, operation/marketing (only 15%) 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 7 points)**

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

Proposed projects that fall into the following areas will receive higher points in this category if they demonstrate the following by providing a copy of the section or a link to the required documents pertaining to the question:

- a) Describe how your jurisdiction's local land use policies support and maximize the effectiveness of this project/program. Is it in an existing or proposed Transit Oriented District consistent with the Transit Village Development Planning Act of 1994? (See web links below.) **(Up to 10 points)**
http://ceres.ca.gov/planning/pzd/2000/pzd2000_web/pzd2000_plan3.html#anchor685734 and <http://toddata.cnt.org>

- b) Is the proposed project part of the General Plan or/and the Circulation/Transportation Element? Describe if the proposed project is in the Capital Improvement Plan. **(Up to 3 points)**
- c) Please provide documentation of the project's physical proximity in relation to the target areas with your city's regional mobility. **(Up to 2 points)**
- d) List any emission reduction, greenhouse gas (GHG) emissions, or resource conservation policies/programs or agency's use of sustainable design elements that have been formally adopted, or are under consideration, by your jurisdiction's/agency's governing body. Please provide detail on these policies and actions which can include, but are not limited to, policies contained in local planning documents, development agreements, or other local legislative actions. **(Up to 5 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 recommendations, conclusions, and decisions are based.

authorized staff *DATE*

If applicable, California PE Stamp and Lic #



Metro

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 MTA 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. Doug R. Failing, P.E., Executive Director Highway Programs, Attn: RIITS Program

Estimated Project Management Manpower Table

EXHIBIT B

Project Task	Staff Title: Rate: /hr	Staff Title: Rate: /hr	Staff Title: Rate: /hr	Staff Title: Rate: /hr	Total Hours
	# of Hours Cost	# of Hours Cost	# of Hours Cost	# of Hours Cost	
Task 1					
1.1					
1.2					
Task 2					
2.1					
2.2					
etc.					
Total					

83

- Proposed rates will be evaluated according to “reasonable & customary” rates per task.
- Approval will be based on MTA’s discretion and project sponsor’s acknowledgment.

INSTRUCTIONS & APPLICATION

PART III BIKEWAY IMPROVEMENTS

BIKEWAY IMPROVEMENTS

OBJECTIVE

The function of the Bikeway Category is to promote bicycling as a viable mode of transportation, replacing automobile trips and facilitating seamless transit trips. Bicycling is an emission-free mode with the advantages of reducing vehicle miles traveled and congestion. The bicycle increases mobility by replacing car trips as a means of travel to destinations or for the first or last mile(s) to or from a transit station. This convenience reduces commute times and parking demand at stations. By replacing car trips and avoiding engine cold starts, green house gas emissions are also reduced.

ELIGIBLE APPLICANTS

Public agencies may apply that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Transportation-related public joint powers authorities (JPAs) must be sponsored by a public agency, as identified earlier. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU\LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

Successful applicants must be able to qualify for federal funding.

ELIGIBLE PROJECTS

MTA will give priority to projects that implement one or a combination of the following strategies as outlined in MTA's adopted 2006 Bicycle Transportation Strategic Plan (BTSP) for Los Angeles County (the bundling of project components and/or modes is encouraged):

- Bicycle parking (racks or lockers);
- Membership-based attended or unattended high-capacity bicycle-parking facility (20 spaces and above) at major destinations or transit stations (examples are: store fronts, bike rooms or sheltered rack parking with bicycle-information kiosk);
- On-street improvements to increase bicycle access to transit hubs (see 2006 BTSP Section 3 for bike-transit hubs);
- Wayfinding and directional signage to major destinations and transit stations, as part of a larger bikeway project;
- Bike sharing programs;
- Road diet (lane reduction to add bike lanes, 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);
- Class 2 bike lanes or Class 1 bike path projects that improve continuity to other bicycle facilities (gap closures);

- Enhanced Class 3 bike routes or a bicycle priority street (bicycle boulevard) that modifies a roadway 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.); and
- Sharrows on identified bike routes (see Caltrans Traffic Operations Policy Directive 05-10);

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 at transit centers should compete in the Transit Capital mode. Bicycle safety and education programs should compete under the Transportation Enhancement mode.

MTA's total contribution for each project application will be no more than \$2.5 million in this Call. MTA encourages projects to combine multiple locations/elements into one project application. Projects will be funded with federal funds, 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.

INELIGIBLE PROJECTS

The following projects are not eligible for funding consideration:

1. Bicycle facilities within park sites or strictly 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; and
4. Stand-alone environmental or design project phases.
5. First time bike racks on buses.

PROJECT STUDY REPORT EQUIVALENT (PSRE)

A PSRE is required for all projects. For the bikeway 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.** For locally sponsored projects, MTA 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/htm/2003/part9/part9-toc.htm>) MUTCD California Supplement, (www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/supplement.htm) and the American Disabilities Act. Also see AASHTO Guidance on Bicycle Facilities (www.sccrtc.org/bikes/AASHTO_1999_BikeBook.pdf).

Note: The project applicant must use the correct terminology and understand the difference between a bike path, bike lane and bike route.

- 2) Bike path projects on MTA-owned rights-of-way must comply with “MTA 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 MTA’s right-of-way and compliance with State design guidelines.

The project applicant should coordinate with MTA’s Real Estate Department if the project is either adjacent to MTA property or requires a license for its use from MTA. The project applicant should not assume that funding for the project will include approval by MTA’s Real Estate Department for any license. The cost of any alterations to the MTA 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 MTA’s Real Estate Department and for ensuring the project is consistent with MTA’s Right-of-Way policy.

- 3) All bicycle facilities designed or constructed using grant funds cannot revert to non-bicycle use for a minimum of twenty (20) years or more, depending on the funding source rules, unless relocated in the same corridor.
- 4) The project applicant will be responsible for operations, enforcement, and maintenance of the bicycle facility at their expense.

LOCAL MATCH REQUIREMENT

A twenty percent (20%) monetary local match is required for bikeway 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 MTA (**January 28, 2011**). Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department.

PART III - BIKEWAY IMPROVEMENTS (Inadequate responses will result in an overall lower score)

PROJECT TITLE THAT DESCRIBES LOCATION AND TYPE OF FACILITY

(from Part I, Question 1)

A. 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 in 250 words or less (single spaced).
- (2) Is this project part of a multi-modal project? In what other mode did you submit an application? Explain _____
- (3) Bicycle parking? Describe _____
Location _____
- (4) High-capacity parking facility? Describe _____
Location _____

*For bicycle parking station projects supporting intermodal transportation: 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) On-street improvements to transit hubs
Name/location of hub _____
- (6) Wayfinding and directional signage as part of a bigger project (refer to box 3, 4, 10, 11, 12, 13, and 14)
Number of signs of each to be installed _____
- (7) Bike-sharing program
- (8) Mid-block crossing improvements on bike paths
- (9) Enhanced Class 3 bike route or priority street (bicycle boulevard)
- (10) Road diet. Location and distance in miles

(11) Bike path: Distance in Miles _____ Street boundaries _____

Number of intersections: _____

Describe intersection or mid-block crossing treatments in detail (redirecting cyclists to an intersection will result in a lower score)

(12) Bike lane: Distance in Miles _____ Street boundaries _____

(13) Sharrows and/or bike route: Distance in Miles _____

Street boundaries _____

Posted speed _____

(14) If the project is on-street, describe the existing physical conditions of the project area, i.e., street width, the number of curb cuts (driveways), adjacent land uses.

Alternatives analysis

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

(16) Applicable phases of project

Environmental/PAED (not as stand-alone project)

PS&E (not as stand-alone project)

Right-of way (not as a stand-alone project)

Construction

(17) Is this on MTA R/W? _____ Public R/W? _____

Do you have written authority to use R/W that you do not own (attach supporting documents)?

ATTACH the following color maps, in an 8.5" x 11" format:

(18) Location map with project clearly delineated.

(19) Project map marking (a) route, (b) street limits, and (c) all existing bicycle facilities within project area.

(20) Cross sections and/or site layouts

(21) Proposed schedule: number of months for each phase of the project.

(22) Current color photos of proposed project site.

(23) Estimate of Project Budget

	Quantity	Unit Price	Total
Environmental documentation			\$ _____
Hazardous Waste studies			\$ _____
Public Outreach			\$ _____
Preliminary Design			\$ _____
Final Design/Bid Package			\$ _____
Right-of-way			
Acquisition			\$ _____
Utility relocation			\$ _____
Clearance/demolition			\$ _____
Total Design Cost			\$ _____
Hazardous Waste Cleanup		\$ _____	\$ _____
Construction			
Earthwork	_____	\$ _____	\$ _____
Pavement	_____	\$ _____	\$ _____
Drainage	_____	\$ _____	\$ _____
Traffic items	_____	\$ _____	\$ _____
Signage	_____	\$ _____	\$ _____
Striping	_____	\$ _____	\$ _____
Landscaping	_____	\$ _____	\$ _____
Structural Items			
(Bridge/underpass/ramp)	_____	\$ _____	\$ _____
Total Construction Costs	_____	\$ _____	\$ _____
Construction Management & Inspection			\$ _____
Project Marketing			\$ _____
Total Project Cost			\$ _____

If full project funding is not available, would your jurisdiction be amenable to reduced funding?

YES

NO

B. PROJECT EVALUATION**1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION (Inadequate responses will result in an overall lower score) (Up to 30 points)**

Answer the following on an attached sheet:

- a) Explain in detail how this project supports or implements regional goals in MTA's 2006 Bicycle Transportation Strategic Plan (BTSP) and the 2009 Long Range Transportation Plan? **(Up to 10 points)**
http://www.metro.net/projects_studies/bikeway_planning/images/BTSP.pdf
- b) List transit stops and stations that the project connects to and describe how this project improves bicycle access to transit and how it links to the regional transit system. Does your project improve access to one of the 167 bike-transit hubs identified in the BTSP? **(Up to 10 points)**
- c) How does this project improve local and inter-jurisdictional bicycle trips? Does this project fill one of the 53 gaps identified in the BTSP? Please describe connectivity to existing bicycle facilities or activity centers/destinations in your community or 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 10 points)**

2. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM (Up to 30 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) Estimate how this project will increase bicycle trips. Justify your answer. **(Up to 10 points)**
- c) Is this project 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) Identify and discuss the support for bicycling within the transportation/mobility element in the General Plan. List any bicycle facilities or programs that were added in the last five years. **(Up to 5 points)**

3. LOCAL MATCH (Up to 10 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) <i>Hard Overmatch:</i>	\$ _____	%
c) <i>In-kind Overmatch:</i>	\$ _____	%
d) Total local match commitment a + b + c = d	\$ _____	%

Local Match Percentage	Points
20.01% – 24.99%	0
25.00% – 29.99%	1
30.00% – 32.49%	2
32.50% – 34.99%	3
35.00% – 37.49%	4
37.50% – 39.99%	5
40.00% – 42.49%	6
42.50% – 44.99%	7
45.00% – 47.49%	8
47.50% – 49.99%	9
≥ 50%	10

4. COST EFFECTIVENESS (Up to 10 points)

Note: Based on Parts III A and B, MTA staff will assess the project's cost effectiveness.

Explain how the cost and benefits of this project help achieve filling in the gaps necessary for the completion of a local and/or regional bicycling network. 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)**

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

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land-use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and environmental policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to

implementation should be noted.

a) Complete Exhibit B as explained below to reflect how the project meets the transportation priorities identified for the type of place where it is located. The place types are determined by the applicant, as described below, and are based on the regional accessibility and community design of the location where the project will be completed. Please be advised that points are distributed based on how well priorities are articulated to support selected place type(s) and NOT by the selection of place type(s). (Up to 5 points)

1. Using the definitions in Exhibit A, identify the place type(s) that apply to your project¹⁷.
2. On Exhibit B, check the box for the place type(s) that apply to the project. For each place type selected, review the transportation priorities listed below the place type and select the priorities that will be met by your project.
3. Also on Exhibit B, explain how the project satisfies any of the priorities identified for each place type.

b) Is your project located in a strategic opportunity area? For the purposes of this mode, a strategic opportunity area is an area identified by the state as a Transit Priority Project¹⁸ area or by regional, sub-regional or city plans for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions by better coordinating land-use plans, transportation investments, and transportation policies. (Up to 5 points)

(Click the map link to view strategic opportunity areas as identified by state, regional and countywide plans. Applicants will need to provide supporting documentation if the response is based on subregional or local plans)¹⁹

Yes No

If you answer yes, please provide detail on the location of the project and how it will coordinate with other projects/plans/policies to help achieve sustainability goals.

c) What sustainable design elements will your project incorporate to conserve energy and water resources and reduce waste and air pollutants? (Up to 5 points)

¹⁷ The place types and specific priorities for the place types were developed as part of the Caltrans Smart Mobility 2010 Framework and can be found at http://www.metro.net/projects/call_projects/. To view the full Smart Mobility 2010 Report, go to: http://www.dot.ca.gov/hq/offices/ocp/smt_files/SMF_handbook_062210.pdf

¹⁸ SB 375 designated Transit Priority Project areas with specifically defined parameters. They are locations where development projects may be able to take advantage of CEQA streamlining benefits. TPP areas are included on the strategic opportunities area map.

¹⁹ A map containing the Transit Priority Project areas and 2% Strategy Opportunity Areas can be found at http://www.metro.net/projects/call_projects/

Check all boxes that apply:

- Green street features²⁰
- Solar options
- Drought tolerant landscaping
- Energy efficient lighting
- Use of recycled or re-used materials
- Other _____ (Please explain)

- 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)**

²⁰ More information on Green Street Features can be found at: <http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>

EXHIBIT A

Place Type*	Description	Categories
<u>Urban Centers</u>	High density, mixed use places with high jobs-housing ratios overall, well-connected street networks, high levels of transit service and pedestrian supportive environments. Transit-oriented development (TOD) fits into all of the urban place types.	a) Urban Cores - Central cities and large downtowns with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned. Urban cores are hubs of transit systems with excellent transit coverage, service levels, and intermodal passenger transfer opportunities including convenient airport access. b) Urban Centers - Major activity centers with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned.
<u>Close-in Compact Communities</u>	Located near Urban Core or Urban Centers, close-in compact communities are comprised primarily of housing but with scattered mixed use centers and arterial corridors forming the skeleton of the transportation system. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations, with an emphasis on serving commute trips. Residents may think of these communities as suburban, but they are different from suburban communities because of the greater presence of <i>location efficiency</i> ¹ factors.	a) Close-in Centers - Small and medium sized downtowns, Transit Oriented Developments, institutions, lifestyle centers, and other centers of activity. b) Close-in Corridors - Arterial streets with a variety of fronting development types, with frequent transit service and transfer opportunities. c) Close-in Neighborhoods - Walkable neighborhoods with housing in close proximity to shops, services, and public facilities, as well as good multi-modal connections to urban centers. Housing density varies from medium to high. Fine-grained circulation network of streets with high comfort for pedestrians and bicyclists.
<u>Compact Communities</u>	Historic cities and towns as well as newer places characterized by strong presence of <i>community design</i> ² elements such as compact development form, land use mix, relatively high densities and centrally-located public institutions. While most are outside of metropolitan regions, some are on the periphery of these regions. Prospects for increased transit use and other benefits of <i>regional accessibility</i> ³ are limited in these areas.	
<u>Suburban Communities</u>	Communities characterized by a low level of integration of housing with jobs, retail, and services, poorly connected street networks, low levels of transit service, large amounts of surface parking, and inadequate walkability. Suburban communities are defined by weak-to-moderate presence of location efficient <i>community design</i> ² factors. They vary with respect to <i>regional accessibility</i> ³ ; some suburban communities are located within easy commute distance of urban centers, while others are not. Places that share characteristics with suburban communities—such as a high proportion of detached housing, are categorized as being in the suburban community place type only if they match the place type characterization relative to <i>location efficiency</i> ¹ factors.	a) Centers - Mid-size and small downtowns, lifestyle centers, or other activity centers embedded within suburban communities. b) Corridors - Arterial streets with a variety of fronting development types, frequently characterized by inadequate walk and bike environments, low land use efficiency and poor aesthetics. c) Dedicated Use Areas - Large tracts of land used for commercial purposes such as business or industrial park or warehousing, or for recreational purposes such as golf courses. d) Neighborhoods - Residential subdivisions and complexes including housing, public facilities and local-serving commercial uses, typically separated by arterial corridors.

EXHIBIT A (continued)

Place Type*	Description	Categories
<u>Special Use Areas</u> (only Goods Movement)	Large tracts of single use lands that are outside of, or poorly integrated with, their surroundings.	

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application.

¹**Location Efficiency:** The fit between the physical environment and the transportation system. Focuses on integrating transportation and land use to provide a high level of accessibility, by supporting non-motorized travel and transit use, reducing vehicle usage, and shortening trips. The two main location efficiency factors are:

1. ²**Community Design:** Characteristics of development use, form, and location that support convenience, non-motorized travel, and efficient use of vehicles at the *neighborhood and area scale*.
2. ³**Regional Accessibility:** Characteristics of development use, form, and location that make destinations available through alternative modes and by efficient use of vehicles at the *regional, interstate, and international scales*.

EXHIBIT B

<input type="checkbox"/> Urban Center	<input type="checkbox"/> Compact Communities	<input type="checkbox"/> Close-in Compact Communities	<input type="checkbox"/> Suburban Communities
<ul style="list-style-type: none"> <input type="checkbox"/> Direct service by high capacity and high-speed transit serving local and regional destinations and state-wide destinations <input type="checkbox"/> Creation and improvement of major transportation hubs connecting modes for intercity and international travel as well as intra- and inter-regional movement <input type="checkbox"/> Pedestrian facilities with high amenity levels <input type="checkbox"/> Extensive network of bicycle facilities <input type="checkbox"/> Projects providing service, facility, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> Convenient opportunities for multi-modal and transit transfers for all urban center users <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings <input type="checkbox"/> Ongoing re-investment in existing roadway facilities to protect asset value and provide customer satisfaction <input type="checkbox"/> Transit stations accessed primarily by interconnecting transit, walking, bicycling, typically with very limited associated parking <input type="checkbox"/> Pricing of parking and roadway capacity <input type="checkbox"/> Allocation of street space to benefit high-occupancy and non-motorized modes (“complete streets”) – e.g. road diets and other cross section changes <input type="checkbox"/> Carshare and bikeshare programs 	<ul style="list-style-type: none"> <input type="checkbox"/> “Complete Street” projects <input type="checkbox"/> Reliability and efficiency measures to optimize use of street and freeway capacity <input type="checkbox"/> Street network connectivity including an extensive network of bicycle facilities and continuous pedestrian facilities with high amenity level <input type="checkbox"/> Ongoing re-investment in existing facilities to protect asset value <input type="checkbox"/> Transit centers and high capacity transit stations accessed primarily by walking, bicycling and interconnecting transit, with managed parking supply <input type="checkbox"/> High capacity transit linking neighborhoods to employment centers and regional institutions in urban centers <input type="checkbox"/> Local transit with excellent coverage providing connections to high capacity transit lines 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete streets projects <input type="checkbox"/> Reliability and efficiency measures to optimize use of street and freeway capacity <input type="checkbox"/> Street network connectivity including an extensive network of bicycle facilities and continuous pedestrian facilities with high amenity level <input type="checkbox"/> Ongoing re-investment in existing facilities to protect asset value <input type="checkbox"/> High capacity transit linking neighborhoods to employment centers and regional institutions in urban centers <input type="checkbox"/> Local transit with excellent coverage providing connections to high capacity transit lines 	<ul style="list-style-type: none"> <input type="checkbox"/> Pedestrian facilities with high amenity levels <input type="checkbox"/> Extensive network of bicycles facilities, bike sharing programs <input type="checkbox"/> Projects providing service, facilities, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> Convenient opportunities for multi-modal transfers and transit transfers <input type="checkbox"/> High degree of design compatibility for all facilities <input type="checkbox"/> Ongoing re-investment in existing roadway facilities to protect asset value <input type="checkbox"/> Allocation of street space to benefit fronting land uses and non-motorized modes (“Complete Streets”)

EXHIBIT B (continued)

Please explain how the project satisfies any of the priorities identified for each place type here

C. 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*

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 multi-modal connections;
- 2) Reduce trips within other modes by increasing the frequency and distance that people will walk; and
- 3) Improve pedestrian safety.

ELIGIBLE APPLICANTS

Public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Applications may be submitted by transportation-related public joint powers authorities (JPAs), but only if sponsored by a public agency identified in the previous sentence. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU\LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

Successful applicants must be able to qualify for federal funding.

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, environmental clearance, 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, or some other guarantee of public use.

MTA 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.

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 Pedestrian projects funded only with these types of funds will be subject to numerous federal and state requirements that may require significant staff time to process if awarded funds, such as strict “timely use of funds policies” and obtaining advance authorization for such activities, including 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. These procedures can also be found at the Caltrans website at: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

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 and to not rely on funding through this process.

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 IMPROVEMENT ACTIVITIES

MTA will give priority to projects that achieve the following:

- Improve pedestrian access to transit facilities, improve connectivity between transit facilities and adjacent land uses, encourage the use of transit as a component of a larger planning effort;
- 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 multi-modal 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 MTA funds must conform to the American with Disabilities Act (ADA);
- 2) All pedestrian facilities designed or constructed using MTA funds will not revert to non-exclusive 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.

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.**

A. Project Description

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 miles or 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
- 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.

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**1. REGIONAL SIGNIFICANCE AND INTER-MODAL INTEGRATION
(Up to 30 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 3 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 7 Points)**
- c. List the number of bus stops and/or rail stations either directly adjacent to or within one-quarter mile radius of the project area. Also list the number of bus/rail lines that serve these facilities. Please indicate if any of these bus/rail stops are part of a larger multi-modal facility, and provide the level of usage for these facilities in terms of boardings and alightings and/or ridership levels. Please provide the source for this information. **(Up to 8 Points)**

Operator	Line Number(s)	Peak Headways	Ridership (Avg. Weekday Boardings)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 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 7 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. PROJECT NEED AND BENEFIT TO TRANSPORTATION SYSTEM
(Up to 30 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. 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)**
- e. 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)**

3. LOCAL MATCH (Up to 10 Points)

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

Local Match:

a) Minimum Hard Match (0 points)	<u>\$</u>	<u>20%</u>
b) <i>Hard Overmatch:</i>	<u>\$</u>	<u>%</u>
c) <i>In-kind Overmatch:</i>	<u>\$</u>	<u>%</u>
d) Total local match commitment a + b + c = d	<u>\$</u>	<u>%</u>

- Meets Local Match Requirement **(0 Points)**

- Exceeds Local Match Requirement (**up to 10 points**)

Local Match Percentage	Points
20.01% – 24.99%	0
25.00% – 29.99%	1
30.00% – 32.49%	2
32.50% – 34.99%	3
35.00% – 37.49%	4
37.50% – 39.99%	5
40.00% – 42.49%	6
42.50% – 44.99%	7
45.00% – 47.49%	8
47.50% – 49.99%	9
≥ 50%	10

4. 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:

	Quantity	Unit Price	Total
Environmental documentation			\$ _____
Public Outreach			\$ _____
Preliminary Design			\$ _____
Final Design/Bid Package			\$ _____
Right-of-way			
Acquisition			\$ _____
Utility relocation			\$ _____
Clearance/demolition			\$ _____
Total Design Cost			\$ _____
Construction			
Earthwork	_____	\$ _____	\$ _____
Pavement	_____	\$ _____	\$ _____
Drainage	_____	\$ _____	\$ _____
Crosswalk Improvements	_____	\$ _____	\$ _____
Signage	_____	\$ _____	\$ _____
Sidewalk Improvements	_____	\$ _____	\$ _____
Pedestrian Lighting	_____	\$ _____	\$ _____
Landscaping	_____	\$ _____	\$ _____
Other	_____	\$ _____	\$ _____
Structural Items			
(Bridge/Underpass/ramp)	_____	\$ _____	\$ _____
Total Construction Costs			\$ _____
Construction Management & Inspection			\$ _____
Project Marketing			\$ _____
Total Project Costs			\$ _____

5. LAND USE AND SUSTAINABILITY POLICIES/PRINCIPLES (Up to 20 Points)

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. Is your project located in a strategic opportunity area? Yes No
For the purposes of this mode, a strategic opportunity area is an area identified by the state as a Transit Priority Project area or by regional, sub-regional or local plans for targeting growth to reduce vehicle miles traveled or greenhouse gas emissions by better coordinating land-use plans, transportation investments, and transportation policies.

If you answer yes, please provide details on the location of the project and how it will coordinate with other projects/plans/policies to help achieve sustainability goals. A map of the strategic opportunity areas as identified by state, regional and countywide plans can be viewed at http://www.metro.net/projects/call_projects/. Applicants will need to provide supporting documentation if the response is based on subregional or local plans. **(Up to 4 Points)**

- b. 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 4 Points)**
- c. How does this project relate to and support an existing or proposed transit-oriented district project? Describe any existing or proposed design guidelines and/or parking management programs enacted or adopted by your agency that support transit-oriented districts. Parking management programs encourage more efficient use of parking resources, including parking cash-out or pricing strategies (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, etc.). Does the jurisdiction in which the project is located have an existing or proposed transit village plan, as described in the Transit Village Development Planning Act of 1994, or a comparable plan? Provide supporting documentation. **(Up to 8 Points)**
- d. What sustainable design elements (e.g., green street features, solar-powered energy options, drought tolerant landscaping, energy efficient lighting, use of recycled or re-used materials, etc.) will your project incorporate to conserve energy and water resources and reduce waste and air pollutants? Describe policies and

actions enacted by your agency to encourage sustainable design elements and describe previous projects that your agency has completed that incorporated these features. **(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*

If applicable, California PE Stamp and Lic. #

INSTRUCTIONS & APPLICATION

PART III TRANSIT CAPITAL

TRANSIT CAPITAL

OBJECTIVE

Investments in transit capital are intended to support a strategy allowing 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 MTA'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 statutes to achieve the following policy objectives:

- 1) Improve regional mobility
- 2) Improve air quality
- 3) Improve transit access
- 4) Integrate sustainability

The Transit Capital Modal Category promotes transit mobility, air quality, transit access, and sustainability by funding regionally significant projects that either directly or indirectly increase transit use. Regionally significant projects serve as a "hub" for coordinating transfers among multiple bus lines, multiple operators and/or multiple modes and improve service between jurisdictional or community area boundaries. Examples of projects, which directly improve transit use, include those which increase the frequency, capacity, speed, and/or schedule reliability of transit services. Examples of projects which indirectly increase transit use include enhanced access to transit systems and to facilitate transfers. In addition, the Transit Capital Modal Category seeks to promote improvements in cost-efficiency through reductions in operating and maintenance expenses, as well as fuel technology. Support of existing or proposed transit-oriented development projects are eligible when they meet project evaluation criteria contained in this application.

PROJECT STUDY REPORT EQUIVALENT

A Project Study Report Equivalent (PSRE) is required for all projects, with the exception of vehicle-purchase projects and/or equipment. 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

Public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Applications may be submitted by transportation-related public joint powers authorities (JPAs), but only if sponsored by a public agency identified in the previous sentence. MTA may choose not to award funds, or execute a Memorandum of Understanding (MOU) 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 MOU\LOA Scope of Work, Lapsing Policy (**Appendix C**), and Maintenance of Effort (MOE) requirements.

CAPITAL FUNDING SOURCES

Traditional transit capital funding sources, such as Federal Section 5307 and State TDA/STA funds are allocated by formula to MTA and the 16 included municipal operators. Federal funds cannot be used to match federal funds. Agencies seeking funds under the Transit Capital Modal Category will be ranked more favorably if they demonstrate a funding need that cannot be met through the formula and is consistent with the objectives listed above. If Discretionary Section 5307 funds are programmed for a project with the same Scope of Work as submitted in the 2011 Call for Projects, that project will not be eligible to receive funding.

The amount of local funds available through the 2011 Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. Applicants should be aware that projects funded with these types of funds will be subject to numerous federal and state requirements that may require significant staff time to process, such as strict “timely use of funds policies” and advance authorization for “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Additionally, CMAQ-funded projects will require that the applicant transfer funds from the Federal Highway Administration to the Federal Transit Administration. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. These procedures can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

ELIGIBLE PROJECTS

The following are some examples of eligible projects in the Transit Capital Modal Category. Please note that to be considered, projects must meet the detailed project evaluation criteria contained in this application:

- 1) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots.** Applications for construction or improvements to regionally significant transit centers, bus layover areas, and park and ride lots are encouraged. Operator restroom facilities, signage, bus shelters and bays, temporary facilities for the relocation of transit-related functions, bicycle parking facilities, street widening, traffic-signal expenses to accommodate safe operation of buses, and security lighting are eligible as part of larger, regionally significant transit-center construction projects, especially where bus layovers are planned.

Note that when MTA funds are used to construct shared-use parking facilities, the proportionate share of parking spaces funded by MTA cannot be claimed as local development mitigation. Additionally, grant funds can only fund the proportionate share of a parking lot which is dedicated for transit use. Projects must demonstrate how the parking facilities serve inter-modal integration, increase mobility, and offer multimodal/multi-agency transfer locations. In addition, a MTA-approved parking plan dedicating spaces for transit users must be attached to the MOU/LOA.

Parking projects are required to conform to MTA'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.

- 2) **Regionally Significant Transit Stops:** Applications for the construction of new regionally significant bus-stop shelters or improvements to existing regionally significant bus stops that offer multimodal/multi-agency/multi-line transfer locations, are encouraged. Examples include seating at shelters, trash receptacles, transit information (signage, maps, or schedules), lighting in addition to, and not in replacement of, city-funded street lighting, solar-powered attachments, bus turnouts, and bus landings (must be within eight [8] feet on either side of the shelter). Americans with Disabilities Act (ADA) accessibility improvements must be part of a larger complete project.

Commuter Rail Stations. Applications for construction of/or improvements to a 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 Ms. Patricia Bruno at (213) 452-0259, or email at brunop@scrra.net.

- 3) **Transit Facility Improvements.** Applications for construction of/or improvements to maintenance facilities or retrofit of existing facilities to accommodate alternative fuel buses and/or expanded transit service are eligible. The transit agency must have alternative fuel buses on order, already in service, or included in a governing board-approved vehicle replacement plan. For yard expansion projects, the transit agency must demonstrate that the fleet size will exceed existing parking requirements in a document such as a governing board-approved expansion plan which describes the project and identifies additional bus needs.
- 4) **Acquisition of buses to attract new boardings through expansion or efficiency.** Applications for the replacement of diesel-powered buses with new alternative-fueled buses are encouraged. Applications demonstrating system expansion through the purchase of new buses, improved system efficiency through the purchase of higher capacity buses to relieve overcrowding, or implementation of new transit routes, are encouraged. For transit route expansion projects, documentation must be provided that the service will operate as proposed, once vehicles are delivered. The applicant must also provide documentation that operating funds from local sources will be available for the service expansion, as MTA will not provide operating subsidies. A governing board-approved expansion plan is an example of eligible documentation. Documentation of overcrowding on specific bus lines must be provided by applicants seeking funding for the purchase of higher capacity buses.

INELIGIBLE PROJECTS/ITEMS

The following projects/items are ineligible:

- 1) One-for-one replacement of similar sized-vehicles (unless changing from diesel to alternative fuel).
- 2) Demonstration projects with a limited time period.
- 3) Ongoing operating and maintenance expenses for current or new projects, including shuttles.
- 4) Improvements to transit centers, stations, or facilities solely to comply with ADA retrofit requirements.
- 5) Mitigation measures for development projects that significantly benefit one or more major property owner.
- 6) Electronic stand-alone passenger information centers/kiosks (unless part of a larger comprehensive project).
- 7) Urban Rail Projects. This does not preclude applications for additional parking or bus and pedestrian-community linkages at rail stations.
- 8) Design-only Projects and Transit Studies.
- 9) Projects whose principal intent involves street pavement reconstruction or resurfacing.
- 10) Section 5307 funded projects with the same Scope of Work as 2011 Call for Projects Applications.
- 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, diagnostic tools, or profiling.
- 13) Rail track work or sidings.
- 14) Metro Rapid infrastructure and 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 transit use.

- 17) The cost of MTA 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 (cash and/or land) has been set for transit capital projects. 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 pages 26 and 27.

Donations of land must be from private ownership to public ownership for intended project purposes. 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 MTA (January 28, 2011). Projects recommended for funding with land as in-kind match will be reviewed by MTA's Real Estate Department. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

Land previously acquired for public use does not qualify for in-kind contribution credit. All services must be accounted for and easily audited. Project management/administration expenses are capped at a maximum of 10% of the total project cost and require that the applicant submit a projected staff budget identifying the staff position title, staff billing rate/hour, projected time in hours, total costs and description of tasks by fiscal year.

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 objectives. Minimum points will be awarded for answers which indicate that the objectives will be only partially met.

A. PROJECT CATEGORY

Check the box indicating the category which best describes the project.

1. Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots

- Transit Center
- Bus Layover/Operator Restroom
- Park-and-Ride Lot
- Other Transit Facility Project

Check the following where appropriate:

- Facility will be built on an existing site controlled by applicant; no land acquisition is required.
- Property will be used as in-kind match. ___Yes ___No
If yes, please state if property is publicly or privately owned?

- If yes, also state if there has been an independent appraisal on the property within the past six months _____Yes_____No
- 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

- Shelter
- Transit information (signage/schedules/maps)
- Lighting
- Other (specify) _____

3. Commuter Rail Stations

- Existing Station modifications
- New Station construction
- Other (specify) _____

4. Transit Facility Improvements

- Construction of new maintenance facility
- Modification of an existing maintenance facility
- Bus parking yard expansion project
- Other (specify) _____

5. Acquisition of buses or equipment to attract new boardings through expansion or efficiency

- High capacity vehicle acquisition to relieve overcrowding
- Vehicle acquisition for implementation of new services or bus transit restructuring study recommendations
- Purchase of alternative fueled buses
- Other (specify) _____

Select One of the Following Bus Sizes:

- 24 ft.
- 27 ft.
- 30 ft.
- 35 ft.
- 60 ft.
- Other (specify)_____

Select One of the Following Bus Fuel Types:

- Gas
- Hybrid Electric
- Compressed Natural Gas
- Other (specify)_____

OTHER PARTICIPANTS & DESCRIPTION OF INVOLVEMENT

(List other agencies/organizations providing financial or other support to the project and describe involvement)

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

B. PROJECT DESCRIPTION

In a minimum of one page, provide a clear and detailed description of the project for which funding is requested. Keep 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:

- If requesting funds for revenue vehicle acquisition, describe existing vehicle, replacement vehicle characteristics (size, seating, fuel type, manufacturer, and other features) and provide a statement that the request is not to replace a vehicle.
- If requesting funds for transit facilities, including a transit center or maintenance facility, provide a brief description which includes physical elements such as bus bays, bus layover facilities (including bus operator restroom facilities), parking spaces and any other project-related structures.
- Attach a sketch or diagram of the proposed facility, or when applicable, route maps and passenger data. For transit stop improvement projects, individual stop locations or corridors should be listed/indicated, along with total daily boardings at each location. Where applicable, attach an 8½" x 11" black and white reproducible map with street names, project location and limits or service area clearly illustrated.

If a project is selected for funding, the project description in the application should be consistent with the scope of work submitted with the LOA/MOU. Any change in the scope of work from the initial project description in the application will result in a re-evaluation and/or reduction of the awarded funding amount and may be subject to MTA Board approval.

C. 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. MTA does not pay for hazardous waste mitigation.

D. SCORING SECTION

1. REGIONAL SIGNIFICANCE & INTER-MODAL INTEGRATION (Up to 30 points)

- a) Describe how this project improves regional mobility, air quality, or transit access, increases transit use, or improves system cost-efficiency. **(Up to 10 points)**
- b) Describe how the project improves patronage, reduces transfers, and complements the applicant agency’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)**
- c) Identify key regional trip generators and/or regional activity centers to which access would be served or enhanced. **(Up to 5 points)**
- d) Identify rail, fixed route bus, dial-a-ride, and shuttle services that will utilize/be affected by the proposed improvement as follows: **(Up to 3 points)**

Operator	Line #	Headway	Ridership (Avg. Weekday Boardings)

- e) List all local, system, regional and state plans (MTA, SCAG, SRTP, Board Reports, or other) in which this project is included, coordinated or consistent. **(Up to 2 points)**

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

- a) Describe how the project reduces transportation service deficiencies in the community (ties) it serves, such as existing service gaps. **(Up to 12 points)**
- b) Describe how this project decreases single occupancy vehicle (SOV) travel. **(Up to 8 points)**
- c) Identify areas of transit dependency that will be served by the project and describe how effective the project will be in meeting transit-dependent mobility needs. **(Up to 6 points)**
- d) Describe any approved policies and/or actions within your jurisdiction that encourage use of travel modes other than driving alone and/or shift travel to non-peak periods (i.e., parking policies, carpool/ridesharing policies, increased transit operations). **(Up to 4 points)**

3. LOCAL MATCH (Up to 10 points)

See Local Match Requirements

Local match points will be scored based on the total local match commitment as follows:

- 20% = 0
- 21% – 26% = 2
- 27% – 32% = 4
- 33% – 38% = 6
- 39% – 44% = 8
- ≥45% = 10

a) Enter total from line 38 of the Project Funding Request (Part II: Table 3 of Project Financial Plan summary)	\$	
b) Local match; cash and/or land only	\$	20%
c) <i>Cash and/or land overmatch</i>	\$	%
d) <i>In-kind overmatch</i>	\$	%
e) Total local match commitment b + c + d = e	\$	%

4. COST EFFECTIVENESS (Up to 10 points)

Each applicant can only apply for one of the following five categories and achieve 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 Station, 4) Transit Facility Improvements, or 5) Acquisition of Buses or Equipment. For calculating the cost/benefit of the project, the basis of the benefit must reflect one of the three Transit Capital policies: improve regional mobility, improve air quality, or improve transit access.

Select one of the following and provide information for the category of the application:

- 1) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots**
Describe the cost/benefit of implementing the project, where cost is defined as the total project cost, and benefit is defined as achieving one or more of the three Transit Capital policy objectives. For example, compare the total project cost of constructing a regionally significant transit center to new daily boardings generated by the transit center as it relates to improving regional mobility. **(Up to 10 points)**

- 2) **Regionally Significant Transit Stops**
Describe the cost/benefit of implementing the project, where cost is defined as the total project cost, and benefit is defined as achieving one or more of the three Transit Capital policy objectives. For example, compare the total project cost of constructing a regionally significant transit stop to new daily boardings generated by the transit stop as it relates to improving regional mobility. **(Up to 10 points)**

3) Commuter Rail Stations

Describe the cost/benefit of implementing the project, where cost is defined as the total project cost, and benefit is defined as achieving one or more of the three Transit Capital policy objectives. For example, compare the total project cost of constructing a rail station to new daily boardings generated by the rail station center as it relates to improving regional mobility. **(Up to 10 points)**

4) Transit Facility Improvements

Describe the cost/benefit of implementing the project, where cost is defined as the total project cost, and benefit is defined as achieving one or more of the three Transit Capital policy objectives. For example, compare the total project cost of constructing a new transit facility to bus yard expansion and how it relates to improving regional mobility. **(Up to 10 points)**

5) Acquisition of Buses or Equipment

Describe the cost/benefit of implementing the project, where cost is defined as the total project cost, and benefit is defined as achieving one or more of the three Transit Capital policy objectives. For example, 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. **(Up to 10 points)**

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

a) Describe how your jurisdiction's local land use, transportation and environmental policies and actions support and maximize the effectiveness of this project and how these policies and actions are consistent with SB 375, AB 32, and other state statutes. Please provide detail on these policies and actions, which can include, but are not limited to, policies contained in local planning documents, capital improvement plans, short range transit plans, development agreements or local legislative actions. How does this project encourage both (1) mobility options other than driving alone and (2) mobility during non-peak periods? **(Up to 7 points)**

b) Describe the predominant land use pattern(s) within the project area. Is there a diversity of land uses or is there one dominant land use activity? How is the project designed to be compatible with the surrounding community? How does the proposed project support existing or proposed Transit Oriented Development? Also, state the development density within the project areas for each land use. **(Up to 7 points)**

c) List any sustainable design elements your project will incorporate to conserve energy and resource, and reduce emissions, waste, and air pollutants. Some examples could include solar energy, drought tolerant landscaping, energy efficient lighting, or recycled or re-used materials, etc. **(Up to 6 points)**

E. COST ESTIMATE SHEET

Please use the following table to itemize estimated project costs to support calculations in Section D (4), Cost Effectiveness.

	Unit (A)	Unit Price (B)	Item Cost (A x B)
1. Regionally Significant Transit Centers, Bus Layover Areas, Park & Ride Lots			
Transit Center		\$	\$
Bus Layover/Operator Restroom		\$	\$
Park and Ride Lot		\$	\$
Other (specify)		\$	\$
Subtotal Section 1			\$
2. Regionally Significant Transit Stops			
Shelter		\$	\$
Signage/Schedule/Maps		\$	\$
Lighting		\$	\$
Other (specify)		\$	\$
Subtotal Section 2			\$
3. Commuter Rail Stations			
Park & Ride Component		\$	\$
Station Construction Component		\$	\$
Bus Related Interface Component		\$	\$
Other (specify)		\$	\$
Subtotal Section 3			\$
4. Transit Facility Improvements			
Construction of new maintenance facility		\$	\$
Modification of an existing maintenance facility for expansion		\$	\$
Modification of existing maintenance facility for alternative fuel project		\$	\$
Bus parking yard expansion project		\$	\$
Other (specify)		\$	\$
Subtotal Section 4			\$
5. Acquisition of Buses			
Transit Coaches for Alternative Fuel		\$	\$
Transit Coaches for System Expansion		\$	\$
Transit Coaches of Higher Capacity		\$	\$
Other (specify)			
Subtotal Section 5			\$
TOTAL SECTIONS 1-5			\$

6. Project Administration (capped at 10% of total project)		Percent of Total Project	Item Cost
Project Management		%	= \$
Design		%	= \$
Contingency		%	= \$
Subtotal Section 6			\$
TOTAL PROJECT COST (Subtotals of Sections 1 through 6)			\$

NOTE: Please add more lines to the above table or use a separate sheet if alternative detail cost items applies. Also, if appropriate, attach maps/sketches, typical cross sections, or other documentation.

Estimate Prepared By: _____

Date _____

Phone # _____

E-Mail: _____

F. PSR EQUIVALENT SIGNATURE

Approved and Certified by Local Agency:

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

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.

	<i>DATE</i>
<i>authorized staff</i>	

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.

	<i>DATE</i>
<i>General Manager/Director</i>	

INSTRUCTIONS & APPLICATION

PART III

TRANSPORTATION ENHANCEMENT ACTIVITIES

TRANSPORTATION ENHANCEMENT ACTIVITIES (TEA)

OBJECTIVE

The TEA category reflects a growing recognition that transportation programs, while vital for mobility, must also include consideration of the overall environmental context and community setting. Funds are provided for projects that enhance mobility or encourage quality-of-life in or around transportation facilities through urban design. These funds are intended to not only “enhance” the transportation experience, but to provide an improved interface between the transportation system and communities adjacent to transportation facilities.

Projects submitted under this category must meet the following requirements:

- Have a direct relationship - by function, proximity, or impact - to the intermodal transportation system
- Be “over and above” normal transportation projects. Projects must be enhancements and not mitigation activities that are already required through permits or environmental documents, even if the mitigations constitute a specified transportation enhancement
- Have a quality-of-life benefit while providing the greatest benefit to the greatest number of people

ELIGIBLE APPLICANTS

Public agencies that provide transportation facilities or services within Los Angeles County. These include Cities, the County of Los Angeles, and the State of California Department of Transportation. Applications may be submitted by transportation-related public joint powers authorities (JPAs), but only if sponsored by a public agency identified in the previous sentence. MTA may choose not to award funds or execute a Memorandum of Understanding (MOU) 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 MOU\LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

ELIGIBLE PROJECTS

Eligible Transportation Enhancement Activities in this modal category are projects that provide the greatest mobility for Los Angeles County. There are 12 TEA categories, but it should be noted that Bicycle and Pedestrian applications must compete in the appropriate Bikeway or Pedestrian Modes. Preservation of abandoned railway corridors for conversion to bicycle and pedestrian facilities must compete under the Bikeway or Pedestrian Modes. In general, the categories listed below are in relative order of their benefit to the transportation system:

- 1) Landscaping and other scenic beautification. These projects must improve the traveling experience by enhancing elements of the built environment through streetscape improvements, such as but not limited to, landscaped medians, street trees, and gateway signage (those projects that primarily enhance pedestrian or bicycle facilities must apply under the Bikeway or Pedestrian Modes);

- 2) Provision of safety and educational activities for pedestrians and bicyclists;
- 3) Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals);
- 4) Scenic or historic highway programs (including the provision of tourist and welcome center facilities);
- 5) Acquisition of scenic easements and scenic or historic sites;
- 6) Mitigation of water pollution due to highway runoff or reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity;
- 7) Establishment of transportation museums;
- 8) Historic preservation;
- 9) Archaeological planning and research; and
- 10) Control and removal of outdoor advertising.

Attachment A, which can be found at the end of the Transportation Enhancement Activities application, includes a detailed description and examples of projects eligible under each Transportation Enhancement Activities category based on the May 16, 2001 TEA Guidelines.

Transportation Enhancement Activities funds are available for capital improvements. Capital phases that are eligible for funds are preliminary engineering, real property/right-of-way acquisition, design and construction.

- Preliminary engineering: including preparation of environmental documentation and preparation of construction documents.
- Real property/Right-of-way acquisition: including when utilities must be relocated; a purchase, easement or lease is required; an operating railroad facility will be crossed or modified; an occupant or business will be relocated; or an access issue is involved.
- Design and Construction: includes final design, advertising the project, awarding the contract, and performing construction.

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 TEA projects are funded with these types of funds, which will be subject to numerous federal and state requirements that may require significant staff time to process if awarded funds, such as strict “timely use of funds policies” and obtaining advance authorization for such activities, including 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. These procedures can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

PROJECT STUDY REPORT EQUIVALENT

A Caltrans approved Project Study Report (PSR) is required for all projects affecting a state highway facility. A Project Study Report Equivalent (PSRE) is required for all other 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. 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 costs 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.

INELIGIBLE PROJECTS/ACTIVITIES

Maintenance activities, operating costs, police, feasibility studies, program planning (except for archaeological planning projects), master plans, and city or agency staff positions are not eligible expenditures of Transportation Enhancement Activities funds, which include both the federal portion and local overmatch. Capital projects with a life of less than 20 years, or a one-time temporary improvement, are also ineligible. As stated above, costs for routine or customary elements of transportation projects or those provided to mitigate project impacts in compliance with the requirements of environmental, or other federal, state, or local laws, are not eligible, even if those aspects constitute a specified transportation enhancement. Improvements to private property and commercial facilities are also ineligible.

COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

Transportation Enhancement Activities are mostly federally-funded, so applicants awarded funding under this category will be required to comply with federal requirements, including those related to environment (National Environmental Policy Act), disadvantaged business enterprises, prevailing wages, and Americans with Disabilities Act. Applicants may prefer to pay for preliminary engineering themselves, hiring their own local design consultants. This would allow them to avoid the substantial cost and time required to meet federal requirements for contracting services.

LOCAL MATCH REQUIREMENT

TEA projects are required to have a **twenty** percent (20%) monetary local match. Local overmatch may include cash or in-kind materials or services directly required to complete the project, such as design/engineering services. Higher local match participation is encouraged and will make a project more competitive under the local match evaluation criterion. All in-kind materials and services must be accounted for and easily audited.

PART III - TRANSPORTATION ENHANCEMENTS

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

Answer all questions. If a question is not applicable, indicate so and briefly explain why it is not. Failure to adequately address any of the items below may result in the application being disqualified from consideration for funding.

PROJECT DESCRIPTION:

Provide a detailed description of the proposed work for which funding is requested and describe the components of the proposed work. The description should include the project background and project history.

Briefly describe the inventory of environmental resources and identify any environmental issues related to this project or the location in which this project is located.

- a) Are there potential adverse impacts that would affect the viability of alternatives?
- b) Describe the environmental documentation to be completed (or already complete) under both the CEQA/NEPA.
- c) Identify any permits or additional studies that may be or were required.
- d) Identify any existing known hazardous waste sites that are within or immediately adjacent to the proposed project location.

Identify what project phase funding is requested for:

- Design
- Right-of-way acquisition
- Construction

Check the category/categories the project is most closely related to:

- Landscaping and other scenic beautification
- Provision of safety and educational activities for pedestrians and bicyclists
- Rehabilitation and operation of historic transportation buildings, structures or facilities
- Scenic or historic highway programs
- Acquisition of scenic easements and scenic or historic sites
- Mitigation of water pollution due to highway runoff or reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity
- Establishment of transportation museums
- Historic preservation
- Archaeological planning and research
- Control and removal of outdoor advertising

PROJECT LOCATION:

- a) Describe the right-of-way to be utilized by the project.
- b) Describe the project location within the right-of-way.
- c) Proximity to intermodal transportation facilities (highway, regionally significant streets, transit corridors).
- d) Identify the limits of the project including any cross streets or other landmarks that identify the limits.
- e) Attach a project map identifying (i.e., clearly labeling) the project's location and limits, and the activity centers and transit facilities it serves, and any existing bike facilities in the area of the project. Maps also need to include the name of the sponsoring agency, should be to scale, and must be clear and legible. More than one map is allowed.

PROPOSED PROJECT START DATE: _____

PROJECT DURATION (months): _____

OTHER PARTICIPANTS & DESCRIPTION OF INVOLVEMENT: (List other agencies/organizations providing financial or other support to the project and describe involvement)

If full project funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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1. REGIONAL SIGNIFICANCE AND INTERMODAL INTEGRATION (Up to 25 points)

On an attached sheet, briefly address the following:

- a) Is the project part of a larger streetscape/urban design plan/project that is regionally significant? **(Up to 7 points)**
- b) What is the direct relationship of the project to the intermodal transportation system (by function, proximity, or impact)? Include the name and location of the transportation facilities enhanced and provide information about current volumes of pedestrians, cars, cyclists, and transit users using these facilities. Please provide the methodology used in obtaining this information. **(Up to 10 points)**
- c) How does this project maximize previous transportation resources or improvement investments in the project area? **(Up to 8 points)**

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

(Note: This project cannot be a mitigation measure required through local, state, or federal laws or environmental documents.)

On an attached sheet, briefly address the following:

- a) Describe and document the need for this project, including a description of the existing conditions in the corridor or area it serves. Include the magnitude of the existing condition. **(Up to 12 points)**
- b) How does the project benefit or enhance regional mobility. Please describe how the project can affect or utilize existing transportation systems in any and all modes. **(Up to 8 points)**
- c) What is the projected life cycle of the proposed project? **(Up to 5 points)**
- d) Discuss the project's benefit to quality of life, the community, and/or the environment. Include information about how the project accomplishes any of the following that are applicable: **(Up to 10 points)**
 - Enhance access to activity centers such as businesses, schools, recreational areas and/or shopping areas;
 - Protects the environment;
 - Provides a more aesthetic, improved interface between the transportation system and communities adjacent to transportation facilities;
 - Increases availability, awareness or protection of historic, community, visual or natural resources. If a historic project is proposed, describe the current recognized level of historic significance (federal, state, or local).

3. LOCAL MATCH (Up to 10 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) <i>Hard Overmatch:</i>	\$ _____	%
c) <i>In-kind Overmatch:</i>	\$ _____	%
d) Total local match commitment a + b + c = d	\$ _____	%

- Meets Local Match Requirement **(0 Points)**
- Exceeds Local Match Requirement **(up to 10 points)**
Amount of points is based on percentage of overmatch. Applicants who provide a 50% match will receive the full 10 points.

4. COST EFFECTIVENESS (Up to 10 points)

	Unit	Unit Price	Total
Environmental documentation		\$ _____	
Preliminary Design		\$ _____	
Final Design/Bid Package		\$ _____	
Right-of-way*			
Acquisition		\$ _____	
Utility relocation		\$ _____	
Clearance/demolition		\$ _____	
Title and escrow fees		\$ _____	
Construction*			
Earthwork	\$ _____	\$ _____	\$ _____
Pavement	\$ _____	\$ _____	\$ _____
Drainage	\$ _____	\$ _____	\$ _____
Traffic items	\$ _____	\$ _____	\$ _____
Structural Items	\$ _____	\$ _____	\$ _____
Total Construction Costs*	\$ _____	\$ _____	\$ _____
Total Project Costs			\$ _____

* if applicable

On an attached sheet, briefly address the following:

- Provide information and projections regarding the relative benefit per total dollar cost of the project. Show the calculation, including the data used to compute it. **(Up to 5 points)**
- How is the project designed to minimize maintenance costs? **(Up to 5 points)**

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

Consistent with the goals of SB 375, projects should demonstrate how the proposed transportation project will be complemented by land use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and environmental policies and actions should support and maximize the effectiveness of the project. Any community/technical/institutional issues that must be resolved prior to implementation should be noted.

- a) Please describe the existing land uses and zoning that may be impacted by and which impact implementation of your proposed project. Please include a zoning map of the project area. Please indicate if the area is zoned commercial, residential, or industrial. If this is a transit enhancement project, describe existing and projected pedestrian, bicycle and vehicle cordon counts. **(Up to 4 points)**
- b) Please describe the existing physical conditions of the project area, i.e., street width, the number of curb cuts (driveways), adjacent building height, drive-through establishments, parking lots, view corridors to natural resources, and any other physical features that should be used in the evaluation of the proposed project. Please provide visuals if necessary. **(Up to 4 points)**
- c) Complete Exhibit C as explained below to reflect how the project meets the transportation priorities identified for the type of place where it is located. The place types are determined by the applicant, as described below, and are based on the regional accessibility and community design of the location where the project will be completed. Please be advised that points are distributed based on priorities NOT place types. **(Up to 3 points)**
 - 1) Using the definitions in Exhibit B, identify the place type(s) that apply to your project²¹.
 - 2) On Exhibit C, check the box for the place type(s) that apply to the project. For each place type selected, review the transportation priorities listed below the place type and select the priorities that will be met by your project.
 - 3) Also on Exhibit C, explain how the project satisfies any of the priorities identified for each place type.
- d) Is your project located in a strategic opportunity area? For the purposes of this mode, a strategic opportunity area is an area identified by the state as a Transit Priority Project²² area or by regional, sub-regional or city plans for targeting growth to reduce

²¹ The place types and specific priorities for the place types were developed as part of the Caltrans Smart Mobility 2010 Framework and can be found at http://www.metro.net/projects/call_projects/. To view the full Smart Mobility 2010 Report, go to: http://www.dot.ca.gov/hq/offices/ocp/smt_files/SMF_handbook_062210.pdf

²² SB 375 designated Transit Priority Project areas with specifically defined parameters. They are locations where development projects may be able to take advantage of CEQA streamlining benefits. TPP areas are included on the strategic opportunities area map.

vehicle miles traveled or greenhouse gas emissions by better coordinating land-use plans, transportation investments, and transportation policies. **(Up to 3 points)**

(Click the map link to view strategic opportunity areas as identified by state, regional and countywide plans. Applicants will need to provide supporting documentation if the response is based on subregional or local plans)²³

Yes No

- e) What sustainable design elements will your project incorporate to conserve energy and water resources and reduce waste and air pollutants? Please describe and illustrate each item checked.

1) Check all boxes that apply **(Up to 5 points):**

- Green street features²⁴
- Solar options
- Drought tolerant landscaping
- Energy efficient lighting
- Use of recycled or re-used materials
- Other _____ (Please explain)

- 2) 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? Please 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 1 point)**

²³ A map containing the Transit Priority Project areas and 2% Strategy Opportunity Areas can be found at http://www.metro.net/projects/call_projects/

²⁴ More information on Green Street Features can be found at: <http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>

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 recommendations, conclusions, and decisions are based.

authorized staff *DATE*

If applicable, California PE Stamp and Lic #

ATTACHMENT A

TRANSPORTATION ENHANCEMENTS

DESCRIPTION AND EXAMPLES OF PROJECTS AND ACTIVITIES BY CATEGORY

The following is an excerpt from **Guidelines: Transportation Enhancement Activities Program, California Department of Transportation (last revised May 16, 2001)**
or visit the web site at <http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm>

1. Provision of facilities for pedestrians and bicycles.

[Note: Project applications for this category must compete under one of the following categories: Bikeways Improvements or Pedestrian Improvements in this Call for Projects Application Package.]

2. Provision of safety and educational activities for pedestrians and bicyclists

This category includes non-construction safety-related activities and the reasonable costs to provide safety and educational activities such as bike/pedestrian safety training, cost of facilitators and classes. It may also include related training materials such as brochures, videotapes, other training aids, as well as rent for leased space and limited staff salaries. Long term salary participation is not eligible.

The funded activities must be accessible to the general public or targeted to a broad segment of the general public. The activities must show a relationship to the surface transportation system.

Project applicants are encouraged to integrate safety messages and educational opportunities for bicyclists and pedestrians into enhancement projects through the development of campaigns, programs, educational materials including maps and brochures, and pedestrian and bicycle enforcement activities. Project applicants are encouraged to coordinate these activities with the National Highway Traffic Safety Administration and other modal administrations. This category is not intended to replace or duplicate existing Section 402 funding opportunities currently available through the State and Community Traffic Safety Program.

Bicycle maps are an eligible activity, and are encouraged as part of bicycle facilities funded as Transportation Enhancement Activities.

School crossing guards, speed trailers and radar are not eligible activities.

3. Acquisition of scenic easements and scenic or historic sites

This category may be applied to purchase, donation, transfer, or trade of lands, which possess significant aesthetic, historic, natural, visual, or open space values, acquisition of which enhances the transportation experience as part of the transportation system, or as a substantial contribution to the transportation viewshed.

Funds may be used for transaction costs including appraisals, surveys, legal costs, or purchase costs. Acquisition of scenic or historic sites includes expenditure of funds for the

purchase or the use of funds to accept the donation, transfer, or trade of (a) less than fee interests, for example, easements, in land which possess significant scenic, historic, or cultural values and (b) fee title acquisition of such lands and any property listed in the California Register of Historic Resources or eligible for listing in the National Register of Historic Places.

Land acquired for its scenic qualities must be maintained for its scenic qualities. Mechanisms must be in place to enforce significant scenic or historic values, and the project applicants must agree to enforce mechanisms to preserve them. The owner of any property acquired must be willing to participate in a preservation covenant attached to the deed of the property. Such a covenant ensures that future work on the property will respect the scenic or historic integrity of the property.

Lands acquired for scenic purposes may not be developed in a manner that degrades the scenic character and quality of the site. Public access is allowed.

The purpose of the project must be for scenic or historic acquisition, but if a wildlife habitat or corridor is gained as a result of the acquisition, this does not exclude the activity from consideration under this program.

Scenic acquisition of a degraded area may be eligible on condition that the agency restores the site to scenic status within this or a later project phase. (Restoration does not have to be done using federal enhancement funds.)

Where proposed projects appear to be primarily park improvements with incidental transportation enhancement activities incorporated into the park improvement project, the transportation enhancement will be eligible, but not the park improvement.

Example of Projects: Acquisition of Big Sur viewsheds. San Pedro Point Viewshed. Acquisition of a historic bridge, historic transportation terminal, land around a historic site adjacent to a scenic highway. Acquisition of historic properties which qualify for protection under the National Register or California Register or are designated in a local register.

4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)

This category covers protection and enhancement of designated state scenic highways or federally designated scenic byways and state or federally eligible or designated historic highways. Funds may be used only for activities that will protect and enhance the scenic and historic integrity and visitor appreciation of an existing highway and adjacent area.

Tourist or welcome centers do not have to be on a designated scenic or historic byway, but must have a clear link to scenic or historic sites. Activities eligible under the National Scenic Byways Program are generally eligible under this category. A historic site should have evidence of documented consultation and concurrence with the State Historic Preservation Officer or similar authority for determining the historicity of a particular site.

Funding may be used for the construction of a new facility or the restoration of an existing facility. This includes those related construction actions necessary to provide the facility, such as interior fixtures and parking areas. Funds can be used to purchase and install items, which support or interpret the scenic or historic highway program or site including brochure

racks for interpretive materials or maps or kiosks. Funds cannot be used for statewide programs, marketing, or promotion not related to the scenic or historic highway program. Staffing, operation costs and maintenance are not eligible. Items such as racks for advertising or brochures for local or national businesses are not eligible.

The visitor or welcome centers are to be publicly owned and open to the public.

Example of Projects: Historic Pasadena Freeway, historic bridge signing, interpretive plaques or restoration of historic lighting standards, historic Old Highway 50, historic Feather River Highway and historic Euclid Avenue. Historic aesthetic treatment on retaining walls and guardrails. Visually sensitive bridge rails (guardrails on bridges) which meet Caltrans and FHWA safety requirements, for use on scenic highways and in areas of high visual sensitivity.

5. Landscaping and other scenic beautification

This category includes landscape planning, design and construction activities, which enhance the aesthetic or ecological resources along transportation corridors, points of access, and lands qualifying for other categories of transportation enhancement activities.

Architectural treatment, applied or integrated, of transportation structures, including bridges and highways beyond Caltrans' utilitarian design may be considered an enhancement activity, as long as it is beyond mitigation required to comply with CEQA, NEPA, and other permitting agencies' requirements. The primary purpose must be to enhance the scenic view.

Projects which blend the transportation system into the surroundings, making the system less intrusive, or otherwise enhance the aesthetic resources or beauty of the transportation system may include planning, design and construction of scenic vistas and overlooks, restoration of historic landscapes, and public art and design enhancements. Projects which enhance the ecological balance along a transportation corridor include planning, testing and planting for restoration or reintroduction of native plant communities and appropriate adaptive species, and the provision of interpretive information about the federal and state agency programs through which ecological resources are preserved.

Projects on the National Highway System must be consistent with Caltrans' overall landscape program and policies, and will be approved by the Caltrans District Landscape Architect.

Projects may not be for temporary, routine, incidental or maintenance activities such as grass cutting, tree pruning or removal, erosion control, screen planting, construction of noise barriers, drainage improvement or post-construction finish work such as replanting and reseeding.

Plantings on the State Highway System may only be for that portion which is over and above Caltrans' policy no. 3.5.1, dated July 1990, for standard planting in warranted areas.

Projects mainly for museum facility or park development work are not eligible, although park development elements that are necessary for and incidental to the eligible transportation enhancement activity, such as interpretation elements, may be considered eligible.

Graffiti-resistant coatings do not qualify as scenic beautification because they do not change the appearance of the surface, they must be reapplied at least every three to five years (a maintenance activity) and they do not preclude the re-application of graffiti.

Example of Projects: 'Gateway' plantings to communities. Retrofitting existing noise barriers (built before May 22, 1992, when it became standard practice) with landscaping. Rockwork in existing landscaping. Replacement of a utilitarian bridge with one of appropriate architectural qualities in a setting which calls for more than a utilitarian design. Landscaping transplants to move trees outside of clear zones and into more attractive, safer locations. Sculpture or other artwork at gateway entrance to communities or in California "Main Street" projects. Roadside Ecological Viewing Areas. Design and installation of visually sensitive bridge rails (guardrails on bridges), which meet Caltrans and FHWA safety requirements.

6. Historic preservation

Historic, cultural properties and archaeological resources determined eligible for or listed in the California Register of Historical Resources or a locally-designated resource, if the local designation is based on locally-adopted, written criteria, are eligible for transportation enhancement activity funding. Section 5024.1 of the California Public Resources Code defines the California Register as an authoritative guide in California to be used by state and local agencies, private groups, and citizens to identify the state's historical resources. The California Register includes properties determined eligible for or listed on the National Register of Historic Places, most California State Historical Landmarks, and State Points of Historical Interest. In addition, the California Register may include locally designated historic and prehistoric resources as well as local survey inventories using the National Register standards.

This category includes acquisition, protection, rehabilitation, interpretation, restoration, and stabilization or any combination of the foregoing, of any prehistoric or historic district, site, building, structure, landscape, or object (and artifacts and records related to it) listed or eligible for inclusion in the California Register or the National Register of Historic Places.

All work must be done in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, the Secretary of the Interior's Standards for Treatment of Historic Properties, or the State Historic Building Code and must be managed under the direction of professionals meeting the standards published in the Code of Federal Regulations, 36 CFR, Part 61. The qualifications define minimum education and experience required to perform eligible historic preservation activities. In some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved.

A substantial transportation linkage is required for a project to be considered eligible.

Projects should enhance the transportation system by improving the ability of the public to appreciate the historic significance of the project itself or the area to be served by the project.

In some circumstances, the cultural and sacred values of Native American or other ethnic community sites may require the inclusion of additional viewpoints. Proposals referring to

such sites must be accompanied by evidence that appropriate Native American and ethnic community representatives have been consulted.

Incidental Americans with Disabilities Act (ADA) compliance elements are eligible only as required by the transportation enhancement project.

This category does not include reconstruction, i.e., building replicas of historic structures or buildings. It does not include the creation of museums, or of visitor centers; however, restoration of a building that will later be modified and used as a public museum is eligible. Maintenance activities are not eligible.

A preservation project arising from the deferring of maintenance - which was to have been done as a condition of a previous agreement for its preservation - will not be eligible.

Tenant improvements are not eligible costs.

Example of Projects: Stabilizing Chitactac Native American Village site and interpreting it to travelers and tourists. Restoration and interpretation along the Baja/Alta California Mission Period Heritage Corridor. Rehabilitation of historic buildings that serve the transportation system as multimodal centers. Interpretation of placer mining at Alpha Omega Rest Area on Highway 20 and at Gold Run Rest Area on Highway 80. Restoration of historic maritime resources such as lighthouses. Restoration of a historic landscape on a highway. Rehabilitation of historic places, activities that encourage or facilitate historic interpretation for the public of sites associated with roads and other transportation facilities, heritage tourism, preservation or improvement of the appearance or quality of a historic property, district, or landscape, assistance in providing research and educational opportunities or related services on individual or related historical resources.

7. Rehabilitation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)

Historic transportation buildings are buildings or related structures associated with the operation, passenger and freight use, construction or maintenance of any mode of transportation where such building is listed or eligible for listing in the California Register or the National Register of Historic Places.

Structures and facilities include tunnels, bridges, trestles, embankments, rails or other guideway, non-operational vehicles, canal viaducts, tow paths and locks, stations and other built transportation features integrally related to the operation, passenger and freight use, construction, or maintenance of any mode of transportation.

Rehabilitation means the process of returning the property to a state, which makes possible a contemporary use while preserving the significant historic features of that property. Subsequent conversion costs or tenant improvements are not eligible.

Example of Projects: Santa Fe Depot in San Diego. Central Valley railroad depots and train stations on the San Francisco Peninsula commute. Restoration of historic ferry terminals. Interpretive displays as part of historic bridge replacement projects. Costs on historic bridges over and above normal mitigation.

8. Preservation of abandoned railway corridors (for conversion to pedestrian or bicycle trails)

[Note: Project applications for this category must compete under one of the following categories: Bikeways Improvements or Pedestrian Improvements in this Call for Projects Application Package]

9. Control and removal of outdoor advertising

This includes the control and removal of existing nonconforming outdoor advertising signs, billboards, displays, and devices, which are in addition to removal of illegal signs required to exercise effective control of outdoor advertising under Section 131 of Title 23. “Nonconforming” is defined in the California Administrative Code, Title 4 Chapter 6. In general, a nonconforming sign was placed lawfully, but does not conform to subsequent enacted laws. Priority shall be given to the removal of outdoor advertising signs, displays, and devices in conjunction with other enhancement activities, and nonconforming displays along scenic highways. This category may include compilation of an accurate inventory of nonconforming outdoor advertising displays.

If displays are conforming, the agency with jurisdiction must have effective controls in place, such as an ordinance or other mechanism, to preclude replacement displays in the same transportation corridor.

Example of Projects: Purchase and removal of nonconforming billboards on designated scenic highways. Purchase of scenic easements along transportation corridors or viewsheds to prevent visual degradation.

10. Archaeological planning and research

This includes, but is not limited to, research on sites qualified for transportation enhancement funds; experimental activities in archaeological site preservation and interpretation; planning to improve identification, evaluation and treatment of archaeological sites; problem-oriented synthesis using data derived from (though not limited to) transportation-related archaeological activities; local and regional research designs to guide future surveys, data recovery, and synthetic research; and activities having similar purposes carried out in partnership with other federal, state, local and tribal government agencies and non-governmental organizations.

This category includes rehabilitating archaeological dig records and curation of artifacts previously recovered along the transportation corridor to enhance significance and public appreciation for the site through interpretative signs, displays, and publications.

Projects primarily for data entry into geographic information systems to accommodate future normal transportation projects are not eligible.

All work must be done in compliance with the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation or Secretary of the Interior’s Standards for Historic Preservation Projects and must be managed under the direction of professionals meeting the standards published in the Code of Federal Regulations, 36 CFR, Part 61. The qualifications define minimum education and experience required to perform eligible historic preservation activities. In some cases, additional areas or levels of expertise may be

needed depending on the complexity of the task and the nature of the historic properties involved.

In some circumstances, the cultural and sacred values of Native American or other ethnic community sites may require the inclusion of additional viewpoints. Proposals referring to such sites must be accompanied by evidence that appropriate Native American and ethnic community representatives have been consulted.

This category is not for excavations.

Example of Projects: Regional or statewide research. Upgrade or expansion of regional curation facilities to meet federal and state guidelines, in order to regionalize archaeological collections and facilitate regional archaeological research. Statewide or regional archaeological study for State Routes in archaeologically sensitive areas, developing an Archaeological Inventory similar to the existing Bridge Inventory. Rehabilitation of archaeological dig records and artifacts previously recovered along a highway to enhance significance and public appreciation for the site through interpretive signs and publications. Construction of traveling displays of artifacts for schools.

11. Mitigation of water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

These projects are for facilities and programs reducing or eliminating pollution from storm water runoff from highway facilities in addition to current requirements and procedures for such mitigation. The pollution must be due to materials washing off of the roadway surface. Projects that demonstrate aesthetic and ecological methods for mitigation and enhance recharge are encouraged.

Projects may have groundwater recharge, multiple resource benefits, and aesthetic preservation components, but only when secondary to the purpose of mitigating water pollution due to highway runoff.

No activity that has been identified as a requirement of a stormwater permit is eligible for enhancement funding.

Acquisition of land in and of itself is not considered an eligible mitigation of water pollution unless the acquisition itself fulfills the mitigation objective. Projects to acquire degraded land to rehabilitate into mitigation for highway runoff must have absolute commitments of funds and completed plans for the mitigation work prior to application.

This category is not limited to threatened and endangered species, but includes any wildlife mortality directly caused by vehicles. Fish passage is not eligible.

Projects to reduce wildlife mortality on new highway construction are not eligible.

If non-motorized human use will be one result of the project to reduce wildlife mortality, this does not exclude the activity from consideration under this program.

Example of Projects: Water pollution control alongside an existing highway to protect or improve a drinking water supply. Storm drain stenciling projects. Santa Monica stormwater treatment facility enhancements. Wildlife underpasses or overpasses, measures at areas

identified as crossings for wildlife, which include the necessary fencing and other markings and techniques associated with movement or wildlife across transportation corridors. Bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity. Monitoring and data collection on habitat fragmentation and vehicle-related wildlife mortality.

12. Establishment of transportation museums

Transportation museums must meet the following definition of a museum. The facility must:

- a) be a legally organized not-for profit institution or part of a not-for-profit institution or government entity;
- b) be essentially educational in nature;
- c) have a formally stated mission;
- d) have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum effectively;
- e) present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
- f) have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects; and
- g) have a formal and appropriate program of presentations and maintenance of exhibits.

Establishment of transportation museums means funding of capital improvements. Funds are not intended to reconstruct, refurbish, or rehabilitate existing museums, nor portions of museums, that are not for transportation purposes. It does not cover operations or maintenance of the facility. The museum must be related to surface transportation. Establishment of transportation museums includes the costs of the structure and the purchase of artifacts necessary for the creation and operation of the facility. Displays, segments of buildings, or objects not directly related to transportation are not eligible. Funds may be used to build a new facility, add on a transportation wing to an existing facility, or convert an existing building for use as a transportation museum.

The museum must be open to the public and run by a public, non-profit or not-for-profit organization meeting the definition of museums stated above in this section. If entrance fees are charged for the museum, a portion of the fee should be provided for the long-term maintenance and operation of the facility.

TEA funds may not be used to preserve aircraft or create an airport or air museum. Objects or structures related to aviation are not eligible.

EXHIBIT B

Place Type*	Description	Categories
<u>Urban Centers</u>	High density, mixed use places with high jobs-housing ratios overall, well-connected street networks, high levels of transit service and pedestrian supportive environments. Transit-oriented development (TOD) fits into all of the urban place types.	a) Urban Cores - Central cities and large downtowns with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned. Urban cores are hubs of transit systems with excellent transit coverage, service levels, and intermodal passenger transfer opportunities including convenient airport access. b) Urban Centers - Major activity centers with full range of horizontally- and vertically-mixed land uses and with high capacity transit stations/corridors present or planned.
<u>Close-in Compact Communities</u>	Located near Urban Core or Urban Centers, close-in compact communities are comprised primarily of housing but with scattered mixed use centers and arterial corridors forming the skeleton of the transportation system. Housing is varied in density and type. Transit is available to connect neighborhoods to multiple destinations, with an emphasis on serving commute trips. Residents may think of these communities as suburban, but they are different from suburban communities because of the greater presence of <i>location efficiency</i> ¹ factors.	a) Close-in Centers - Small and medium sized downtowns, Transit Oriented Developments, institutions, lifestyle centers, and other centers of activity. b) Close-in Corridors - Arterial streets with a variety of fronting development types, with frequent transit service and transfer opportunities. c) Close-in Neighborhoods - Walkable neighborhoods with housing in close proximity to shops, services, and public facilities, as well as good multi-modal connections to urban centers. Housing density varies from medium to high. Fine-grained circulation network of streets with high comfort for pedestrians and bicyclists.
<u>Compact Communities</u>	Historic cities and towns as well as newer places characterized by strong presence of <i>community design</i> ² elements such as compact development form, land use mix, relatively high densities and centrally-located public institutions. While most are outside of metropolitan regions, some are on the periphery of these regions. Prospects for increased transit use and other benefits of <i>regional accessibility</i> ³ are limited in these areas.	
<u>Suburban Communities</u>	Communities characterized by a low level of integration of housing with jobs, retail, and services, poorly connected street networks, low levels of transit service, large amounts of surface parking, and inadequate walkability. Suburban communities are defined by weak-to-moderate presence of location efficient <i>community design</i> ² factors. They vary with respect to <i>regional accessibility</i> ³ ; some suburban communities are located within easy commute distance of urban centers, while others are not. Places that share characteristics with suburban communities—such as a high proportion of detached housing, are categorized as being in the suburban community place type only if they match the place type characterization relative to <i>location efficiency</i> ¹ factors.	a) Centers - Mid-size and small downtowns, lifestyle centers, or other activity centers embedded within suburban communities. b) Corridors - Arterial streets with a variety of fronting development types, frequently characterized by inadequate walk and bike environments, low land use efficiency and poor aesthetics. c) Dedicated Use Areas - Large tracts of land used for commercial purposes such as business or industrial park or warehousing, or for recreational purposes such as golf courses. d) Neighborhoods - Residential subdivisions and complexes including housing, public facilities and local-serving commercial uses, typically separated by arterial corridors.

EXHIBIT B (continued)

Place Type*	Description	Categories
Special Use Areas (only Goods Movement)	Large tracts of single use lands that are outside of, or poorly integrated with, their surroundings.	

*All place types were selected from Section 3.3 of the Caltrans Smart Mobility 2010 Framework and were tailored to fit each modal application.

¹**Location Efficiency:** The fit between the physical environment and the transportation system. Focuses on integrating transportation and land use to provide a high level of accessibility, by supporting non-motorized travel and transit use, reducing vehicle usage, and shortening trips. The two main location efficiency factors are:

1. ²**Community Design:** Characteristics of development use, form, and location that support convenience, non-motorized travel, and efficient use of vehicles at the *neighborhood and area scale*.
2. ³**Regional Accessibility:** Characteristics of development use, form, and location that make destinations available through alternative modes and by efficient use of vehicles at the *regional, interstate, and international scales*.

EXHIBIT C

<input type="checkbox"/> Urban Center	<input type="checkbox"/> Compact Communities	<input type="checkbox"/> Close-in Compact Communities	<input type="checkbox"/> Suburban Communities
<ul style="list-style-type: none"> <input type="checkbox"/> Pedestrian facilities with high amenity levels <input type="checkbox"/> Extensive network of bicycle facilities <input type="checkbox"/> For all facilities, high degree of design and speed compatibility with surroundings <input type="checkbox"/> Transit stations accessed primarily by interconnecting transit, walking, bicycling, typically with very limited associated parking <input type="checkbox"/> Projects providing service, facility, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> High density mixed-use development <input type="checkbox"/> Employment centers, major institutions, and regional attractions with strong presence of community design elements <input type="checkbox"/> High density development complemented by high quality public realm and convenient access to public open spaces <input type="checkbox"/> Well-located places for active and passive recreation 	<ul style="list-style-type: none"> <input type="checkbox"/> “Complete Street” projects <input type="checkbox"/> Transit centers and high capacity transit stations accessed primarily by walking, bicycling and interconnecting transit, with managed parking supply <input type="checkbox"/> High capacity transit linking neighborhoods to employment centers and regional institutions in urban centers <input type="checkbox"/> Ongoing re-investment in existing facilities to protect asset value <input type="checkbox"/> Local transit with excellent coverage providing connections to high capacity transit lines <input type="checkbox"/> Because many close-in compact communities are in older parts of their regions, priority may be on neighborhood enhancement and revitalization rather than on new development <input type="checkbox"/> Where housing or commercial uses are to be added, complementary priority given to maintaining or improving public safety and other services as well as providing access to open space and other contributors to livability <input type="checkbox"/> Open space for active and passive recreation, connectivity to regional open space as indicated by regional plans (such as green printing plans integrated with transportation blue prints) 	<ul style="list-style-type: none"> <input type="checkbox"/> Pedestrian facilities with high amenity levels <input type="checkbox"/> Extensive network of bicycles facilities, bike sharing programs <input type="checkbox"/> Projects providing service, facilities, and connectivity improvements to provide an equivalent level of activity connectedness to all population groups and all location-efficient places <input type="checkbox"/> High degree of design compatibility for all facilities <input type="checkbox"/> Allocation of street space to benefit fronting land uses and non-motorized modes (“Complete Streets”) <input type="checkbox"/> Convenient opportunities for multi-modal transfers and transit transfers <input type="checkbox"/> Moderate to high density mixed use development <input type="checkbox"/> Cultural, medical, and educational destinations in locations with excellent activity connectedness <input type="checkbox"/> Public services including schools and parks in highly accessible locations 	<ul style="list-style-type: none"> <input type="checkbox"/> Investments that improve the operational efficiency of existing arterial and freeway corridors <input type="checkbox"/> Projects that improve connectivity leading to shorter average trip lengths and increased non-auto mode share <input type="checkbox"/> Investments in “complete streets” and safe routes to school measures that improve conditions for walking and bicycling <input type="checkbox"/> Access management and speed management on the arterial system <input type="checkbox"/> Where there are concentrated employment centers, commute transit service and rideshare promotion <input type="checkbox"/> Where high capacity transit stops and stations are located along high capacity transit corridors between cities, transit oriented development with managed parking and car and bike share at stations <input type="checkbox"/> Strategic redevelopment of commercial corridors and dedicated use areas such as large shopping malls and business parks, in order to incorporate Location Efficiency factors.

EXHIBIT C (continued)

Please explain how the project satisfies any of the priorities identified for each place type here

Los Angeles County Metropolitan Transportation Authority (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX A

FUND SOURCE GUIDE

APPENDIX A

2011 TIP Call for Projects

FUND SOURCE GUIDE

INTRODUCTION

This appendix describes the fund sources that are anticipated to be available for programming by MTA through the 2011 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 MTA's Board, MTA 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 MTA may assign other funds that may become available before we complete and adopt the 2011 Call for Projects. The descriptions herein are for information purposes only and cannot be construed to represent the current policies of MTA 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 MTA 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.

STATE REVENUES

Transportation Enhancement Activities Program (TEA)

TEA-21 legislation set aside ten percent (10%) of Surface Transportation Program (STP) funds for the Transportation Enhancement (TE) program. SAFETEA-LU legislation made changes to the set-aside amount, which starting with Fiscal Year 2006 was set to be the greater of ten percent (10%) of the State's STP apportionment or the dollar amount of the TE set-aside for the State for 2005. Although the TEA program is funded with federal revenue, it is included within the State revenue category in compliance with the guidelines of the California Transportation Commission as amended in Resolution G-03-13 (TE Program Reform). This Resolution was adopted in August 2003 to resolve the integration of the TE program into the STIP. This change became effective with the 2004 STIP. TEA funds are for the design and construction of improvements that beautify or enhance the interface between transportation systems and adjacent communities. Eligible enhancement projects include provisions of pedestrian and bicycle facilities and safety and educational activities; scenic easement and/or historic site acquisition; scenic or historic highway programs and preservation; landscaping and other scenic beautification; rehabilitation and operation of historic transportation facilities; preservation of abandoned railway corridors; control and removal of outdoor advertising; archaeological planning and research; environmental mitigation; and the establishment of transportation museums.

FEDERAL TEA-21 AND SAFETEA-LU REVENUES

Regional Surface Transportation Program (STP)

As part of TEA-21 and SAFETEA-LU, 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, inter-modal freight, emission inspection and maintenance (I/M) stations, alternative fuels vehicles and facilities, 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 (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX B

**PROJECT STUDY REPORT EQUIVALENT (PSRE)
GUIDELINES**

**MTA
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 MTA does not fund stand-alone STIP projects for environmental and engineering work; projects funded must have a capital construction component. MTA 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)), MTA 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 MTA'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 MTA 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.

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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 MTA programmed funds are not eligible for hazardous waste problems or mitigation.*

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- 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 MTA 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.*

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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 MTA's Call for Projects shall be responsible for developing and completing the PSRE prior to MTA's application deadline.

VII. PSRE COORDINATION WITH MTA AND LOCAL AGENCY

The PSRE shall be developed and approved by the local agency sponsoring the project. The PSRE shall then be submitted to MTA with the Call for Projects Application. MTA will not approve the PSRE, but requires a locally approved PSRE as a condition for funding consideration.

Please be advised that MTA 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

MTA 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 11 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 MTA**

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? (MTA 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

MTA PSRE GUIDELINES

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. *MTA 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 MTA'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

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(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

FTIP (MPO/RTPA) _____ FY _____ \$ Programmed: _____ Page _____
Amendment No. _____ FTIP PPNO _____ FHWA/FTA Approval Date _____
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/2008stipdev.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

MTA PSRE GUIDELINES

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:

- a) STIP Fact Sheet
- b) Financial plan
- c) Approved cost estimate using appropriate format. Cost estimates must be in FY 11 dollars. The estimate must be attached to the PSRE for the studies and costs performed
- d) 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 11 DOLLARS

PROJECT EXPENSES *		FY 2011-12 (\$000)	FY 2012-13 (\$000)	FY 2013-14 (\$000)	FY 2014-15 (\$000)	FY 2015-16 (\$000)	FY 2016-17 (\$000)	TOTAL (\$000)
<u>CAPITAL EXPENSES:</u>								
1	Design and PS&E							\$0
2	Construction							\$0
3	Construction Engineering							\$0
4	Right-of-Way Acquisition or Lease							\$0
5	Equipment Purchase or Lease (e.g. computers)							\$0
6	Vehicle Purchase or Lease							\$0
<u>OPERATING EXPENSES:</u>								
7	Administration							\$0
8	Operating Costs							\$0
9	Maintenance							\$0
10	Marketing							\$0
<u>OTHER EXPENSES (Specify):</u>								
11							\$0
12	_____							\$0
13	_____							\$0
14	_____							\$0
15	_____							\$0
16	_____							\$0
17	TOTAL PROJECT EXPENSES	\$0	\$0	\$0	\$0		\$0	\$0

* 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 FY11 dollars)

	MTA REQUESTED \$	TOTAL \$
Environmental		
Design Eng		
R/W		
Right of Way		
Construction		
Overhead		
Total		

Proposed Schedule*

Quarter & Year

- Start Environmental Studies
- Draft Environmental Document
- Final Environmental Document
- Begin Design Engineering Plans, Specifications, & Estimates
- Start R/W Acquisition
- R/W Certification
- Ready to Advertise
- Start Construction (award)
- Project Completion (open for use)

* Are the Project Milestones consistent with MTA lapsing policy?

Responsible Agency

Contact Person and Contact Information

Los Angeles County Metropolitan Transportation Authority (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX C

LACMTA, STATE AND FEDERAL LAPSING POLICIES

TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

MOU LAPSING POLICY:

Grantee must demonstrate timely use of the Funds by:

- (i) executing an MOU within ninety (90) days of receiving formal transmittal of the MOU 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 an 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 an 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 an 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.

Los Angeles County Metropolitan Transportation Authority (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX D

MTA'S PARKING POLICY

Los Angeles County Metropolitan Transportation Authority (MTA)
MTA's Parking Policy
July 2003

PURPOSE

This Parking Policy document has been developed to assist MTA 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 MTA parking facilities that operate with available capacity today will likely have demands that exceed current capacity in the foreseeable future. MTA will assess the usage of parking facilities and the projected needs for new facilities annually and present the findings to the MTA Board. This policy applies specifically to MTA facilities. MTA will work with the jurisdictions adjacent to MTA 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: –

MTA 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: –

MTA 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 MTA 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 unmitigatable 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, MTA 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:

MTA has historically focused on developing or improving parking in the immediate proximity of MTA 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 (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX E

**MTA'S INTELLEGENANT TRANSPORTATION
SYSTEMS (ITS) POLICY**



Metro Los Angeles Countywide **Policy and Procedures** ***Intelligent Transportation Systems (ITS)***

POLICY STATEMENT

Federal regulations (23 CFR Parts 655 and 940 Intelligent Transportation System (ITS) Architecture and Standards; Final Rule) now require ITS projects funded with the Highway Trust Fund to conform to the National ITS Architecture and Standards; be guided by a regional architecture with geographic boundaries defined by stakeholder needs; and use systems engineering analysis on a scale commensurate with the project scope. It is Metro's Policy to abide by the Federal ITS regulations and requirements for those agencies seeking federal funding programmed by Metro for projects subject to this rule. For consistency and to maximize benefits, Los Angeles Countywide ITS Policy and Procedures is also applied to projects with state and local funding sources programmed and administered by the Metro.

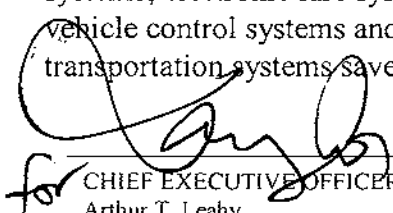
PURPOSE


The purpose of this policy is to monitor funding compliance with the Federal Transit Administration (FTA) National ITS Policy and Federal Highway Administration (FHWA) ITS Final Rule.

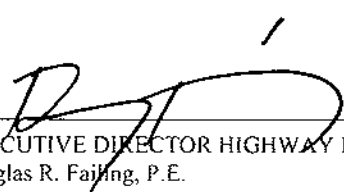
APPLICATION

This policy applies to all ITS projects funded from the Highway Trust Fund. This includes funding through the Mass Transit Account and any other funds distributed by the FTA and the FHWA. In addition it applies to all ITS project funds programmed and administered by Metro through the Call For Projects, and Propositions A and C Local Return revenues if they were being used to match state and federal funds.

ITS involves the use of advanced computer, electronic and communications technologies to increase the safety and effectiveness of the surface transportation system. Metro encourages the use of ITS technologies to enhance the productivity of the existing infrastructure and vehicles that carry passengers, goods and services in Los Angeles County (e.g., highways, streets, bridges, mass transit vehicles and tracks). Some examples of transportation systems supported by ITS technologies include: advanced traffic signals; automated bus and maintenance vehicle location systems; electronic fare systems; electronic roadside and transit information signs; automated vehicle control systems and traveler information systems. Adding such technologies to our transportation systems saves lives, time and money.


for CHIEF EXECUTIVE OFFICER
Arthur T. Leahy


EXECUTIVE DIRECTOR COUNTYWIDE PLANNING
Martha Welborne, FAIA


EXECUTIVE DIRECTOR HIGHWAY PROGRAMS
Douglas R. Failing, P.E.



Los Angeles Countywide Metro Policy and Procedures *Intelligent Transportation Systems (ITS)*

POLICY STATEMENT

Federal regulations (23 CFR Parts 655 and 940 Intelligent Transportation System (ITS) Architecture and Standards; Final Rule) now require ITS projects funded with the Highway Trust Fund to conform to the National ITS Architecture and Standards; be guided by a regional architecture with geographic boundaries defined by stakeholder needs; and use systems engineering analysis on a scale commensurate with the project scope. It is Metro's Policy to abide by the Federal ITS regulations and requirements for those agencies seeking federal funding programmed by Metro for projects subject to this rule. For consistency and to maximize benefits, Los Angeles Countywide ITS Policy and Procedures is also applied to projects with state and local funding sources programmed and administered by the Metro.

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This policy applies to all ITS projects funded from the Highway Trust Fund. This includes funding through the Mass Transit Account and any other funds distributed by the FTA and the FHWA. In addition it applies to all ITS project funds programmed and administered by Metro through the Call For Projects, and Propositions A and C Local Return revenues if they were being used to match state and federal funds.

ITS involves the use of advanced computer, electronic and communications technologies to increase the safety and effectiveness of the surface transportation system. Metro encourages the use of ITS technologies to enhance the productivity of the existing infrastructure and vehicles that carry passengers, goods and services in Los Angeles County (e.g., highways, streets, bridges, mass transit vehicles and tracks). Some examples of transportation systems supported by ITS technologies include: advanced traffic signals; automated bus and maintenance vehicle location systems; electronic fare systems; electronic roadside and transit information signs; automated vehicle control systems and traveler information systems. Adding such technologies to our transportation systems saves lives, time and money.

CHIEF EXECUTIVE OFFICER
Arthur T. Leahy

EXECUTIVE DIRECTOR COUNTYWIDE PLANNING
Martha Welborne, FAIA

EXECUTIVE DIRECTOR HIGHWAY PROGRAMS
Douglas R. Failing, P.E.



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Los Angeles Countywide Policy and Procedures *Intelligent Transportation Systems (ITS)*

1.0 PROCEDURES

1.1 ITS Project Definition

An ITS project is defined as “any project that in whole or in part funds the acquisition of technologies or systems of technologies that provide or significantly contribute to the provision of one or more ITS User Services as defined in the National ITS Architecture.” See attachment A for ITS User Services version 6.1. This definition applies equally to both projects that are internal and external to Metro.

1.2 ITS Project Planning and Development

During project planning and development, all external agency project sponsors and Metro internal departments must certify that the project ITS elements are consistent with the Los Angeles County Regional ITS Architecture by filling out the “Consistency Self-Certification Form” (Attachment B). Failure to meet the requirements of this policy may result in delaying the programming and allocation of federal, state and local funds.

1.3 Los Angeles County Regional ITS Architecture

The purpose of the Los Angeles County Regional ITS Architecture is to maximize the benefits of all of the investments in ITS technology by promoting their integration and following the system engineering process. Integration gives access to data for multiple partners at little or no additional investment. The Regional ITS Architecture for Los Angeles County can be found at www.riits.net. It describes the process and the roles and responsibilities for maintaining the Regional Architecture after it is adopted.

The Los Angeles Regional ITS Architecture is used as the base framework for SCAG’s high level Regional ITS Architecture. This architecture covers the six counties that constitute the SCAG Region, and is also consistent with the California Statewide ITS Architecture and System Plan. Both the SCAG and State ITS architectures will ensure regional and statewide coordination and consistency at all levels and integration within the same communication framework.

The Los Angeles County Regional ITS Architecture provides a framework for ensuring institutional agreement and technical integration of ITS projects or groups of projects. Current or future ITS project sponsors receiving funding programmed and administered by Metro should acquaint themselves with the Los Angeles Regional ITS Architecture and participate in its future development. The Los Angeles County Regional ITS



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Los Angeles Countywide Policy and Procedures *Intelligent Transportation Systems (ITS)*

Architecture and Plan must also be maintained and be consistent with the region's transportation plans and improvements programs.

To support the need for consistency with the Los Angeles Regional ITS Architecture, the Metro Highway Programs is responsible for:

- Making consistency information available to external agencies and Metro internal departments;
- Reviewing and adding consistency requirements to the Metro Call for Projects requirements;
- Reviewing and adding consistency requirements to Prop A and Prop C funding guidelines;
- Reviewing and adding consistency requirements to Short Range Transit Plan (SRTP) countywide guidelines;
- Coordinating with transportation, transit agencies, emergency service providers and Metro internal Departments to define their ITS projects, their concept of operations and providing assistance to meet the consistency requirements; and developing necessary integration interfaces to the Los Angeles County Regional ITS Architecture;
- Providing support and guidance to transportation, transit agencies and emergency service providers using the Regional ITS Architecture guide book and tools for interface development;
- Participating and ensuring inter-agency system operation and management agreements are executed as appropriate and described in the Los Angeles Regional ITS Architecture;
- Administering the function and expansion of Los Angeles County Regional ITS Architecture; organizing ITS coordination committees and working groups that address technical and institutional issues that are associated with the operation, upgrade and maintenance of the Los Angeles Regional ITS Architecture; and
- Maintaining and updating the Los Angeles Regional ITS Architecture Plan for incorporation into the Southern California Associated Government (SCAG) Regional ITS Plan, Regional Transportation Plan (RTP), and Metro's Long Range Transportation Plan (LRTP) and Short Range Transportation Plan (SRTP).



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Los Angeles Countywide Policy and Procedures *Intelligent Transportation Systems (ITS)*

1.4 ITS Project Compliance

1.4.1 To ensure compliance with the ITS Policy, all ITS project sponsor agencies including Metro internal departments are required to complete the Los Angeles County Regional ITS Architecture Consistency Certification Form (Attachment B) and to self certify that their project's ITS elements in whole or in part are consistent with the Los Angeles County Regional ITS Architecture through the following:

- Identification of ITS systems elements
- An outline concept of operations for the project;
- Identification of participating agency roles and responsibilities;
- A commitment to perform a lifecycle analysis for all ITS system elements;
- A commitment to maintain and operate the system after the project completion;
- A commitment to the use of systems engineering either directly by the agency and or their vendors;
- A commitment to document the systems engineering steps followed at project completion; and,
- A commitment that the project will address the use of standards in the context of the Los Angeles County Regional ITS Architecture and participate in the configuration management process.

This self-certification should be completed and submitted at the time of the submittal of the project application. As an additional aid to understanding the system engineering process, a major reference resource is the Caltrans Local Assistance Home Page:

www.dot.ca.gov/hq/LocalPrograms. The Local Programs Procedures Manual Update LPP 04-04 deals specifically with ITS projects and includes detailed guidelines for compliance with the regulations including discussion of the process and application of systems engineering to ITS projects. Additional federal guidelines will be made available on the Regional ITS Architecture website (www.riits.net) when they are completed.



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Los Angeles Countywide
Policy and Procedures
Intelligent Transportation Systems (ITS)

REVISION HISTORY

Version No.	Date Submitted	Comments
Revision 09-24-10	9/24/10	Updated official signature blocks, National ITS Architecture User Service document (version 6.1)

ATTACHMENTS

A: Elements of National ITS Architecture User Services (Version 6.1)

**B: Los Angeles County Regional ITS Architecture Consistency
Self-Certification Form**



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Los Angeles Countywide Policy and Procedures *Intelligent Transportation Systems (ITS)*

ATTACHMENT A

Elements of National ITS Architecture User Services (Version 6.1)

1. Travel And Traffic Management

- 1.1 Pre-trip Travel Information
- 1.2 En-route Driver Information
- 1.3 Route Guidance
- 1.4 Ride Matching And Reservation
- 1.5 Traveler Services Information
- 1.6 Traffic Control
- 1.7 Incident Management
- 1.8 Travel Demand Management
- 1.9 Emissions Testing And Mitigation
- 1.10 Highway Rail Intersection

2. Public Transportation Management

- 2.1 Public Transportation Management
- 2.2 En-route Transit Information
- 2.3 Personalized Public Transit
- 2.4 Public Travel Security

3. Electronic Payment

- 3.1 Electronic Payment Services

4. Commercial Vehicle Operations

- 4.1 Commercial Vehicle Electronic Clearance
- 4.2 Automated Roadside Safety Inspection
- 4.3 On-board Safety And Security Monitoring
- 4.4 Commercial Vehicle Administrative Processes
- 4.5 Hazardous Materials Security And Incident Response
- 4.6 Freight Mobility

5. Emergency Management

- 5.1 Emergency Notification And Personal Security
- 5.2 Emergency Vehicle Management
- 5.3 Disaster Response And Evacuation

6. Advanced Vehicle Safety Systems

- 6.1 Longitudinal Collision Avoidance
- 6.2 Lateral Collision Avoidance
- 6.3 Intersection Collision Avoidance
- 6.4 Vision Enhancement For Crash Avoidance
- 6.5 Safety Readiness
- 6.6 Pre-crash Restraint Deployment
- 6.7 Automated Vehicle Operation

7. Information Management

- 7.1 Archived Data

8. Maintenance And Construction Management

- 8.1 Maintenance And Construction Operations



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Los Angeles Countywide
Policy and Procedures
Intelligent Transportation Systems (ITS)

ATTACHMENT B

***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 MTA 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. _____



Metro

Los Angeles Countywide Policy and Procedures *Intelligent Transportation Systems (ITS)*

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. Doug R. Failing, P.E., Executive Director Highway Programs, Atten: RIITS Program

Los Angeles County Metropolitan Transportation Authority (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX F

RIGHTS-OF-WAY PRESERVATION GUIDELINES

Los Angeles County Metropolitan Transportation Authority (MTA)
Rights-of-Way Preservation Guidelines
February 2000

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 MTA 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

March 23, 2000 – Rights-of-Way Preservation Guidelines

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](#)

MTA RIGHTS-OF-WAY PRESERVATION GUIDELINES

(As approved by the MTA 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 MTA real property assets including non-operating rights-of-way and other MTA-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 MTA. 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.

MTA 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 MTA rights-of-way. In addition, MTA 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 MTA'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 MTA's property with MTA'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 MTA'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 MTA'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 MTA 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 MTA 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 MTA, where appropriate.

If allowed, imported soil must meet MTA's specifications for clean backfill material guidelines, and the lessee shall be required to follow MTA'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 MTA'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 MTA'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 MTA's CEO or his designee.

Exceptions to the bikeway guideline for other MTA 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 MTA's sole opinion, it is in the best economic interests of MTA 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 MTA of its anticipated lost revenue stream, for a period of not less than ten (10) years, as determined by MTA 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 MTA and/or future support for any transit project.

GRADE CROSSINGS

Grade crossings of an MTA-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 MTA 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 MTA 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 MTA's CEO.

Los Angeles County Metropolitan Transportation Authority (MTA)

**2011 Transportation Improvement Program
Call for Projects**

APPENDIX G

**SCAG'S STRATEGIES FOR GREENHOUSE GAS
REDUCTIONS**

Sustainable Strategies

SCAG has identified sustainable strategies for the Signal Synchronization & Bus Speed Improvements mode. These strategies are:

- Traffic flow improvement programs that reduce emissions
- Dynamic transit station signs that indicate time remaining before next arrival (“Next Bus” signs)
- Traffic signals on designated bicycle routes that have separate indicators for bicyclists

SCAG has also identified sustainable strategies for the Bikeway Improvements mode. These strategies are:

- Installation of secure bicycle parking facilities (i.e., bike lockers or bike stations) next to transit stations and major destinations, where the expectation is the bicycle will be unattended for many hours
- Installation of secure bicycle parking facilities in downtown areas or other areas of emission concentration, including wayfinding signage for bicycle parking

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