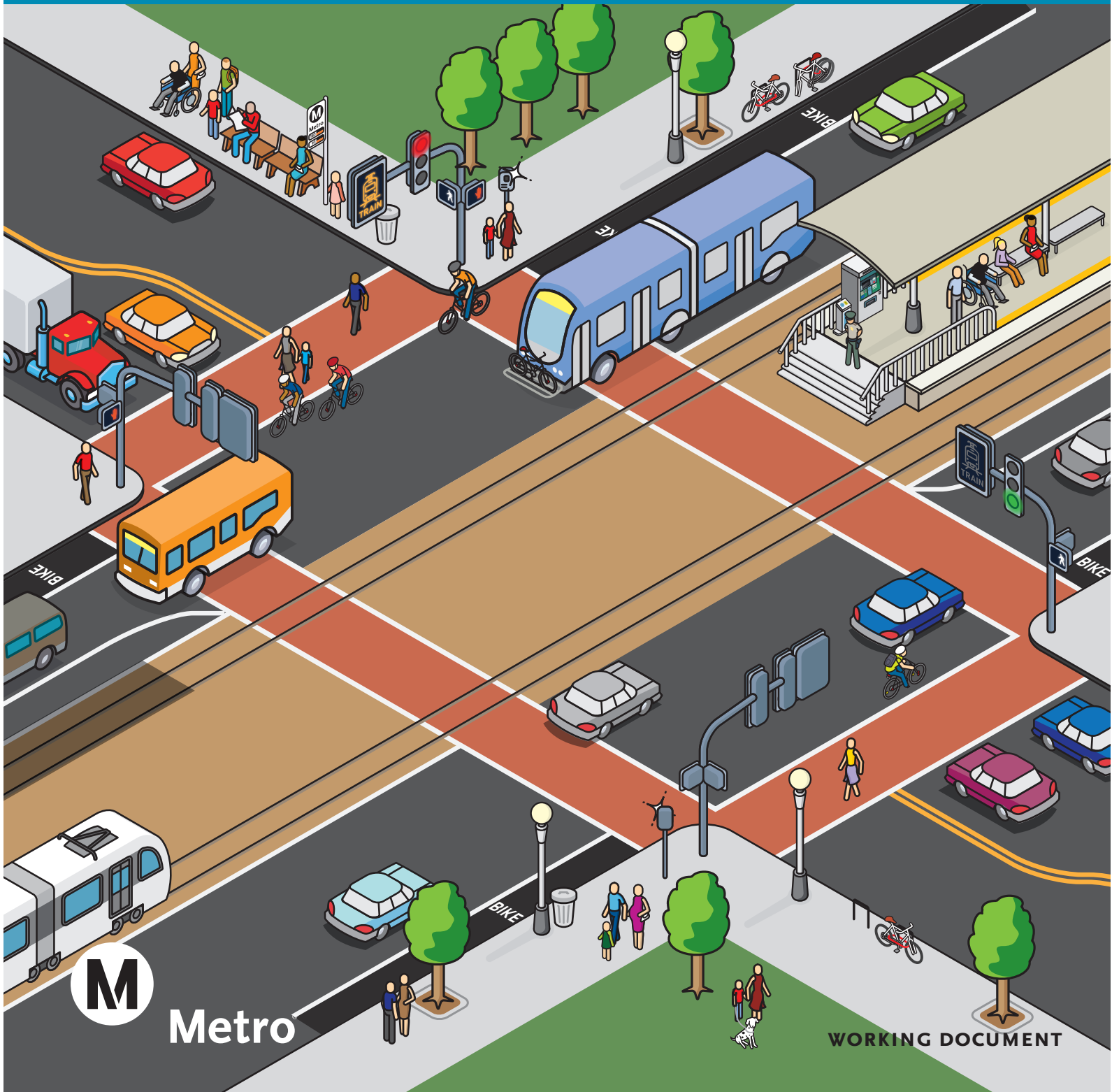


# 2013 CALL FOR PROJECTS DRAFT

APPLICATION PACKAGE





# 2013

## Call for Projects Applicant Workshop

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

- Regional Surface Transportation Improvements
- Goods Movement Improvements
- Signal Synchronization & Bus Speed Improvements
- Transportation Demand Management
- Bicycle Improvements
- Pedestrian Improvements
- Transit Capital
- 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
- Funding Agreement (FA)/ Letter of Agreement (LOA) Processing
- Local Match Requirements

**DATE:**

Wednesday  
October 10, 2012  
10 am – 1 pm

**LOCATION:**

Metro Gateway Building  
One Gateway Plaza, Boardroom, 3<sup>rd</sup> Floor  
Los Angeles, CA 90012

**Contact:**

doreen Morrissey  
ilda Licon

(213) 922-3704  
(213) 922-2805



**Metro**



**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 CALL FOR PROJECTS**

**APPLICATION PACKAGE**



Los Angeles County Metropolitan Transportation Authority (MTA)

2013 Call for Projects

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# Project/Modal Application Index

Modal Application	Eligible Projects
<p>Regional Surface Transportation Improvements (see page 49)</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, 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. Multimodal projects are encouraged.</p>
<p>Goods Movement Improvements (see page 65)</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/facilities.</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 generators (warehouse/distribution centers). Project may include a minor Rehabilitation, Restoration and Resurfacing (3R) component of a larger Goods Movement Improvement.</p>
<p>Signal Synchronization &amp; Bus Speed Improvements (see page 81)</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 103)</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>Bicycle Improvements (see page 121)</p>	<p>Projects that provide access and mobility for local and regional bicycle travel, gap closures that connect bikeway networks, on-street improvements to transit hubs, high-capacity bicycle parking, and innovative projects that promote bicycling. Rehabilitation, Restoration, and Resurfacing (3R) are eligible as a component of a larger project.</p>
<p>Pedestrian Improvements (see page 137)</p>	<p>Provides capital funds for the construction of projects that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project's construction. Eligible projects may include: sidewalk construction, extensions and widening; curb ramps (as part of sidewalk reconstruction); enhanced pedestrian crossing features; landscaping; signage; lighting; and street furniture. 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.</p>
<p>Transit Capital (see page 153)</p>	<p>Bus purchases and construction of or improvement to transit centers, bus layover areas, park and ride lots, transit stops, commuter rail stations, and transit maintenance facilities.</p>

Transportation  
Enhancement Activities  
(see page 171)

Provisions of facilities for pedestrians and bicycles, preservation of abandoned railway corridors, acquisition of scenic or historic sites, scenic or historic highway programs, landscaping, streetscapes 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 and educational activities for pedestrian and bicyclists, and reduction of vehicle-caused wildlife mortality.



## Los Angeles County Metropolitan Transportation Authority (MTA) 2013 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 competitive, regionally significant projects. Depending on the modal category, funds will be available beginning Fiscal Year 2014-15 and will be allocated for five years. The deadline for applying is **January 18, 2013**.

**Who can apply?** 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 one of the above public agencies. MTA may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

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

- Regional Surface Transportation Improvements – Capital improvement projects on regionally significant arterial highways which improve traffic flow and reduce congestion, such as: bottleneck intersection improvements, closure of gaps in the arterial system, and other arterial improvements. Project must be on the public right-of-way. Rehabilitation, Restoration and Resurfacing (3R) are eligible as a component of a larger capacity-enhancing project. Multimodal projects are encouraged (see page 49).
- Goods Movement Improvements – Grade separations, roadway geometric and operational improvements, intersection improvements, truck access improvements and other capacity enhancements on regionally significant roadways, major and secondary arterials, high truck volume arterials, dedicated truck routes, de-facto truck routes and/or other major freight corridors/facilities.

Project must be located on a public facility/structure that serves local and regional needs, supports industrial and commercial land uses and provides access to and from major activity centers, railyards, ports (air and sea) and other freight generators (warehouse/distribution centers). Project may include a minor Rehabilitation, Restoration and Resurfacing (3R) component of a larger Goods Movement Improvement (see page 65).

- Signal Synchronization and Bus Speed Improvements – Traffic signal synchronization, transit preferential treatment and priority systems, bottleneck intersection improvements, traffic control and monitoring systems, and Intelligent Transportation System (ITS) (see page 81).
- Transportation Demand Management (TDM) – Technology and/or innovation-based strategies, Ridesharing Incentive/Disincentive Programs, Parking Management Programs, Transportation Facilities Amenities, Commuter Service Centers, and New and Unique Demonstration Projects (see page 103).
- Bicycle Improvements – Projects that provide access and mobility for local and regional bicycle travel, gap closures that connect bikeway networks, on-street improvements to transit hubs, high-capacity bicycle parking, and innovative projects that promote bicycling. Rehabilitation, Restoration, and Resurfacing (3R) are eligible as a component of a larger project (see page 121).
- Pedestrian Improvements – Provides capital funds for the construction of projects that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project’s construction. Eligible projects may include: sidewalk construction, extensions and widening; curb ramps (as part of sidewalk reconstruction); enhanced pedestrian crossing features; landscaping; signage; lighting; and street furniture. 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 (see page 137).
- Transit Capital – Bus purchases and construction of or improvement to transit centers, bus layover areas, park and ride lots, transit stops, commuter rail stations, and transit maintenance facilities (see page 153).
- Transportation Enhancement Activities (TEA) – Provisions of facilities for pedestrians and bicycles, preservation of abandoned railway corridors, acquisition of scenic or historic sites, scenic or historic highway programs, landscaping, streetscapes 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 and educational activities for pedestrian and bicyclists, and reduction of vehicle-caused wildlife mortality (see page 171).

**How much money is available?** The funds available will vary by modal category. A total of about \$186.5 million is expected to be available for the 2013 Call. The preliminary fund estimate is approximately \$150 million and about \$36.5 million was deobligated in the 2012 Recertification/Deobligation process. Additional funds may become available if more projects are deobligated in 2012. Preliminary Funding Marks will be available in Spring 2013 before MTA’s Preliminary Staff Recommendations are scheduled to be released in July 2013.

**Where do I go with questions?** Page 24 lists “MTA’s 2013 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 **Wednesday, October 10, 2012**, (see Workshop flyer in front of this application) to review application requirements, changes from previous Call for Projects, and to provide additional information. Also at this workshop, MTA staff will announce the availability of subregional workshops. These workshops will be scheduled at the request of the subregions.

**Moving Ahead for Progress in the 21st Century (MAP-21)** is the new federal Surface Transportation Act that was signed in to law on July 6, 2012. Prior to this overhaul of federal surface transportation laws, the last major changes at the federal level occurred with the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), more than 20 years ago. Given the major changes inherent in MAP-21, a measured approach to implementation is in order. A measured approach will allow time to receive additional guidance from the Federal Department of Transportation. Legislative action is currently being pursued in Sacramento for the State to establish within California a “status quo” approach to apportionment formulas for the new and consolidated programs in MAP-21. While it is to be seen what comes of these efforts, project sponsors can expect to be notified of any changes resulting from the state’s implementation of MAP-21.

### **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 amounts vary among Calls, depending on sales tax revenue. State sources included Transportation Alternatives (TA) and the amount varies depending on the state’s budget situation. Federal funds include Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP). Funding for prior Calls has ranged in value from a total of \$120 to \$800 million and covered anywhere from four to six years. Many of the funding sources have restrictions on use and are limited to specific modal categories.

The transportation modes funded through the Call also changed over time. Pedestrian improvements were separated from the Bicycle Improvements category, Freeway Improvements have been removed from the Call and are programmed through the LRTP, and Goods Movement Improvements was separated from the Regional Surface Transportation Improvements category.

## **Call for Projects Goals**

Goals have been developed for the 2013 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 countywide greenhouse gas (GHG) emissions and to reducing, re-using and recycling internal resources. Similar to previous funding cycles, this Call awards points to projects that support efforts to create a more sustainable transportation system, including those that contribute to GHG emission reduction goals and targets established by state law. While the strategies and impacts associated with incorporating sustainability into projects will differ across modes, the Call for Projects recognizes that sustainability should be an element of every project and assigns an equal number of points to this goal across modes.

To further MTA's Sustainability Program, the 2013 Call for Projects builds upon past success by incorporating sustainable design elements as a requirement for program funding, rather than as a component of the evaluation criteria. This change from previous funding cycles acknowledges that sustainable design practices (including items like the use of energy efficient lighting) are now commonplace, more easily incorporated into design, and often contribute to the overall cost-effectiveness of a project.

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

As part of the development of the RTP/SCS, SCAG developed a list of possible mitigation measures, which include greenhouse gas reduction strategies that project sponsors may wish to consider<sup>1</sup> in completing their applications.

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1

[http://rtpscs.scag.ca.gov/Documents/peir/2012/final/2012fPEIR\\_AppendixG\\_ExampleMeasures.pdf](http://rtpscs.scag.ca.gov/Documents/peir/2012/final/2012fPEIR_AppendixG_ExampleMeasures.pdf)



## IMPORTANT PROGRAM REQUIREMENTS

For the 2013 Call for Projects, the important program requirements follow. *The NEW requirements are italicized.*

- **2013 Call for Projects Online Application:** The 2013 Call for Projects Application Package, Part I-General Project Information and Part II-Project Financial Plan and Part III-Modal Category Information, will be available on-line for project applicants to fill in the required data for their application information.

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

A complete application package, comprised of Parts I, II, and III (general, financial, and modal applications), along with the appropriate documents, as well as a CD-R or DVD of each application, must be submitted by the application submittal deadline of **January 18, 2013. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed.**

- **Audit Issues:** MTA may withhold awarding funds or delay executing an FA or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any FA/LOA terms and/or Scopes of Work (such as misuse of funds, not returning money that an audit indicated should be returned or disallowable costs). Projects from such applicants will be evaluated and perhaps awarded funds; however, any outstanding audit issues must be resolved within 90 days of MTA Board approval of the 2013 Call for Projects or the funds may be rescinded.
- ***Bicycle Improvements and 3R Component: Bicycle improvement projects may include a Rehabilitation, Reconstruction, Resurfacing (3R) component of up to 20% of total project costs.***
- ***Construction:*** All projects must contain a construction component. The Call for Projects will only fund design or right-of-way purchase in conjunction with construction. ***This requirement does not apply to bus vehicle purchases or TDM projects.***
- ***Criterion Weighting: Weighting has changed for three of the evaluation criteria. Local Match overmatch has been reduced to a maximum of five points. Regional Significance and Intermodal Integration has increased by five points for GMI and TEA and Project Need and Benefit to Transportation System has increased by five points for all other modes.***
- **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. Additionally, state and federal funding require that a sponsor meet state regulations to award a project's construction contract within six (6) months from the date of the allocation of funds or risk the California Transportation Commission (CTC) lapsing those funds. Applicants are advised to review the Local Assistance Procedures Manual and the Local Assistance Program Guidelines prepared by the Division of Local Assistance of Caltrans.

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

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

Project sponsors can now use federal funds (such as STP-L and demo funds) as their match even if the grants are federally funded. However, toll credits cannot be used to

supplant, replace, or reduce the project sponsor's matching contribution. Project sponsors must still provide a matching contribution in the proportion required by the modal category—but the match may now consist entirely of federal funding.

This change is effective immediately and applies to existing Call for Projects grants as well. If in the future, toll credits are eliminated, successful project sponsors will once again be required to provide match denominated in local funds in the appropriate proportion. For more information, please contact Patricia Chen at (213) 922-3041.

- ***Funding Agreement, Letter of Agreement, STIP Letter of Agreement, and Transit Letter of Agreement:*** Should a project applicant be awarded funds in the 2013 Call for Projects, the applicant is deemed a project sponsor in order to enter into funding agreements with MTA, such as a Funding Agreement (FA), Letter of Agreement (LOA), State Transportation Improvement Program (STIP) LOA or Transit LOA. Upon project selection and in the first year that funds are programmed, a FA, LOA, STIP LOA, or Transit LOA between MTA and the project sponsor must be executed. A FA is required for all Proposition C-funded projects, a STIP LOA is required for all STIP-funded projects, including Transportation Enhancement Activities (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 FA, LOA, STIP LOA, and Transit LOA boilerplates are available in Appendix G and on the Internet at: [http://www.metro.net/projects/call\\_projects](http://www.metro.net/projects/call_projects). Please be advised that these boilerplates are subject to change.*

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

- ***Glossary of Acronyms:*** To respond to changing state and federal legislation and MTA Board policy and to assist potential project sponsors, staff is developing a glossary of acronyms. It will be posted on the Call for Projects webpage at a later date, mailed to individuals in the Call for Projects database, and distributed at Call for Projects Workshops.
- **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%.
- **Impact Checklist:** The Impact Checklist is a pass/fail requirement for continuing the evaluation process, and is located in General Project Information, Part I, of the Application Package. It is intended to document how the needs of pedestrians and bicyclists were considered in the process of planning and/or designing the proposed

project. Project applicants for all modes, except TDM, must complete Parts I and II of the Impact Checklist. TDM applicants complete Part III of the Impact Checklist.

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

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 2013 Call for Projects scheduled for September 2013.
- **Local Match Federal Funds Assignment:** If in the future, toll credits are eliminated and MTA assigns federal funds to your project, and federal funds are already included as part of your Local Match, you may be required to provide additional non-federal (cash) funds of 11.47% to match. For more information, please contact Patricia Chen at (213) 922-3041.
- ***Local Match and Measure R Highway Operational Improvement Funds: Project applicants can use any combination of local funds, including Measure R Subregional Highway Operational Improvement dollars, towards the minimum Local Match percentage, provided that the project is included in a MTA Board-approved Subregional project list at or before the January 2013 MTA Board Meeting. Measure R Subregional Highway Operational Improvement dollars must not exceed the minimum Local Match percentage requirements. If a particular project sponsor would like to provide an overmatch, the local jurisdiction would need to use their own***

*funds (other than Measure R Subregional Highway Operational Improvement dollars).*

- **Local Match Overmatch:** As with past Call for Projects, additional Local Match funding above the required minimum will result in a higher score. ***Overmatch points have been reduced from 10 points in past Calls to five points in the 2013 Call for Projects to respond to current economic conditions.***
- **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.
- **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 is responsible for coordinating with MTA's Real Estate Department and ensuring consistency with MTA's Right-of-Way policy if the project is either adjacent to, or encroaches upon, MTA property or requires a license for its use from MTA. 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.

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

- **MTA's Share Responsibility:** The MTA Board-approved 2013 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 32-member, countywide, multimodal Technical Advisory Committee (TAC) and its Subcommittees in development of the application and evaluation criteria for each modal category.
- **Multimodal Applications:** Project applicants should submit a project in the modal category with which it is mostly associated and in which the project would score the highest possible points under the evaluation criteria. The amount of points and

weighting percentages are provided for each of the evaluation criteria in the Call Application Package. Large projects with distinct multimodal components should submit applications in separate modal categories (Part III of the Application Package) and in the General Application (Part I), and cross-reference the project name and description of the other modal category applications that are being submitted. Projects submitted in this manner must be able to stand alone without the other modal components because each application will be evaluated independently and all of the components may not be approved for funding. If project applicants have questions regarding how to submit a complete and thorough application, they should contact the modal leads identified on page 24.

- **Overhead Rates:** The Applicant's current overhead rate must be certified in compliance with Federal Acquisition Regulation (FAR) Subpart 31. If the current rate is not available, the Applicant must provide an estimated overhead rate in compliance with FAR Subpart 31. Prior to starting the project, the Applicant must provide the certified rate or estimated rate based on FAR Subpart 31.
- ***Operations and Maintenance Costs:*** *The Call for Projects does not fund operations and maintenance costs so project applicants should consider those costs as they develop their scopes of work.*
- **Partial Funding:** MTA reserves the right to partially fund a project grant request so long as the project remains feasible.
- ***Pedestrian Improvements:*** *Project applicants awarded funding will be required to provide before- and after-pedestrian (and bicycle, if applicable) counts, colored photos, and any applicable graphics.*
- ***Pedestrian Guidebooks:*** *The Call for Projects does not fund pedestrian guidebooks unless they are a component of a larger pedestrian/construction improvement project.*
- **Project Administration:** Project management/administration is capped at a maximum of 10% of the total project cost.
- **Project Funding Disclosure:** Project applicants are required to disclose and self-certify grant funding obtained from all sources. Applications that do not fully disclose all grant funding may be disqualified and not evaluated for funding.
- ***Project Funding Request Caps:*** *Project funding request caps have been established for three of the modes—RSTI, Bicycle, and Pedestrian Improvements. For RSTI, the individual project funding request cap is \$6 million while the cap is \$2.5 million for the Bicycle and Pedestrian Improvements modal categories. Applications that do not respect these caps may be disqualified and not evaluated for funding.*

- **Project Readiness:** The 2013 Call for Projects Application Package and Evaluation Criteria emphasize 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 will only accept applications for projects that include a construction element. Therefore, MTA requires an approved Caltrans' Project Study Report/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. Each modal application provides detailed information on the PSR/PDS and PSRE requirements. In addition, Appendix B of this application package contains the MTA PSRE guidelines.

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

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

- **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 18, 2013). Projects recommended for funding with in-kind match of land will be reviewed by MTA’s Real Estate Department.

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

- **Ridership Data:** Ridership data can be requested directly from Records Management at RMC@metro.net
- ***Right-of-Way:*** *If the sponsor desires to use any project facility or any real property purchased to implement the project to generate revenue, project sponsor shall first obtain MTA's written consent prior to entering into any such revenue-generating arrangement (funded by Local Funds only).*
- **SAFETEA-LU Project Eligibility:** SAFETEA-LU Earmark Projects are eligible to compete for funding in modal categories based on their merits. The PSR, or if applicable, PSR/PDS, or equivalent scoping document, and Part II–Project Financial Plan of the 2013 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 2013 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. ***Project sponsors may not submit cost increases for a project work scope previously approved by the MTA Board.***
- ***Sustainable Design Elements:*** *Project sponsors awarded funding through the 2013 Call for Projects must consider sustainable design elements. Sponsors are required to attend MTA-hosted training on sustainable design, develop a Sustainable Design Plan, and report on implementation of the Sustainable Design Plan. Additional information is available in Appendix J.*

*Previously, applicants received points for reducing the construction-related and long-term environmental impacts of projects by incorporating sustainable design elements. These elements are now mandatory for all projects.*

- ***TA-Eligible Projects:*** *For projects eligible for TA funding (Bicycle, Pedestrian, and TEA modal categories) and to comply with SB 286, project applicants are required to submit a California Association of Local Conservation Corps signature page, indicating that they have contacted a local community conservation corps (CCC) regarding the CCC's ability to participate in the scope of work identified in the project application. Please refer to Appendix H for additional information.*
- **TA Dollars for Bikes and Peds:** A portion of the TA dollars will be used to fund the Bicycle Improvements and Pedestrian Improvements modal categories. The balance



of TA funds will be used to fund ten (10) other transportation-related activities allowed by existing Caltrans program requirements in a separate modal application category (TEA). 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)

### 2013 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 21<sup>st</sup> Century (TEA-21), Federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), and Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). 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) 2013 Call for Projects will program a variety of local, state, and federal revenues to regionally significant capital projects throughout the County. These funds will be programmed in coordination with several other planning and programming processes, taking into consideration regional needs. MTA will program funds through the Call for Projects consistent with the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), the Air Quality Management Plan (AQMP), and all applicable federal, state, and local requirements.

To take advantage of the flexibility of various funding sources, 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 this Call Application Package.

Large projects with distinct multimodal components should submit separate applications in each modal category (Part III of the Application Package) and in the General Application (Part I), cross-reference the project name and description of the other modal category

applications that are being submitted. Projects submitted in this manner must be able to stand alone without the other modal components because each application will be evaluated independently and all of the components may not be approved for funding in the Call for Projects process. If project applicants have questions regarding how to submit a separate, complete and thorough application, they should contact the modal leads identified on page 24.

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 18, 2013. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed.**

- Regional Surface Transportation Improvements (RSTI)
- Goods Movement Improvements (GMI)
- Signal Synchronization and Bus Speed Improvements (Signal Synch)
- Transportation Demand Management (TDM)
- Bicycle Improvements (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 18, 2013. 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>.

Contact **Rena Lum** at (213) 922-6963, if you are unable to access the files from the Internet.

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

**PROJECT EVALUATION PROCESS AND SCHEDULE**

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

**EVALUATION CRITERIA WEIGHTS BY MODE**

CRITERIA	RSTI	GMI	Signal Synch	TDM	BIKES	PEDS	Transit Capital	TEA
Regional Significance & Intermodal Integration	35	35	30	30	30	30	30	30
Project Need & Benefit to Transportation System	30	30	35	35	35	35	35	35
Local Match	5	5	5	5	5	5	5	5
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 application requirements 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. (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 transit projects.
- The degree to which the project provides access to regional trip generators, regional activity centers, fixed guideway, and Metrolink, and improves access between jurisdictional or community plan area boundaries.
- The degree to which the project promotes improvements among modes and 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 congestion/overcrowding.
- The importance of the project to the effective operation and management of existing transit 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 ability to advance the goals and priorities of the adopted Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- The jurisdiction/agency demonstrates that the project is complemented by programs or activities that will implement the RTP/SCS, while also increasing the effectiveness of the project.

## 2013 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 2013. A tentative schedule for the 2013 Call for Projects is as follows:

- October 2012                      “Working Document” Application Package Mailed
- October 10, 2012                Project Applicant Training Workshop  
10:00 am - 1:00 pm  
MTA Board Room (3<sup>rd</sup> Floor)  
One Gateway Plaza  
Los Angeles, CA 90012
- October 25, 2012                “Working Document” Application Package Submitted to  
MTA Board for Adoption
- November 2012                 Supplement to “Working Document” Application  
Package, if necessary
- January 18, 2013                **Applications Due — 3:00pm**
- January 21-June 2013         Project Application Evaluation Period - Projects to be  
Evaluated by MTA Staff and Subsequently Presented to  
TAC Subcommittees and TAC for Review and Comments
- June 2013                         MTA Board review of Preliminary Staff Recommendations
- Weeks of July 15 and         Special TAC and TAC Subcommittee Meetings to Review  
July 22, 2013                     Preliminary Staff Recommendations
- July 30-31, 2013                TAC Meetings to Hear Project Presentations/Appeals  
and to Take Action on Projects Recommended  
for Funding
- Mid-August 2013                MTA Board Review of Staff Recommendations including  
TAC Comments and Board Member Comments on  
Project Rankings
- September 2013                 Draft Transmittal to the Southern California Association  
of Governments (SCAG)
- September 18, 2013            MTA Planning and Programming Committee Action on  
Call for Projects

- September 26, 2013 MTA Board Adoption of Call for Projects
- October 2013 Successful Project Sponsor Workshop
- October 2013 Final TIP Submittal from Project Sponsors/Local Agencies to MTA Programming and Policy Analysis of ALL Projects through the ProgramMetro TIP Database <https://program.metro.net>
- December 2013 Final 2015 County TIP Transmittal to SCAG
- Summer 2014 SCAG 2015 RTIP Approval
- December 2014 U.S. Department of Transportation 2015 TIP

## **PRELIMINARY FUND ESTIMATES AND PROJECT ELIGIBILITY**

Preliminary Funding Marks will be released in Spring of 2013. These funding marks will represent a conservative estimate of the **FUNDS AVAILABLE** for programming in the 2013 Call for Projects as approved by the MTA Board.

The matrix included on page 25 provides an overview of eligible project categories for each of the funding sources to be programmed under this Call for Projects. Funding sources include various federal, state, and local funding. Applicants should note that 2014 STIP funds are being programmed through this Call. Projects identified for the 2014 STIP will be submitted to the State in the 2014 STIP Programming. **Although information is supplied for each funding source, the focus of the Call for Projects is on attracting, evaluating, and prioritizing the most competitive, regionally significant projects, without regard to funding sources. After projects are approved for funding by the 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 18, 2013). Projects recommended for funding with in-kind match of land will be reviewed by MTA’s Real Estate Department.

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

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

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, Measure R Subregional Highway Operational Improvement 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**

For projects funded with local sources, 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 a FA or LOA to applicants who have outstanding audit issues from previous Calls for Projects or who are severely out of compliance with any FA/LOA terms and/or Scopes of Work (such as misuse of funds, not



returning money that an audit indicated should be returned or disallowable costs). Projects from such applicants will be evaluated and perhaps awarded funds; however, any outstanding audit issues must be resolved within 90 days of MTA Board approval of the 2013 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, 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 management and the final project audit.

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

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

The MTA Board-approved 2013 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 2013 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 full compliance with the requirements. As an example, MTA funds the complementary ADA Paratransit service required by the FTA's Rules and Regulations for ADA compliance on behalf of the 43 Los Angeles County fixed-route transit service providers. This major cost of compliance with the ADA for all of the Los Angeles County public fixed-route operators ensures that the provision of ADA Paratransit service for individuals who cannot use public fixed-route service is provided in accordance with the FTA's requirements.

Transportation improvement projects applying for Call for Projects funds are subject to the ADA requirements as amended in August 2011. 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 website below and click on Part 37 or Part 38: <http://www.gpo.gov/fdsys/pkg/CFR-2003-title49-vol1/content-detail.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/SUSTAINABLE COMMUNITIES STRATEGY (RTP/SCS), 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/SCS, which is the region's transportation and sustainability blueprint for the next 20 to 25 years. Projects must be in the RTP to receive federal funds. Funded projects are also incorporated into SCAG's 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.

## 2013 METRO CALL FOR PROJECTS CONTACTS

### OVERALL LEADS

**General Information: Heather Hills (213) 922-2821**

Staff: Rena Lum (213) 922-6963

**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

<b>MODAL CATEGORY</b>	<b>MODAL LEAD CONTACT</b>	<b>MODAL LEAD MANAGER</b>
<b>Regional Surface Transportation Improvements</b>	Walt Davis (213) 922-3079	Alan Patashnick (213) 922-3080
<b>Goods Movement Improvements</b>	Philbert Wong (213) 922-2642	Shahrzad Amiri (213) 922-3061
<b>Signal Synchronization and Bus Speed Improvements</b>	Steve Gota/Reinland Jones (213) 922-3043/(213) 922-2231	Frank Quon (213) 922-4715
<b>Transportation Demand Management</b>	Rufina Juarez (213) 922-7405	Cal Hollis (213) 922-7319
<b>Bicycle Improvements</b>	Anthony Jusay (213) 922-7675	Shahrzad Amiri 213) 922-3061
<b>Pedestrian Improvements</b>	Tham Nguyen (213) 922-2606	Shahrzad Amiri 213) 922-3061
<b>Transit Capital</b>	Michael Richmai (213) 922-2558	Martha Butler (213) 922-7651
<b>Transportation Enhancement Activities</b>	Desiree Portillo-Rabinov (213) 922-3039	Diego Cardoso (213) 922-3076

### OTHER CONTACTS FOR THE CALL FOR PROJECTS

**Real Estate Department** Velma Marshall (213) 922-2415

**Records Management Department** Joe Parise (213) 922-2333

**Online Application** Bahram Chaudhry (213) 922-6441  
David de la Ysla (213) 922-4205

## 2013 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 MAP-21	
	10%	25%	RIP	TA	CMAQ <sup>2</sup>	RSTP
Regional Surface Transportation Improvements		X <sup>3</sup>	X		X	X
Goods Movement Improvements		X <sup>3</sup>	X		X	X
Signal Synchronization and Bus Speed Improvements		X	X		X	
Transportation Demand Management			X		X	
Bicycle Improvements			X	X	X	X
Pedestrian Improvements			X	X	X	X
Transit Capital	X		X		X	
Transportation Enhancement Activities			X	X		X

<sup>2</sup> 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.

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



**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 35 - 42)

**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 FA 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 separate applications in each modal category (Part III of the Application Package) and cross-reference in the General Application (Part I) the other modal category applications that are being submitted under this project name and description. Projects submitted in this manner must be able to stand alone without the other modal components. If project applicants have questions regarding how to submit a complete and thorough application, they should contact the modal leads identified on page 24.

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

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

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

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

## **PART II - PROJECT FINANCIAL PLAN** (forms provided on pages 43-46)

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 2012-13 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 2012-13 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 and Proposition C Local Return funds). If MTA assigns federal funds to the project and federal funds are already included as part of your Local Match (lines 19-22), you may be required to provide additional non-federal funds (cash) of 11.47% to match.

Identify each funding source as either committed or uncommitted. Committed funding sources are those that have been obligated to the project by the appropriate funding agency. This commitment shall not be contingent upon receiving funding from this Call for Projects. Uncommitted funding is that which is planned to fund the project, but has not yet been obligated or approved by the appropriate government agency and/or local governing board. Project Applicants should note that if their application is awarded funding, all Local Match funding will be considered committed. Display all dollars as **FY 2012-13 whole dollars.**

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

- Costs incurred by a local jurisdiction in order to successfully complete the project, after the grant is awarded. Examples include engineering, design, rights-of-way purchase (only if construction is involved), and construction management costs. Project management/administration expenses are capped at a maximum of 10% of the total project cost.
- Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project. Loans of equipment and building space must be for the duration of the project.
- Staff time dedicated to the project (see first bullet regarding project management/administration cost cap of 10%).
- A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to MTA (January 18, 2013). Projects recommended for funding with in-kind match of land will be reviewed by MTA’s Real Estate Department. The appraised value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal.

Please be sure to refer to each modal application to determine allowable in-kind costs for a particular modal category.

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

Line 31. Local Match Participation: Please note that in the 2013 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 2013 Call for Projects scheduled for September 2013. 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. Examples of documentation include financial reports of budgeted project expenditures and time sheet reports summarizing staff time spent on a project. For further examples of "in-kind" contributions and record-keeping methods, please refer to the *Common Rule* for federal grant guidelines (also known as *2 CFR Part 225*) and the Federal Acquisition Regulations (FAR) for Federal Grant guidelines.

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

**Item 3. Project Financial Summary and Project Funding Request:** Sum, by Fiscal Year, total project expenses and funding sources. Please note that federal and state grants being used as part of your Local Match may require additional local cash match, if MTA assigns state or federal funds. Identify on Line 35, by Fiscal Year, the total funding requested under this Call for Projects. Do **not** specify a funding source(s). The total funding requested under this Call for Projects must be the amount required to offset the shortfall on Line 34. Display all dollars in **FY 2012-13 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 35-42)
- Part II – Project Financial Plan (pages 43-46)
- 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 43 and 47)
- Project Study Report Equivalent Signature Page, if required by mode
- Project Study Report/Project Development Support, if required



<b>MTA Use Only</b> 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 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 18, 2013. An e-version of the PSR/PDS should be included on the CD-R or DVD; paper copies are no longer allowed. **Do not submit spiral or machine-bound applications.** Project Study Reports/Project Development Support (PSR/PDS) or a Project Study Report Equivalent (PSRE) (whichever is applicable), plans, brochures, or other literature will not be accepted in lieu of a completed 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 5 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 24) 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. 49)    | Priority No. _of _ |
| <input type="checkbox"/> Goods Movement Improvements (Pg. 65)                     | Priority No. _of _ |
| <input type="checkbox"/> Signal Synchronization & Bus Speed Improvements (Pg. 81) | Priority No. _of _ |
| <input type="checkbox"/> Transportation Demand Management (Pg. 103)               | Priority No. _of _ |
| <input type="checkbox"/> Bicycle Improvements (Pg. 121)                           | Priority No. _of _ |
| <input type="checkbox"/> Pedestrian Improvements (Pg. 137)                        | Priority No. _of _ |
| <input type="checkbox"/> Transit Capital (Pg. 153)                                | Priority No. _of _ |
| <input type="checkbox"/> Transportation Enhancement Activities (Pg. 171)          | Priority No. _of _ |

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

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

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

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**5. PROJECT LOCATION & LIMITS OR SERVICE AREA**

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6. **TOTAL PROJECT EXPENSES:** \_\_\_\_\_  
(From Part II, Line 18 - In FY 2012-13 whole dollars)

7. **TOTAL FUNDING REQUESTED:** \_\_\_\_\_  
(From Part II, Line 35 - In FY 2012-13 whole dollars)  
Include all sources of grant funding received for this project.

8. **PROGRAMMING 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 ID #? \_\_\_\_\_
- Has this project or any component of it previously received any federal funds?  Yes  No
- If yes, what type of federal funds was received? \_\_\_\_\_
- Is the project in the Federal Transportation Improvement Program (FTIP)?  Yes  No  
If yes, what is the FTIP ID #? \_\_\_\_\_

9. **PROJECT READINESS**

As indicated under the Program Requirements, "Project Readiness" will be a factor in determining whether a project application continues through the 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 2013 Call for Projects, applicants should carefully evaluate project readiness prior to applying in the Call as it could jeopardize funding.

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

- Describe how the schedule provided is realistic to enable project completion based on the years funding is requested in the Part II Project Financial Plan of this application, and is consistent with the above schedule and 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. What are the existing uses of the right-of-way? Are there any future plans that might affect the project? Have the owners been contacted? If so, are they willing to sell the property?
- Does the project require the use of MTA-owned right-of-way? The project applicant is responsible for coordinating with MTA's Real Estate Department and ensuring consistency with MTA's Right-of-Way policy if the project is either adjacent to, or encroaches upon, MTA property or requires a license for its use from MTA. 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.

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

**PROJECT READINESS** continued on next page

Activity	Date
Feasibility Study .....	_____
Project Study Report .....	_____
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* .....	_____
Utility Relocation .....	_____
Ready to Advertise* .....	_____
Start of Construction (Contract Award) .....	_____
Project Completion.....	_____
Other.....	_____

\*The right-of-way phase is complicated so applicants should be realistic about the length of time.

## 10. IMPACT CHECKLIST

Recent federal and state policies call for the integration of pedestrian and bicycle plans and policies into transportation plans and project development. Walking and bicycling foster safer, more livable communities, promote physical activity and health, and reduce vehicle emissions. These policies are included in the U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations, Senate Bill 375, the Complete Streets Act of 2008, and continued in the new MAP-21 transportation authorization. The purpose of this checklist is to document how the needs of pedestrians and bicyclists were considered in the process of planning and/or designing the proposed project. For projects that do not accommodate bicyclists and pedestrians, the project applicant must document why not. All project applicants, except those applying under the TDM category, must complete Part 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 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: _____<br>_____   |  |

**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:

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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 bicycle facilities. Please explain below:

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B. Will the proposed project sever or remove all or part of an existing pedestrian or bicycle facility or block or hinder pedestrian or bicycle movement? If yes, please describe situation in detail and provide evidence of public notification about the impacts to the bicycle and/or pedestrian facility. Was the facility funded through a prior MTA Call for Projects? If yes, please provide the modal category that funded the initial project, year of application, and year constructed.

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 and why they are not being proposed. 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 indicate how this proposed project will accommodate other non-motorized modes. How will it improve multi-mobility?

B. Please describe the community that will benefit from this project. How does this proposed project improve the connectivity of transit in the area where the proposed project is located?

C. What existing travel condition(s) will this proposed project improve or impact? How? Check all that apply and explain using the space below:

- Reduces total traffic congestion
- 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
- Reduces GHG
- Other. Please explain below:

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

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

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

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

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

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

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

## **PART II - PROJECT FINANCIAL PLAN (ATTACH)**

Complete and attach the financial plan for the project, pages 44-46. 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 2012-13 whole dollars**.

The amount of local funds available through the 2013 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.**

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Signature

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Date

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Title

# 2013 Call for Projects Application

## PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
2013 CALL FOR PROJECTS

### 1. PROJECT FINANCIAL EXPENSES

NOTE: INDICATE ALL AMOUNTS IN FY 2012-13 WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

PROJECT EXPENSES *	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
<b><u>CAPITAL EXPENSES:</u></b>						
1 Design and PS&E . . . . .						
2 Right-of-Way Acquisition or Lease . . . . .						
3 Utilities Relocation . . . . .						
4 Equipment Purchase or Lease (e.g., computers) . . . . .						
5 Vehicle Purchase or Lease . . . . .						
6 Construction . . . . .						
7 Construction Engineering . . . . .						
<b><u>OPERATING EXPENSES:</u></b>						
8 Administration/Management . . . . .						
9 Operating Costs . . . . .						
10 Maintenance . . . . .						
11 Marketing . . . . .						
<b><u>OTHER EXPENSES (Specify):</u></b>						
12 _____						
13 _____						
14 _____						
15 _____						
16 _____						
17 _____						
18 <b>TOTAL PROJECT EXPENSES</b>						

09/11/12

\* 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.



# 2013 Call for Projects Application

## PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
2013 CALL FOR PROJECTS

### 2. PROJECT FUNDING SOURCES

[OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]

NOTE: INDICATE ALL AMOUNTS IN FY 2012-13 IN WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

ALL EXISTING PROJECT FUNDING SOURCES *		Indicate if Committed or Uncommitted	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
[OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]								
19	Federal Monetary (Specify): _____	(select)						
20	Local Match to Federal Monetary** _____	(select)						
21	Federal Monetary (Specify): _____	(select)						
22	Local Match to Federal Monetary** _____	(select)						
23	State Monetary (Specify): _____	(select)						
24	Local Match to State Monetary _____	(select)						
25	State Monetary (Specify): _____	(select)						
26	Local Match to State Monetary _____	(select)						
27	Local Monetary (Specify): _____	(select)						
28	In-Kind (Specify): _____	(select)						
29	Other (Specify): _____	(select)						
30	_____	(select)						
31	<b>TOTAL EXISTING FUNDING SOURCES AND LOCAL MATCH</b> [OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]							

09/11/12

\* 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.

# 2013 Call for Projects Application

## PART II: PROJECT FINANCIAL PLAN

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
2013 CALL FOR PROJECTS

### 3. PROJECT FINANCIAL SUMMARY

NOTE: INDICATE ALL AMOUNTS IN FY 2012-13 WHOLE DOLLARS. MTA WILL ESCALATE ACCORDINGLY.

PROJECT FINANCIAL SUMMARY		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
32	Total Project Expenses (Line 18)						
33	Total Project Funding (Line 31) [OTHER THAN FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS]						
34	Total Project Funding Shortfall (Line 32 minus Line 33) [There must be a shortfall for a project to be eligible for funding under this Call for Projects]						

### PROJECT FUNDING REQUEST

		FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
35	TOTAL PROJECT FUNDING REQUESTED UNDER THIS CALL FOR PROJECTS [THIS IS THE AMOUNT REQUIRED TO OFFSET THE SHORTFALL ON LINE 34 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 36).

#### **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 2013 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 at the time of the funding recommendation and in the standard Funding Agreement (FA), Letter of Agreement (LOA), State Transportation Improvement Program (STIP) LOA, or Transit LOA.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Co-applicants: (If applicable)

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



**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 improvement projects on regionally significant arterials that are beyond the funding capability of the affected local agency(s). A regionally significant project is located on a public facility that serves regional needs such as access to and from areas outside the region and major activity centers within the region.

RSTI applicants should familiarize themselves with the High Quality Transit Areas (HQTA) map provided on-line on the MTA's 2013 Call for Projects website. The map illustrates key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car.

HQTAs are defined by SCAG in the recently adopted 2012-1035 Regional Transportation Plan/Sustainable Community Strategy (RTP/SCS). MTA will give additional consideration to projects submitted that are on the High Quality Transit Area map or in locations where the applicant can demonstrate that the project is consistent with sub-regional or city plans for targeting reductions in vehicle miles traveled and/or greenhouse gas emissions.

### **FUNDING AVAILABILITY**

Funding through this Call for Projects will not be available until FY 2018 and FY 2019. Therefore, if the project for which your local jurisdiction is applying is of critical need, the project applicant may wish to consider alternate funding options.

### **FUNDING LIMIT**

In an effort to provide funding to as many RSTI projects as possible, MTA is 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. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. Please be aware that if awarded funds, the grant agreement will be executed with the public agency that will be responsible for the Local Match.

## ELIGIBLE PROJECTS

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

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

Projects that increase connectivity with and between major trip generators and transportation facilities, including freeways and transit hubs, will be given priority funding consideration.

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 a project that has been identified as the full responsibility of a developer(s). If applying for a project that involves shared responsibility with a developer, applicant must provide evidence of the developer(s) commitment. To ensure project readiness, applicant should document any community/technical/institutional issues that must be resolved prior to implementation of the project.

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

[http://www.dot.ca.gov/hq/tsip/hseb/crs\\_maps/](http://www.dot.ca.gov/hq/tsip/hseb/crs_maps/)

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

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



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

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

1. the 3R component must be within the same project limits as the proposed improvement(s);
2. the project applicant must break out the repair cost from the other project components;
3. the project applicant must provide documentation indicating the segment's rating within the last three years by the local jurisdiction's Pavement Management System (PMS). The current rating for the segment must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale; and
4. the project applicant must briefly explain why the repair element is a necessary component of the project and not reasonably funded using other available local fund sources.

At its discretion, 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, 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. Pedestrian improvements may include continuous sidewalks, crosswalks, advance stop bars, curb extensions, pedestrian refuge median, and street furniture. To receive additional scoring consideration, sidewalks should be a minimum of eight feet in width. If project results in the reduction of sidewalk width, the project's score may be impacted.

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

- Bicycle improvements – Class I, II, or III Bike Lane/Route, bicycle parking, etc. If bike accommodations are not appropriate for the project, applicant should inform MTA of any bikeway facilities on nearby/adjacent streets that can be used as an optional route. If nearby bikeway alternatives are in place, applicant may receive additional consideration even if project does not include bicycle accommodations. If accommodations for bicyclists (lanes or parking) are not nearby or planned as a project component, then applicant should explain the project conditions that inhibit their construction/placement.
- Transit Improvements – new bus pads, direct sidewalk connections to station platforms, ADA-compliant bus stop landings (as part of the larger project), etc.
- Signal Improvements – new traffic signals, 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 should demonstrate significant mobility improvements by relieving congestion or delay, improving transit service or increasing bicycle and pedestrian access to the roadway network and transit system. Projects that are multi-modal will be given scoring priority. Applicants are asked to focus on the peak hour and provide information on peak hour volumes and delay of vehicles. To the extent possible, the applicant should indicate how the project will benefit other modes such as transit, bicycles, or pedestrians by highlighting the improvements to the infrastructure for these modes.

Applicants are asked to explain how this project is critical to their local jurisdiction's General Plan and/or traffic circulation plan.

### **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 value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal. The cost for conducting a real estate land appraisal is not an eligible reimbursable expense.

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

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

### **Cost-Effectiveness**

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

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

### **Land Use and Sustainability Policies/Principles**

Consistent with the goals of SB 375, applicants should demonstrate how the proposed transportation project will complement land use and transportation policies to create more sustainable communities. Project applicant's local land use, transportation and sustainability programs and activities should support and maximize the effectiveness of the project.

### **Project Study Report/Project Development Support (PSR/PDS) or a Project Study Report 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/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. In addition, Appendix B of this application package contains the MTA PSRE guidelines.

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

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no

longer allowed. **Failure to submit this document may result in disqualification of the associated application.** A draft document will **not** be acceptable at the time of the application submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

## PART III - REGIONAL SURFACE TRANSPORTATION IMPROVEMENTS

**PROJECT TITLE:** \_\_\_\_\_

(From Part I, Question 1)

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

**PROPOSED PROJECT START DATE:** \_\_\_\_\_

**PROJECT DURATION (months):** \_\_\_\_\_

**PROJECT TYPE:**

(Check all boxes that apply)

Freeway Ramp Improvement

Intersection Improvement

Arterial Improvement

**TOTAL PROJECT FUNDING REQUESTED FOR:**

Design, Right-of-Way and Construction

Design and Construction

Right-of-Way and Construction

Construction Only

**FUNCTIONAL CLASSIFICATION:**

Major Arterial

Major Collector

Secondary Arterial

Rural Collector Serving in a Higher Capacity

**Rehabilitation, Reconstruction, Resurfacing (3R)**

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

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

1. Is the 3R component in the same project limits as the proposed improvement(s);
2. The repair cost(s) must be broken out from the other project components;
3. Has the project applicant provided documentation indicating the segment's rating within the last three years by the local jurisdiction's PMS (the current rating for the

segment must be worse than the trigger value on the PMS – Pavement Condition Index (PCI) Rating Scale); and

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

If full MTA requested 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:

- The RSTI project component should be a minimum of 60% of the total project cost

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

- The total of all modal components (plus 3R if appropriate) should be equal to 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?	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.	_____ feet		_____ feet	
Will project result in a net increase, decrease, or no change to existing sidewalk(s)?	YES _____	NO _____	YES _____	NO _____
Would the proposed project result in the alteration or elimination of an existing bike path or pedestrian way?	YES _____	NO _____	YES _____	NO _____

If project will result in the elimination or reduction of an existing bike path or sidewalk, please explain on a separate sheet in 100 words or less, why this condition is unavoidable and if bicycle accommodations are provided on an adjacent/parallel street. If bicycle accommodations are provided on an adjacent/parallel street, provide the distance between the project and the adjacent/parallel street.

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

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

<sup>1</sup> Account for all lanes impacted by the project

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

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

- a) Describe how the project will reduce congestion and enhance regional mobility for all users.
- b) Describe how this project supports Intermodal Integration.
  - Identify any regional trip generators such as transit services or facilities and other regional activity centers to which access would be enhanced;
  - If the project is multi-modal, explain the project’s signal synchronization, transit, bicycles, and/or pedestrian improvement component(s) and how they complement the project;
  - Does your project accommodate safe bicycle travel by providing a wide outside curb lane or bike lanes per the Highway Design Manual Chapter 1000; and
  - Does your project accommodate safe pedestrian travel by providing enhanced crosswalks or sidewalk infrastructure?

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 30 points)**

- a) In 250 words or less, describe the current situation/problem, the need for the project and how its implementation would resolve the described situation/problem. Describe why the proposed project is important to your local jurisdiction and why the project merits MTA funding (examples may include the project’s inclusion in a General Plan or other City adopted document).
  
- 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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

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

	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		

**Projects must meet a minimum existing or projected LOS of D or worse to be considered for priority funding. Projects that do not meet the minimum LOS “D” can be submitted, but cannot be guaranteed funding consideration as part of the competitive process.**

**3. LOCAL MATCH (Up to 5 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	\$ _____	% _____

- Please refer to page 8 for definitions of Local Match terms
- Meets Local-Match Requirement (minimum 35% cash match = 0 Points)
- Exceeds Local-Match Requirement (up to 5 points)  
 Amount of points is based on percentage of overmatch. Applicants who provide a 47.1% cash match or greater, will receive the full 5 points.

Local Match Percentage	Points
35.1% – 38.0% cash	1
38.1% – 41.0% cash	2
41.1% – 44.0% cash	3
44.1% – 47.0% cash	4
e 47.1% cash	5

- 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.

Is a Right-of-Way purchase cost being utilized as part of the Local Match? \_\_\_\_\_

**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: \$ \_\_\_\_\_

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

**Cost Effectiveness Ratios**

2035

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.

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

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

- a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/). Please provide a response to *i. or ii. (up to 4 points)*
- i. If your project is located in a High Quality Transit Area, how will the project complement the surrounding land use and increase the competitiveness of walking, biking and transit use as an alternative to driving?

- ii. If your project is not located in a High Quality Transit Area, how will the project be designed and implemented to complement the surrounding land use for all modal users?
- b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
    - Emphasizes growth in High-Quality Transit Opportunity Areas
    - Emphasizes growth along main streets, downtowns and other appropriate infill locations, and
    - Shifts development from single-family towards multi-family residential development to reflect recent trends.

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

- c) Please describe how this project promotes the use of green modes, including walk, bike, transit, electric vehicles, vanpool/carpool, and telecommute (e.g., Adopted a Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Adopted Plug-In Electrical Vehicle Policies or Plans, and Car-Share/Bike Share). **(up to 4 points)**
- d) Please describe how the proposed project encourages transportation management. **(up to 4 points)**
- e) What programmatic initiatives (i.e., education and outreach) has your agency put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare)? How does this project advance these initiatives (i.e., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs)? **(up to 4 points)**

**INSTRUCTIONS & APPLICATION**

**PART III**

**GOODS MOVEMENT IMPROVEMENTS**



## GOODS MOVEMENT IMPROVEMENTS

### OBJECTIVE

The Goods Movement Improvements (GMI) mode was established in the 2011 Call for Projects to provide a dedicated source of funding for projects that will reduce congestion and local impacts and improve operations for goods movement. Investments in the County's goods movement infrastructure will assist the County in maintaining and growing the economic benefits of goods movement while also addressing their negative congestion, community, and environmental impacts.

The objectives of the GMI category are as follows:

- 1) Fund GMI on regionally significant roadways, major and secondary arterials, high truck volume arterials, dedicated truck routes, de facto truck routes and/or other major freight corridors/facilities that are beyond the normal funding capability of the affected local agencies;
- 2) Advance goods movement projects that are consistent with the actions described in the Multi-County Goods Movement Action Plan (MCGMAP), in addition to regional/sub-regional plans and goals that support the MCGMAP. For details about the MCGMAP, refer to: <http://www.metro.net/projects/mcgmap/>;
- 3) Promote the development and implementation of clean alternative technologies and dedicated freight systems to transport goods on arterial/highway alignments as well as non-highway alignments;
- 4) Eliminate existing arterial bottlenecks, chokepoints and gaps in the system to improve goods movement operations;
- 5) To the extent possible, support the development and implementation of multimodal improvements, such as signal, pedestrian, transit or bicycle improvements to the arterial system capacity and efficiency for all modes of travel as well as enhancements that address recently passed legislation on Sustainability, Complete Streets and reducing Greenhouse Gas emissions. (The GMI component of a proposed multimodal improvement must be a minimum of 80% of the project. Stand-alone non-motorized modes are not eligible in the GMI category); and
- 6) Support projects located on the Countywide Significant Arterial Network (CSAN), designated truck routes, and in High Quality Transit Areas. To determine if your project is on the CSAN and/or High Quality Transit Area map, please go to the Call for Projects webpage to access a PDF of the map at: [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).

## **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. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies.

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

## **ELIGIBLE PROJECTS**

Eligible GMI projects funded through the Call for Projects are transportation projects that are located on a public facility/structure that serves local and regional needs, improves goods movement operations and reduces congestion, supports industrial and commercial land uses, improves connectivity between goods movement facilities and regional roadways/arterials, and provides access to and from major freight activity centers, (rail yards, seaports, airports, warehouse/distribution centers). Examples of projects include road/rail grade separations, truck access improvements, seaport/airport access improvements, arterial 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**

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

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



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

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

Projects whose principal intent involves street repair or maintenance work (e.g., slurry seal, crack repair and pothole repair) will not be considered for funding. However, a project that includes a minor 3R component (i.e., for projects with a total cost that is less than \$3 million, a 15% 3R component will be permitted. For projects with a total cost that is greater than \$3 million, a 20% 3R component will be permitted) may be considered for funding. To be considered for funding: 1) the 3R component must be within the same project limits as the Capacity work; 2) the 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 Intermodal 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. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict "timely use of funds policies" as well as advance authorization for activities such as, but not limited to, "Requests for Authorization" for

preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

### **Regional Significance and Intermodal Integration**

Projects should demonstrate Regional Significance as evidenced by the subject project's functional or other classification, inclusion in the MCGMAP and other state, regional, and local goods movement plans, location on the CSAN, its regional continuity (length), usage (i.e., daily passenger volumes for autos, trucks and transit) and capacity. Also of concern to 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.

GMI projects are also encouraged to 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 80% GMI portion (e.g., a \$2 million GMI truck access improvement project with \$1.6 million GMI share and \$400,000 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 designated truck routes, the CSAN, and/or incorporate a multimodal component will be given priority. Applicants are asked to focus on the peak hour and provide

information with regard to peak hour volumes and delay of vehicles. To the extent possible, the applicant should indicate how the project will benefit other modes such as bicycles, pedestrians, or transit by highlighting the improvements to the infrastructure for these modes.

### **Local Match**

Projects must demonstrate the applicant's Local-Match commitment to the project. 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.

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

- 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 & Sustainability Policies/Principles**

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.

In doing so, Project Sponsors should describe the policy actions their agency/jurisdiction has taken to reduce the impacts of goods movement on local communities and the manner in which the project implements those policies. Furthermore, applicant should discuss the project's compatibility with surrounding land uses and how the project increases economic competitiveness.

### **PROJECT STUDY REPORT/PROJECT DEVELOPMENT SUPPORT (PSR/PDS)/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/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. In addition, Appendix B of this application package contains the MTA PSRE guidelines.

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

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

**PART III – GOODS MOVEMENT IMPROVEMENTS**

**PROJECT TITLE:** \_\_\_\_\_  
 (from Part I, Question 1)

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

**PROPOSED PROJECT START DATE:** \_\_\_\_\_

**PROJECT DURATION (months):** \_\_\_\_\_

**PROJECT TYPE:**

(Check all boxes that apply)

- Highway/Arterial Improvements
- Operational Improvements
- Grade Separations
- Intersection Improvements
- Port Access Improvements

**TOTAL PROJECT FUNDING REQUESTED FOR:**

- Design, Right-of-Way and Construction
- Design and Construction
- Right-of-Way and Construction
- Construction Only

**FUNCTIONAL CLASSIFICATION:**

- Major Arterial
- Major Collector
- Secondary Arterial
- Rural Collector Serving in a Higher Capacity

If full MTA requested 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 35 points)**

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

**SECTION A**

	<b>YES</b>	<b>NO</b>
Is project located on a designated truck route?	_____	_____
Is this project located on the Countywide Significant Arterial Network (CSAN)?	_____	_____
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"/> Bicycle	\$ _____	<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**

Please indicate current and future traffic volumes (AADT<sup>4</sup>), LOS, AADTT<sup>5</sup> and/or the estimated number of trucks as a percentage of total average daily traffic, and VPH<sup>6</sup> for peak periods (6 – 10 AM, 3 – 7 PM) for the project.

Location(s): Roadways (Segments / Intersections): \_\_\_\_\_

Current LOS		2035 LOS W/O Project		2035 LOS W/ Project	
AM	PM	AM	PM	AM	PM

Current AADTT <sup>1</sup>		2035 AADTT W/O Project		2035 AADTT W/ Project	
AM	PM	AM	PM	AM	PM

Current AADT <sup>1</sup>		2035 AADT W/O Project		2035 AADT W/ Project	
AM	PM	AM	PM	AM	PM

Current Capacity Vehicles per hour (VPH)		2035 VPH W/O Project		2035 VPH W/ Project	
AM	PM	AM	PM	AM	PM

Current Peak Hour Delay		2035 Peak Hour Delay W/O Project		2035 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: \_\_\_\_\_

<sup>1</sup>Account for all lanes impacted by the project

<sup>4</sup> AADT: Annual Average Daily Traffic (truck + auto)

<sup>5</sup> AADTT: Annual Average Daily Truck Traffic

<sup>6</sup> VPH: Vehicles Per Hour

**SECTION C**

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 Multi-County Goods Movement Action Plan (MCGMAP), Southern California Association of Governments Regional Transportation Plan, and/or local and sub-regional plans to address goods movement challenges?
- b) What are the regional goods movement benefits of the proposed project?
- c) For grade separation projects, provide the following information:

Location(s): (Crossing Street/Intersection): \_\_\_\_\_

On PUC list: YES \_\_\_\_\_ NO \_\_\_\_\_

Ranking: State: \_\_\_\_\_ LA County: \_\_\_\_\_

Current AADT		Current Peak Hour Delay		Current number of daily trains	2035 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)
- Tg – 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 specific goods movement/transportation deficiency(ies) this project is attempting to address and remedy. Describe what time periods experience the most truck traffic and why.
- b) How will the project’s elements address the deficiency(ies) described above? For example, does the project improve the flow of goods, improve mobility and/or safety, reduce truck delay and congestion, increase efficiency, reduce queuing, or improve truck circulation?
- c) Describe the project’s proximity/connectivity to goods movement facilities such as freeways, seaports, airports, railyards, and warehouse/distribution centers. How will the proposed project serve those facilities and improve accessibility and connectivity?

**3. LOCAL MATCH (Up to 5 points)**

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

**Local Match:**

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

- Please refer to page 8 for definitions of local match terms
- Meets Local-Match Requirement (**Minimum 20% cash match = 0 Points**)
- Exceeds Local-Match Requirement (**Up to 5 points**)  
Amount of points is based on percentage of overmatch. Applicants who provide a 47.1% or greater match will receive the full 5 points.

Required minimum contribution	Must be hard overmatch	Awarded points
<b>35% total</b> (20% Hard and 15% Hard, In-kind, or Land) <i>and</i>	> 12.1%	5
	9.1% to 12%	4
	6.1% to 9%	3
	3.1% to 6%	2
	0.1% to 3%	1

- Are Right-of-Way purchase costs being utilized as part of the Local Match?  
 YES    NO
- Are Right-of-Way purchase costs (when construction is involved) 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.  
 YES    NO

**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 2035 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 2035, subtract the without project delay totals]*
- c) Total project cost: \$ \_\_\_\_\_

**Cost Effectiveness Ratios**

- a) Total Project Dollar Expended per Capacity Gain: 2035  
\$ \_\_\_\_\_  
*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)**

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

- a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles traveled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/) ) (Please provide a response to 1. or 2.) **(up to 4 points)**
  1. If your project is located in a High Quality Transit Area, how will the project increase the competitiveness of walking, biking and transit use as an alternative to driving?
  2. If your project is not located in a High Quality Transit Area, what actions will be taken to ensure improved streets are designed and operated for speeds suitable to context and appropriate for all users?
- b) How will this project increase economic competitiveness both locally and regionally? **(up to 4 points)**
- c) How does this project reduce the impacts of goods movement on local communities? For example, does it address environmental issues (i.e., noise and air quality) or transportation/operational issues (i.e., diverts truck traffic away from communities, reduces truck/auto/pedestrian/train conflicts, reduces truck idling, establishes truck loading/parking zones, and improves curbside markings/signage) or promotes clean/green technologies? **(up to 8 points)**
- d) Describe the land use types surrounding the project. Is the proposed project compatible with those land uses? **(up to 4 points)**

**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 years? 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? \$\_\_\_\_\_

# **INSTRUCTIONS & APPLICATION**

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



## **SIGNAL SYNCHRONIZATION AND BUS SPEED IMPROVEMENTS**

### **OBJECTIVE**

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

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

- 1) Advance sub-regional/regional deployment of signal synchronization and bus speed improvement systems
- 2) Expand the ITS Infrastructure while ensuring and maintaining compatibility and functionality among existing systems
- 3) Fill in system gaps based on regional and sub-regional needs, project readiness, and capacity to deploy
- 4) Promote innovations in Advanced Traffic Management Systems (ATMS) and Advanced Traveler Information Systems (ATIS) on regional arterials
- 5) Assure coordination between signal synchronization programs, signal priority systems, arterial improvements, and goods movement efforts to increase efficiency and achieve maximum benefit
- 6) Support the integration and distribution of arterial level traffic signal control data between agencies to further enhance multi-jurisdictional signal coordination and transportation system operations

### **ELIGIBLE APPLICANTS**

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

**Los Angeles Countywide Policy and Procedures for Intelligent Transportation Systems (ITS):** Eligibility for funding through MTA's Call for Projects requires that submitted applications are consistent with MTA's ITS Policy Adopted September 24, 2010 (see Appendix E). This policy requires ITS projects to be consistent with the requirements to receive federal funds. 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 99).* Additionally, if a project is approved and receives federal funding, a federal System Engineering Review Form (SERF) must be approved by the time a funding agreement is executed.

## **FUNDING AVAILABILITY**

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

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

## **ELIGIBLE PROJECTS**

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

- TIER 1**    **Conventional Traffic Engineering** - such as coordinated traffic signal timing and functional intersection improvements
- TIER 2**    **Transit Preferential Treatment and Priority Systems** - such as traffic signal priority and bottleneck intersection improvements
- TIER 3**    **Computerized Traffic Control and Monitoring Systems** – such as central traffic control, adaptive traffic control, advanced transportation management, enhanced detection, and arterial performance measurement systems
- TIER 4**    **Intelligent Transportation Systems (ITS)** - such as multi-agency system integration, advanced traveler information systems, changeable message signs, and CCTV distribution networks



Projects must conform to Caltrans Traffic Operations Policy Directive 09-06 and the California Manual on Uniform Traffic Control Devices regarding bicycle and motorcycle detection, if applicable.

Policy Directive 09-06:

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

<http://www.dot.ca.gov/hq/traffops/signtech/signdel/policy/09-06.pdf>

[http://www.dmv.ca.gov/pubs/vctop/d11/vc21450\\_5.htm](http://www.dmv.ca.gov/pubs/vctop/d11/vc21450_5.htm)

<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd2012/Part4.pdf>

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

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

- 1) Any proposed transit priority system shall utilize MTA's Countywide Bus Signal Priority (BSP) System, or alternatively, if located in the City of Los Angeles, the City of Los Angeles Transit Priority System (TPS);
- 2) All transit priority systems must meet open architecture protocols and conform to the Los Angeles County Regional ITS Architecture; and
- 3) High transit ridership corridors as defined by the sponsoring agency in terms of number of routes and ridership.

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

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

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

Projects in all Tiers should demonstrate that investments are likely to yield maintained long-term benefits in delivering the functionality described in the project scope of work and should last a minimum of five years. System integrity (compatibility, data interfaces and interoperability with interdependent systems) shall be maintained and any costs associated with maintaining system integrity will be the responsibility of the project sponsor. Sponsors should follow the Systems Engineering process to ensure that project functionality is maintained. Sponsors who fail to maintain system integrity in projects funded with 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 1<sup>st</sup> of the first fiscal year of programmed funding, as identified in the funding plan (Attachment A) to the FA or LOA.

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

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

#### **INELIGIBLE SCOPE ITEMS**

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

### Metro Rapid Board Adopted Corridors

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

### FUNDING CONDITIONS

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

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 Sharing and Archiving of Traffic Data

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

#### Arterial ITS Committee

Project applicants receiving funds for projects will be required to assign a local representative to attend and participate in MTA's Arterial ITS Committee.

#### 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).

## PRIORITY PROJECT LOCATIONS

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

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

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

## ALLOWABLE COSTS

All identifiable costs related to capital projects are eligible for funding. These costs include, but are not limited to: costs incurred for the preparation of engineering plans, systems engineering documents, specifications and estimates (PS&E), construction engineering, project management upon project commencement (not to exceed 10% of total project cost), construction management, construction, signal timing plans and the installation of signal control, monitoring and communication equipment and systems, including leased-line communication systems subject to 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***.

## LOCAL MATCH REQUIREMENT

A twenty percent (20%) local hard cash match requirement has been established for all Signal Synchronization and Bus Speed Improvement projects. Higher Local Match participation is encouraged and will make a project more competitive under the Local Match criteria. A non-monetary or in-kind overmatch is acceptable only if it is directly related to the project. The non-monetary or in-kind match must be properly documented in the PSR/PDS or PSRE component of the application package and will be audited upon project completion. The non-monetary or in-kind match documentation must detail the number of staff hours, level of staffing, hourly rate for each classification, etc. For examples of acceptable non-monetary or in-

kind match, see the section on allowable costs. For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to MTA (January 18, 2013). 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.

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

### **OPERATION AND MAINTENANCE PLAN SUBMITTAL**

In order to maintain the effectiveness and efficiency of the funded projects in all Tiers, local agencies must provide operation and maintenance plans. These plans are required for all traffic improvements utilizing 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.***

### **PROJECT STUDY REPORT/PROJECT DEVELOPMENT SUPPORT (PSR/PDS) 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/Project Development Support (PSR/PDS) for projects affecting a state highway facility, as a PSR/PDS contains cost figures sufficiently detailed to program construction dollars. A Project Study Report Equivalent (PSRE), signed by an authorized individual, is required for all other projects. In addition, Appendix B of this application package contains the MTA PSRE guidelines.

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

An e-version of the PSR/PDS must be included on the CD-R or DVD; paper copies are no longer allowed. **Failure to submit this document may result in disqualification of the associated application.** A draft document will **not** be acceptable at the time of the application

submittal deadline. If applications are incomplete, applicant may receive a score of zero for uncompleted sections. The cost of preparing the PSR/PDS or PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

**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 coordinated traffic signal timing and functional intersection improvements
- TIER 2 Transit Preferential Treatment and Priority Systems** - such as traffic signal priority and bottleneck intersection improvements
- TIER 3 Computerized Traffic Control and Monitoring Systems** - such as central traffic control, adaptive traffic control, advanced transportation management, enhanced detection, and arterial performance measurement systems
- TIER 4 Intelligent Transportation Systems (ITS)** - such as multi-agency system integration, advanced traveler information systems, changeable message signs, and CCTV distribution networks.

**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 package.

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 Projects ID #).

Previous MTA Call for Projects Funding \$ \_\_\_\_\_

Previous MTA Call for Projects Funding Year \_\_\_\_\_

Previous Call for Projects 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 FA/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.)

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**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.)

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If full MTA requested 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 (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 (If more than one arterial, see Exhibit B):**

- i. Maximum number of lanes in both directions: \_\_\_\_\_
- ii. Total length of the arterial or corridor: \_\_\_\_\_ (miles)
- iii. 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	
- iv. Total Number of Signalized Intersections: \_\_\_\_\_

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

- i. 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.
- ii. 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).
- iii. 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.
- iv. Provide a list of jurisdictions whose boundaries this project crosses or abuts.
- v. 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 35 points)****Use Exhibit B attached**

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

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

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

b. The existing peak hour volumes are:

AM Peak \_\_\_\_\_ PM Peak \_\_\_\_\_

b) **For this project, indicate existing signal coordination:**

Time-Based

Interconnected

Adaptive

None

For this project, indicate existing system control:

Arterial

Central

Area-wide

None

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

- i. 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.).
- ii. Describe how the project eliminates or mitigates transportation service deficiencies on the route or in the corridor it serves, such as existing service gaps, poor LOS and poor travel time. Describe Signal Synch or Bus priority projects that have been done in the area in the last 15 years and the benefits they have yielded.
- iii. Does the application complete partially funded project segments? If so, list the project(s), the total and fiscal years of funding, the amount expended, and the target date for completion, if not already completed. Please indicate whether the project is on schedule.

- iv. What operational changes and needs are anticipated upon the completion of the project? Have all jurisdictions approved them? Have all jurisdictions committed to these operational changes for the entire useful life of the project?
  - v. Describe the specific policies and commitments that have been adopted by the responsible agencies to provide long-term continuation of the project. Include a discussion of the agency’s current and future budget for staffing, operation and maintenance and multi-jurisdictional cost-sharing of the project.
- d) 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)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- e) On an attached sheet, address the following in 150 words or less:
- i. Describe the degree to which this project will increase transit or system use and enhance the quality and security of the transportation system. Will any new routes be added? If so, how many?
  - ii. 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).

**3. LOCAL MATCH**  
(For All Tiers Up to 5 points)

Required minimum contribution	Hard or soft overmatch	Awarded points
<b>20% Hard and</b>	e 20%	5
	15% to 19.99%	4
	10% to 14.99%	3
	5% to 9.99%	2
	0% to 4.99%	1
<i>less than 20% contribution will be disqualified</i>		

a) Minimum Hard Match (0 points)	\$ _____	20%
b) Hard Overmatch:	\$ _____	%
c) In-kind Overmatch:	\$ _____	%
d) Total Local Match commitment a + b + c = d	\$ _____	%

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

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

**4. COST EFFECTIVENESS**  
(For All Tiers Up to 10 points)

**On an attached sheet, address the following:**

- 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.***
- 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)

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

- a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/). *Please provide a response to i or ii.* (up to 4 points)
- i. **If your project is located in a High Quality Transit Area, how will the project increase the competitiveness of walking, biking and transit use as an alternative to driving?**
  - ii. **If your project is not located in a High Quality Transit Area, what actions will be taken to ensure improved streets are designed and operated for their context and for all modal users?**
- b) The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
- Emphasizes growth in High-Quality Transit Opportunity Areas
  - Emphasizes growth along main streets, downtowns and other appropriate infill locations
  - Shifts development from single-family towards multi-family residential development to reflect recent trends, and
  - Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

**Please describe the land-use planning efforts your agency has or is currently undertaking to implement the growth vision established by the RTP/SCS and how this project complements these efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, Updated TOD ordinances, implementing project through MTA's TOD Planning Grant Program, and implementing the findings from a Compass Blueprint project). (up to 4 points)**

- c) **Please describe how this project promotes the use of green modes, including walk, bike, transit, electric vehicles, vanpool/carpool, and telecommute. How does this project relate to any actions of your agency or complement other subregional/regional planning activities that encourage the use of green modes (i.e., Adopted Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Adopted Plug-In Electric Vehicle Policies or Plans, and Car-Share/Bike Share)? (up to 4 points)**
- d) **How does this project reduce or better manage travel demand? Does this project support any local or subregional TDM programs, projects or other efforts (i.e., Parking Policies, Dynamic Traffic Management, adopted Multimodal Level of Service [MMLOS], promotion of employer-based programs, updated TDM ordinance, and restricted hours for commercial delivery)? (up to 4 points)**
- e) **What programmatic initiatives (i.e., education, incentives, and outreach) has your agency put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare)? How does this project advance these initiatives (e.g., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs)? (up to 4 points)**



**Metro**

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

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**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.

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8. Identify participating agencies roles and responsibilities

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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







**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. MTA seeks applications that improve transportation demand management and air quality through (a) technology and innovations; (b) incentives that change travel demand and travel behavior; and/or (c) infrastructure improvements that support commuters in using transit and/or alternative transportation modes, such as bicycling or walking.

The TDM multi-mobility program's goal is to reduce the number of auto trips and vehicle miles traveled (VMT). A successful project in the program improves the capacity and efficiency of the regional transportation system 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 one of the above public agencies. MTA may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

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

Applicants should be aware that if awarded federal and state funds, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal

and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

### **ELIGIBLE PROJECTS**

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

### **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
- The operation and capital start-up costs for 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 reduction in vehicle miles traveled.
- 2) Projects that encourage modal shift from private vehicles or single occupancy vehicle (SOV) 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 transportation 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)
- a diagram or digital photographs and/or maps

Applicants submitting projects that involve significant design components should structure their applications to reflect design and start-up/operation as distinct project phases. 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 Local Match criterion.

### Administration/Management

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

### Marketing

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

## **PROJECT ELIGIBILITY**

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

## **STRATEGIES**

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

1) **Technology and/or Innovation-based Strategies** refer to projects that incorporate communication or technological approaches to reduce or eliminate the need for single occupant vehicle (SOV) travel, or increase the capacity of existing systems. Examples include home-based educational and/or telecommute programs and remote/centralized access to government, educational, health services or related Intelligent Transportation Systems (ITS) demonstration projects that result in trip reduction. Facilities at or adjacent to major public transportation centers, multi-mobility transit hubs or transit services are preferred. Emphasis should be placed on unserved or underserved markets. **Please note** that to be eligible for funding, submitted projects are required to be consistent with the **Los Angeles Countywide Policy and Procedures for Intelligent Transportation Systems (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 117).** If a project is approved and receives federal funding, a federal System Engineering Review Form (SERF) must also be approved by the time the funding agreement is executed.

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



- 2) **Ridesharing Incentive/Disincentive Programs** refer to projects that utilize financial, product/service or user-convenience incentives or disincentives, and encourage the use of public transit, vanpools, carpools, bicycles and walking. Examples of projects include, but are not limited to: recruitment incentives for new vanpool riders, parking management programs, and fare subsidy programs. Proposed projects must focus on converting single occupant vehicle (SOV) commuters to alternative travel modes.
- *Rideshare activities*
  - *New vanpool services available to the general public (three-year limit)*
  - *Programs for the provision of all forms of high-occupancy, shared-ride services*
  - *Transit connectivity to “the 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 (require specific MPO, Caltrans, and FHWA approvals)*
  - *Regional multimodal traveler information systems*
- 5) **Commuter Service Centers** refer to stationary facilities that utilize technological/automated approaches in fulfilling transit riders’ needs. An example is a facility that utilizes/provides automated fare vending/real-time transit information for all transit providers within the service area.
- 6) **Unique Demonstration Projects That Increase Capacity** refer to capital projects which have the ability to support existing systems (i.e., innovations at park and ride lots, etc.). This strategy is designed to encourage new and innovative ideas that, if successfully demonstrated, can become a standard component of future transportation projects. Projects competing for this type of funding should focus on new programs and projects which may

later be incorporated into improvements of existing systems/services. Projects competing for this type of funding should also provide multi-mobility benefits and show promise in reducing transportation emissions. Additionally, project sponsors may need to obtain project approval from federal agencies outside this programming process.

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

**PART III - TRANSPORTATION DEMAND MANAGEMENT (TDM)****PROJECT TITLE:** \_\_\_\_\_

(From Part I, Question 1)

**PROJECT APPLICANT:** \_\_\_\_\_**PROJECT TYPE:**

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

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

- 1) Provide a specific description of the 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.
- 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 MTA requested funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**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 Intermodal 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 and identify where the project is listed. **(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 35 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 10 points)**
  - b) Describe what long term value the project will produce and its benefit to improving multi-mobility. Are there funding commitments and/or policies for sustaining the project after the MTA grant period? **(Up to 5 points)**
  - c) How will the project reduce the number of vehicle trips, vehicle miles traveled, and vehicular emissions? Clearly document your methodology for projecting trips, VMT or emissions reductions. **(Up to 7 points)**
  - d) How does this project modify travel choices or times in your community and reduce travel from peak to non-peak periods? If this is a technology-based project, please define what types of technologies/systems you will be creating or implementing and how they would reduce SOV or change travel pattern behavior. **(Up to 7 points)**
  - e) Describe how the project increases transit usage or multimodal use in your community. **(Up to 6 points)**

**3. LOCAL MATCH (Up to 5 points)**

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

Local Match:

Required minimum contribution	Hard, land, or In-kind overmatch	Awarded points
20% Hard <i>and</i>	≥ 20%	5
	15% to 19.99%	4
	10% to 14.99%	3
	5% to 9.99%	2
	0% to 4.99%	1
<i>less than 20% contribution will be disqualified</i>		

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

**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 2 points)**
- b) Provide an attachment, titled "Exhibit C -Budget", which details the project budget for project planning, start-up, construction, operation, marketing and other project elements. Please use Exhibit B to indicate the staff positions dedicated to the proposed project and the applicable hourly rate charges. **(Up to 8 points)**

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

This section awards points to projects that advance key elements of the adopted RTP/SCS.

- a) Please describe how the proposed project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking in support of the adopted RTP/SCS. How does the proposed project help to implement the growth vision established by the RTP/SCS? Please list relevant planning efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, and Compass Blueprint projects) and describe how the proposed project will promote their implementation. **(Up to 5 points)**

- b) Please describe if the proposed project is part of a green technologies effort. To what extent does the proposed project reduce greenhouse gas emissions? **(Up to 5 points)**
- c) Please describe how the proposed project encourages transportation management. **(Up to 5 points)**
- d) Please describe if the proposed project is part of a Transit Oriented Corridor or District or how the proposed project encourages active transit or if it is located in a High Quality Transit Area<sup>1</sup>. **(Up to 5 points)**

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<sup>1</sup> Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-serviced transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours

**PSR EQUIVALENT SIGNATURE**

Approved and Certified by Local Agency:

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*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.

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*authorized staff* *DATE*

*If applicable, California PE Stamp and Lic #*





**Metro**

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

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**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.

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8. Identify participating agencies roles and responsibilities

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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: /hr		Staff Title: /hr		Staff Title: /hr		Staff Title: /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									

- 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

# Exhibit C -Budget

# **INSTRUCTIONS & APPLICATION**

## **PART III BICYCLE IMPROVEMENTS**



## **BICYCLE IMPROVEMENTS**

### **OBJECTIVE**

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

### **ELIGIBLE APPLICANTS**

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 one of the above public agencies. MTA may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

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

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

### **ELIGIBLE PROJECTS**

MTA encourages and will give priority to projects that implement one or a combination of the following strategies; 1) Bikes-to-Transit: bicycle improvements that facilitate bicycling to transit stations; and 2) Complete Bikeway Networks: on-and-off street bikeway projects that complete and fill bikeway gaps within and among neighboring jurisdictions in Los Angeles County. MTA’s total contribution for each project application will be no more than \$2.5 million in this Call. The following is a list of eligible projects (the bundling of project

components and/or modes is encouraged):

- On-street bikeway improvements to increase bicycle access to transit hubs;
- Class 2 Bike Lanes or Class 1 Bike Path projects that improve continuity to other bicycle facilities (gap closures) – up to 20% of the projects can be for improving (repair, repave, resurface) existing pavement conditions (crack, uneven surface, root damage, etc.);
- 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);
- 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.). Sharrows that connect short distance gaps between existing Class 2 or 1 bikeways; up to 20% of the projects can be for improving (repair, repave, resurface) existing pavement conditions (crack, uneven surface, root damage, etc.);
- Bicycle Parking: bike racks and lockers, membership-based attended or unattended secure high-capacity bicycle-parking facility (50 spaces and above) at major destinations or transit stations (examples are: store fronts, free standing or built-in enclosures);
- Wayfinding and directional signage to major destinations and transit stations (recommend to include as part of a larger bikeway project); and
- Bike-share programs (sponsors should be prepared to provide supporting bike share feasibility studies or demand analysis).

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

*Important successful application information:*

- Project sponsor must be prepared to conduct "before and after" bicycle counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project.
- Projects that include new designs for traffic control treatments must follow State and Federal experimental procedures:  
[\(http://www.dot.ca.gov/hq/traffops/signtech/newtech/\)](http://www.dot.ca.gov/hq/traffops/signtech/newtech/)  
<http://mutcd.fhwa.dot.gov/condexper.htm>

Projects will be funded with federal funds, (possibly requiring NEPA compliance) and CTC authorizations to proceed. Applicants should be aware that if awarded federal and/or state



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

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

### INELIGIBLE PROJECTS

The following projects are not eligible for funding consideration:

1. Bicycle facilities 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;
4. Stand-alone plans, environmental or design project phases; and
5. First-time bike racks on buses.

### PROJECT STUDY REPORT EQUIVALENT (PSRE)

A PSRE is required for all projects. For the bicycle mode, completion of Part III-A fulfills the PSRE requirement. **Failure to submit this part or section completed in full may result in disqualification of the application.** 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/pdfs/2009r1r2/mutcd09r1r2editionhl.pdf>) MUTCD California Supplement, ([http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca\\_mutcd2012.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm)) and the American Disabilities Act. Also see AASHTO Guide for the Development of Bicycle Facilities, 4<sup>th</sup> Edition ([https://bookstore.transportation.org/collection\\_detail.aspx?ID=116](https://bookstore.transportation.org/collection_detail.aspx?ID=116)).
- 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 will be responsible for operations and maintenance of the bicycle facility at their expense. Funding plan must be provided.*

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

### **LOCAL MATCH REQUIREMENT**

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

For in-kind matches of land, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal must be submitted with the complete application package, dated within six months prior to the date the application is due to MTA (**January 18, 2013**). Projects recommended for funding with in-kind match of land will be reviewed by MTA's Real Estate Department.

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

### **SENATE BILL 286 REQUIREMENTS**

Senate Bill (SB) 286 requires Caltrans, Community Conservation Corps (CCC), California Conservation Corps (CalCC) (collectively referred to "Corps"), the CTC, RTPAs, county transportation commissions or authorities, and congestion management agencies to develop criteria that give priority in a selection of projects to the sponsors of eligible projects that partner with, or commit to employ, the services of the Corps to construct or undertake any project. The form is provided and must be signed off by the Community Conservation Corp to be considered an eligible TA project. The form is in Appendix H and must be completed and submitted with your TA application for funding consideration.

RTPAs are required to select TA eligible projects, whose sponsor has agreed to partner with or employ the services of the Corps, first for funding.

TA projects that were programmed in an RTIP prior to June 25, 2009 are exempt from the requirements of SB 286 and do not require review by the Corps. These projects will be reviewed by the RTPA who will determine if the sponsor can partner or obtain services for the Corps.

All other TA projects applicants must submit their applications to both the CCC and the Cal CC for their review and signature prior to submittal to MTA and Caltrans for eligibility review. The Corps will indicate if they are able to partner or provide services. Those projects where the Corps has indicated that they will not participate are prioritized equally with all other projects.

More information on the Corps can be found at:

<http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/AboutLCCCs.htm>

[www.calcc.org](http://www.calcc.org)

[www.ccc.ca.gov](http://www.ccc.ca.gov)

**PART III – BICYCLE IMPROVEMENTS (Inadequate responses will result in an overall lower score)**

**PROJECT TITLE THAT DESCRIBES LOCATION AND TYPE OF FACILITY**

(from Part I, Question 1)

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**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). Include project boundaries, limits and distances.
- (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 \_\_\_\_\_
- \*For secure, high-capacity bicycle parking projects supporting multimodal transportation or major destinations: Provide a description of facility size, storage capacity (number of bikes), location, dimensions, amenities for bicyclists, including costs, source of operating funds, and any retail operations planned. Provide the site location and concept for design. Describe the facility's security features.
- (4)  On-street improvements to transit hubs  
Name/location of transit hub \_\_\_\_\_
- (5)  Wayfinding and directional signage as part of a larger project (refer to box 3, 6, 8, 9, 10, 11, and 12)  
Number of signs of each to be installed \_\_\_\_\_
- (6)  Bike-share program? Provide feasibility or demand analysis. Include capital and operating costs. Please note: MTA grant may fund up to one year of operations only.
- (7)  Mid-block crossing improvements on bike paths
- (8)  Enhanced Class 3 bike route or priority street (bicycle boulevard)
- (9)  Road diet. Location and distance in miles  
\_\_\_\_\_
- (10)  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)

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(11)  Bike lane: Distance in Miles \_\_\_\_\_ Street boundaries \_\_\_\_\_

(12)  Sharrows and/or bike route: Distance in Miles \_\_\_\_\_  
Street boundaries \_\_\_\_\_

(13)  If the project is on-street, describe the existing physical street conditions  
No. of travel lanes \_\_\_\_\_  
Posted speeds \_\_\_\_\_  
Intersections \_\_\_\_\_  
Street width \_\_\_\_\_  
Surrounding land uses \_\_\_\_\_

(14)  Improvements to existing pavement conditions (e.g., repairing cracks, root damage, uneven surface, etc.)?  YES  NO  
If yes, itemize in project budget estimate and describe \_\_\_\_\_

Alternatives analysis

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

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

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

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)  Submitted form to CCC (see Senate Bill 286 Requirements)

If full MTA requested funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**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 policies and provisions. **(Up to 10 points)**
- b) Does your project improve access to a transit hub? 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. **(Up to 10 points)**
- c) How does this project improve bicycle facility connections in your jurisdiction *and* neighboring jurisdictions? Does this project fill a gap? Has coordination with neighboring jurisdictions been established for connection and possible expansion? **(Up to 5 points)**
- d) Please describe connectivity to activity centers/destinations in your community, and adjacent jurisdictions. (List employment, schools, colleges, retail/commercial, government facilities, entertainment, or major attractions within one to five miles of the proposed project.) Show locations on attached map. **(Up to 5 points)**

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

- a) Provide demographic information that includes population, employment, levels of transit dependency and transit ridership within two miles of project area. **(Up to 10 points)**
- b) Explain how this project will increase bicycling and bicycle trips. Justify your answer. **(Up to 10 points)**
- c) Is this project included in a recent Bicycle Master Plan (no more than five years old)? Attach copy of plan cover and page showing project. **(Up to 5 points)**
- d) What new bicycle policies or initiatives have been implemented in the last four years? **(Up to 10 points)**

**3. LOCAL MATCH (Up to 5 points)**

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

Local Match:

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

Required minimum contribution	Hard or soft overmatch	Awarded points
20% Hard <i>and</i>	e 30%	5
	20% to 29.99%	4
	15% to 19.99%	3
	10% to 14.99%	2
	5% to 9.99%	1
	0% to 4.99%	0
<i>less than 20% contribution will be disqualified</i>		

- Please refer to page 8 for definitions of Local Match terms.



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

MTA 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.

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 Costs			\$ _____
Hazardous Waste Cleanup			\$ _____
Construction			
Earthwork	_____	\$ _____	\$ _____
Pavement	_____	\$ _____	\$ _____
Drainage	_____	\$ _____	\$ _____
Traffic items	_____	\$ _____	\$ _____
Signage	_____	\$ _____	\$ _____
Striping	_____	\$ _____	\$ _____
Landscaping	_____	\$ _____	\$ _____
Other: _____	_____	\$ _____	\$ _____
Structural Items (Bridge/underpass/ramp)	_____	\$ _____	\$ _____
Other: _____	_____	\$ _____	\$ _____
Total Construction Costs			\$ _____
Construction Management & Inspection			\$ _____
Project Admin			\$ _____
Evaluation (before and after counts)			\$ _____
Operations (applicable to one-year startup of bike share and attended bike parking programs only)			\$ _____
Marketing			\$ _____
Other: _____			\$ _____
Total Project Administrative Costs			\$ _____
Total Project Costs			\$ _____

\*This item is not eligible for Call for Projects funding and may be funded by the sponsor’s local match.

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)**

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

- a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas<sup>8</sup> (HQTA) are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/). Please provide a response to 1. and 2. **(Up to 4 points)**
1. If your project is located in an HQTA, how will the project increase the use of transit as an alternative to driving?
  2. If your project is not located in an HQTA, how will it improve bicycle and pedestrian access to local destinations and/or regional transportation centers (e.g., schools, retail centers, transit centers)?
- b) **The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:**
- Emphasizes growth in QTAs
  - Emphasizes growth along main streets, downtowns and other appropriate infill locations
  - Shifts development from single-family towards multi-family residential development to reflect recent trends, and
  - Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

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<sup>8</sup> Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-served transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.

Please describe how this project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking to implement the growth vision established by the RTP/SCS. **Please list relevant land use planning efforts** (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, and Compass Blueprint projects) **and describe how this project promotes their implementation. (Up to 4 points)**

- c) Please describe how this project implements any programs or projects your agency/jurisdiction is implementing that promote the use of green modes and reduce VMT. How does your project support: Complete Streets Policy or Updated Circulation Element to include Complete Streets, Plug-In Electrical Vehicle Policies or Plans, Car-Share/Bike Share, and/or Climate Action Plans. Describe how this project supports their implementation. Based on question B.2.c. (Project Need and Benefit to Transportation System), no additional points will be given for including a Bicycle Plan. **(Up to 4 points)**
- d) Please describe any actions your agency/jurisdiction has taken to reduce or better manage travel demand. How does this project advance actions that include: Hired a Bike/Ped Coordinator, Adopted Bicycle Anti-Harassment Ordinance, Adopted Parking Policies to encourage more efficient use of parking resources and promote bicycle parking, adopted Multimodal Level of Service (MMLOS) for traffic studies, bike/ped counts and/or data collection, employer-based programs, and updated TDM ordinance? **(Up to 4 points)**
- e) Please describe how this project complements programmatic initiatives (i.e., education and outreach) your agency/jurisdiction has put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare). Please list relevant programmatic initiatives (i.e., bicycle/pedestrian education and safety programs, bike/ped promotional events, Safe Routes to School programs, enforcement of speed limits, and other outreach programs) and describe how they will be complemented by this project. **(Up to 4 points)**

**PSR EQUIVALENT SIGNATURE**

Approved and Certified by Local Agency:

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*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.

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*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. Transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies. MTA may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

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

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

## ELIGIBLE PROJECTS

This category provides **capital funds for the construction of projects** that improve the pedestrian environment in order to promote walking as a viable form of transportation. Design and right-of-way acquisition are eligible expenses as long as they are directly related to and part of the project's construction. Eligible projects may include: 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.

MTA's maximum total contribution for each project awarded funding will be \$2.5 million in this Call for Projects. The amount of local funds available through this Call for Projects will be limited. Therefore, federal and state funds represent the majority of the available funding. 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 guidebooks are **NOT** eligible for grant funding unless they are a component of a larger pedestrian/construction improvement project.



## **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-public use for a minimum of twenty (20) years after the completion of construction, unless the facility is relocated to a nearby location at the project applicant's expense; and
- 3) The project applicant will be responsible for operating and maintaining the pedestrian facility at its expense.
- 4) The project applicant will be required to provide before- and after- pedestrian (and bicycle, if applicable) counts, colored photos, and any applicable graphics. Additional details regarding methodology for conducting counts will be provided to applicants prior to initiation of the project. Project applicant should include the cost of this task in project budget, if necessary. This is an eligible cost for Call for Projects funding.

## **SENATE BILL 286 REQUIRMENTS**

Senate Bill (SB) 286 requires Caltrans, Community Conservation Corps (CCC), California Conservation Corps (CalCC) (collectively referred to as "Corps"), the CTC, Regional Transportation Planning Authorities (RTPAs), county transportation commissions or authorities, and congestion management agencies to develop criteria that give priority in the selection of projects to the sponsors of eligible projects that partner with, or commit to employ, the services of the Corps to construct or undertake any Transportation Alternatives

(TA) project. Some pedestrian improvement projects funded through MTA's Call for Projects program may receive TA funds; therefore, applicants submitting applications under the Pedestrian Improvements mode should follow the requirements of SB 286 prior to submitting application(s) to MTA through the Call for Projects.

RTPAs are required to select TA eligible projects, whose sponsor has agreed to partner with or employ the services of the Corps, first for funding.

TA projects applicants must submit their applications to both the CCC and the Cal CC for their review and signature prior to submittal to MTA. The Corps will indicate if they are able to partner or provide services. Those projects where the Corps has indicated that they will not participate are prioritized equally with all other projects.

More information on the Corps can be found at:

<http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/AboutLCCCs.htm>  
[www.calcc.org](http://www.calcc.org)  
<http://www.ccc.ca.gov>

### **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 feet)
- c) sidewalk features (check all that apply). For every feature checked, describe existing conditions and proposed features.

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

<p>If full MTA requested funding is not available, would your jurisdiction be amenable to reduced funding?</p>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
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**1. REGIONAL SIGNIFICANCE AND INTERMODAL 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 35 Points)

On an attached sheet, address the following:

- a. Current pedestrian conditions and proposed improvements. **(Up to 8 Points)**
  - i. Describe the current pedestrian conditions within the project area and indicate why the project is needed. Indicate any particular pedestrian uses that currently exist along the project corridor (e.g., path used by transit riders, school children, elderly pedestrians, disabled pedestrians, nighttime pedestrian activity, etc.). Include appropriate supporting documentation, such as incident history, observations, etc.
  - ii. How will this project improve the pedestrian conditions stated above? If there are no pedestrian facilities that currently exist, how far from the proposed project are the nearest parallel or connecting walkways?
- b. Describe specific ways in which this project will improve the level of pedestrian connectivity between the neighboring community and the public transit facilities listed above. **(Up to 8 Points)**
- c. Describe the project area's demographic characteristics (e.g., elderly population, school age children under 16 years old, zero car household, etc.) that support walking and transit use. **(Up to 6 Points)**
- d. How is the project designed to be compatible with and enhance the surrounding community? Does this project have the support of community, business and elected officials? If yes, include supporting documentation, which may include, but is not limited to, letters of support, recorded comments at public meetings, meeting minutes, etc. If appropriate, has the project been discussed with adjacent jurisdictions? Is there opposition to the project? If yes, indicate who opposes the project and reason(s) for opposition. **(Up to 5 Points)**  
 Check box if you prefer to use your response from Part III, Section A, Question 7 to answer this question.
- e. Identify/quantify the project area's existing level of pedestrian activity and the projected activity levels resulting from the proposed improvements. Please provide methodology used in determining this estimate. **(Up to 4 Points)**
- f. Estimate/quantify the number of automobile trips that this project will replace. Please provide the methodology used in determining this estimate. **(Up to 4 Points)**

**3. LOCAL MATCH (Up to 5 Points)**

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

Local Match:

a) <b>Minimum Hard Match (0 points)</b>	<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) <b>Total Local Match commitment a + b + c = d</b>	<u>\$</u>	<u>%</u>

- Please refer to page 8 for definitions of Local Match terms
- Meets Local Match Requirement **(0 Points)**
- Exceeds Local Match Requirement **(up to 5 points)**

Local Match Percentage	Points
20.01% – 24.99%	0
25.00% – 29.99%	1
30.00% – 34.99%	2
35.00% – 39.99%	3
40.00% – 49.99%	4
e 50%	5

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

MTA 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:

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

\*This item is not eligible for Call for Projects funding and may be funded by the sponsor’s local match.



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

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

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

- a. State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas<sup>9</sup> (HQTA) are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/). **Please provide a response to either i. or ii. (Up to 4 Points)**
  - i. If your project is located in an HQTA, how will the project increase the use of transit as an alternative to driving?
  - ii. If your project is not located in an HQTA, how will it improve bicycle and pedestrian access to local destinations and/or regional transportation centers (schools, retail centers, transit centers)?
- b. The adopted RTP/SCS includes a land-use strategy and growth forecast (provided by local governments) that:
  - Emphasizes growth in QTAs
  - Emphasizes growth along main streets, downtowns and other appropriate infill locations
  - Shifts development from single-family towards multi-family residential development to reflect recent trends, and
  - Promotes the implementation of Compass Blueprint Demonstration projects, which are planning efforts led by local jurisdictions and funded by SCAG.

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<sup>9</sup> Consistent with state law and identified in the adopted RTP/SCS, an HQTA is generally a walkable transit village or corridor that is within one half-mile of a well-served transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.

Please describe how this project promotes the land-use planning efforts your agency/jurisdiction has or is currently undertaking to implement the growth vision established by the RTP/SCS. Please list relevant land use planning efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, updated TOD ordinances, Compass Blueprint projects) and describe how this project promotes their implementation. Provide supporting documentation. **(Up to 4 Points)**

- c. Please describe how this project promotes the use of green modes and better manage travel demand, including walk, bike, transit, vanpool/carpool, and telecommute. Please list relevant actions or programs [e.g., Adopted a Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, Car-Share/Bike Share, Climate Action Plans, Parking Management Programs to encourage more efficient use of parking resources (e.g., eliminating free parking, implementing parking maximums/caps in building requirements, parking caps coupled with restrictions on street and neighborhood parking, unbundling parking by separating parking development from business or housing development, pursuing shared parking opportunities, Dynamic Traffic Management Strategies, Multimodal Level of Service (MMLOS), updated Transportation Demand Management ordinance)]. Describe how these efforts relate to this project. Provide supporting documentation. **(Up to 8 Points)**
- d. Please describe how this project complements programmatic initiatives (i.e., education and outreach) your agency/jurisdiction has put in place to encourage alternatives to driving alone, including walk, bike, transit, and rideshare. Please list relevant programmatic initiatives (e.g., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs) and describe how they will be complemented by this project. Provide supporting documentation. **(Up to 4 Points)**

**PSR EQUIVALENT SIGNATURE**

Approved and Certified by Local Agency:

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*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.

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*Authorized staff* *DATE*



# **INSTRUCTIONS & APPLICATION**

## **PART III TRANSIT CAPITAL**



## TRANSIT CAPITAL

### OBJECTIVE

The Transit Capital Modal Category seeks to improve regional mobility, air quality, transit access, and sustainability by funding regionally significant projects that either directly or indirectly increase transit use. Examples of projects that directly improve transit use include those that increase the frequency and/or capacity of transit services. Examples of projects that indirectly increase transit use are those that provide enhanced access to the transit system and/or facilitate transfers. Specific projects under this mode include clean-fuel bus acquisitions, bus stop improvements, transit centers, park and ride lots, commuter rail stations, and facility improvements. Some elements of transit-oriented development projects are eligible if they meet the project evaluation criteria contained in this application.

Investments in transit capital allow for the integration and coordination of local and community-based service with the regional network to effectively address service demand, maximize mobility options, and attract new riders to public transit. Based on 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; or 4) Integrate sustainability.*

### PROJECT STUDY REPORT EQUIVALENT

A Project Study Report Equivalent (PSRE) is required for all projects, with the exception of projects limited to vehicle and/or equipment purchases. Completion of this application will satisfy the requirements of the PSRE, provided it addresses all requirements of the PSRE Guidelines contained in Appendix B of this application package. To satisfy the PSRE requirement, an additional signature is required by a City Manager or City Engineer (beyond that required in Part I of this application) attesting that the technical information provided herein satisfies the conditions of the PSRE. If the project involves a bus purchase, then the General Manager/Director of the sponsoring transit operator can sign in place of the Civil Professional Engineer.

The cost of preparing the PSRE must be financed by the applicant and is not an eligible Call for Projects expense.

### ELIGIBLE APPLICANTS

Eligible applicants include 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 one of the above public agencies. MTA may choose not to award funds, or execute a Funding Agreement (FA) or Letter of Agreement (LOA), with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy (Appendix C), and Maintenance of Effort (MOE) requirements.

## CAPITAL FUNDING SOURCES

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. 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 the proposed project is consistent with the policy objectives listed above. If Discretionary Section 5307 funds are programmed for a project with the same Scope of Work as submitted in the 2013 Call for Projects, that project will not be eligible to receive 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, recipients are subject to federal and state policies which may require significant staff processing time to fulfill. Federal and state policies may include strict “timely use of funds policies” as well as advance authorization for activities such as, but not limited to, “Requests for Authorization” for preliminary engineering, utility relocation, right-of-way, and construction. Please refer to the Caltrans Local Assistance Procedures Manual for more detailed information and instructions. The procedure manual can also be found at the Caltrans website at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.

## ELIGIBLE PROJECTS

Examples of eligible projects under the Transit Capital mode include the following categories:

- 1) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots.** Applications for construction or improvements to regionally significant transit centers, bus layover areas and/or park and ride facilities are encouraged. Operator restroom facilities, signage, bus shelters, bus bays, temporary facilities for the relocation of transit-related functions, bicycle parking facilities, street widening, traffic-signal improvements to facilitate the operation of buses, and security lighting are all eligible components if part of a larger, regionally significant project.

For shared-use parking facilities, MTA funds only those parking spaces that are designated for transit use. These MTA funded parking spaces cannot be claimed as local development mitigation. Projects must demonstrate how the parking facilities serve intermodal integration, increase mobility, and offer multimodal/multi-agency transfer locations.

Parking projects are required to conform to 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. If your project is selected for funding, an MTA approved parking plan will be required as part of the FA/LOA.

- 2) **Regionally Significant Transit Stops.** Applications for the construction of new and/or existing regionally significant bus-stop improvements at multimodal/multi-agency/multi-



line transfer locations are encouraged. Examples of transit stop elements include bus shelters, bus benches, trash receptacles, transit information (signage, maps, or schedules), bus turnouts, bus landings (must be within 8 feet on either side of the shelter), solar powered attachments, and lighting (must be in addition to, and not in replacement of city-funded street lighting). Americans with Disabilities Act (ADA) accessibility improvements may be eligible only if part of a larger bus stop improvement project.

- 3) **Commuter Rail Stations.** Applications for the construction of and/or improvements to 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 representatives Gary Crary at (213) 452-0275 or Karen Sakoda at (213) 452-0264.
- 4) **Transit Facility Improvements.** Applications for the construction of new facilities and/or improvements/retrofit to existing facilities are encouraged. The improvements/retrofit must be done in order to accommodate expanded transit service or alternative fuel buses. For projects requesting funding for yard expansion, the agency must demonstrate that the fleet size will exceed the existing available parking (e.g., a governing board-approved expansion plan that describes the project and identifies additional bus needs). For projects requesting funding to retrofit an existing facility, the transit agency must have clean fuel buses in service, on order, or included in an approved vehicle replacement plan.
- 5) **Acquisition of Buses.** Applications for the replacement of existing diesel or gasoline buses with new clean fuel buses, replacement of existing clean fuel buses to new clean fuel buses, buses needed for service expansion, overcrowding relief, or to implement new transit routes, are encouraged. For bus replacement projects, the existing diesel, gasoline or clean fuel bus must have reached its useful life, as defined by FTA's Circular 5010.1D, Chapter IV, Section 3(f)(2)(a) [page IV-17] (a link to this document is available at [www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/)). For transit route expansion projects, an approved expansion plan is required documenting that the new service will operate as planned once the vehicles are delivered. The applicant must also provide documentation that operating funds from local sources will be available for the service expansion, as MTA will not provide operating subsidies. For projects seeking buses to relieve overcrowding on specific bus lines, documentation must be provided such as average on-board by stop.

## INELIGIBLE PROJECTS/ITEMS

The following projects/items are ineligible:

- 1) One-for-one replacement of similar sized-vehicles that have not reached their useful life, as defined by FTA's Circular 5010 1.D and cited above, at the time of replacement.
- 2) Demonstration projects with a limited time period.
- 3) Environmental studies/assessments directly related to the project.
- 4) Ongoing operating and maintenance expenses for current or new projects, including shuttles.

- 5) Improvements to transit centers, stations, or facilities solely to comply with ADA retrofit requirements.
- 6) Mitigation measures for development projects that significantly benefit one or more major property owner.
- 7) Electronic stand-alone passenger information centers/kiosks (unless part of a larger comprehensive project).
- 8) Urban Rail Projects. This does not preclude applications for additional parking or bus and pedestrian-community linkages at rail stations.
- 9) Design-only Projects and Transit Studies.
- 10) Projects whose principal intent involves street pavement reconstruction or resurfacing.
- 11) Section 5307 funded projects with the same Scope of Work as 2013 Call for Projects applications.
- 12) 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).
- 13) 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.
- 14) Rail track work or sidings.
- 15) Metro Rapid infrastructure and/or vehicles.
- 16) Bus shelters unless part of a larger regional project (See Regionally Significant Transit Stops).
- 17) Cost of Real Estate appraisal to determine value of property to be acquired for the project.
- 18) 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 30 and 31.

Donations of land must be from private ownership to public ownership for intended project purposes and not required as a developer mitigation. For projects with land as in-kind match, a real estate appraisal in compliance with Uniform Standards of Professional Appraisal Practice (USPAP) regulations will be required. The appraisal report must be dated six (6) months prior to the Call for Projects application's due date of January 18, 2013, and must be submitted with the complete application package. 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.

The value stated in the appraisal report as part of the application will be used as a capital expense towards Local Match commitment and the appraised value is locked in as the in-kind match at the time of the application submittal. 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 policy objectives. Minimum points will be awarded for answers which indicate that the policy objectives will be only partially met.

**A. PROJECT CATEGORY**

Select the category which best describes the project.

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

Check the following project type:

- Transit Center
- Bus Layover
- Park and Ride Lot
- Other \_\_\_\_\_

Check the following where appropriate:

- No land acquisition is required. Facility will be built on an existing site controlled by applicant.
- Property will be used as in-kind match. \_\_\_Yes \_\_\_No  
If yes, indicate if property is publicly or privately owned? \_\_\_\_\_  
If **yes**, an independent appraisal on the property conducted within the past six months must be attached to this application.
- Facility will require land acquisition. Are funds requested in this application for land acquisition? \_\_\_ Yes \_\_\_ No
- Existing on-site improvements
- Other (specify) \_\_\_\_\_

2.  **Regionally Significant Transit Stops**

Check the following planned improvement(s):

- Shelters
- Transit information (signage/schedules/maps)
- Lighting
- Other (specify) \_\_\_\_\_

3.  **Commuter Rail Stations**

Check the following project type:

- Existing Station modifications
- New Station construction
- Other (specify) \_\_\_\_\_

4.  **Transit Facility Improvements**

Check the following project type:

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

5.  **Acquisition of Buses**

Check one of the following reasons for purchasing new buses:

- Replacement of existing diesel, gasoline, or clean fuel buses with new clean fuel buses
- Higher capacity buses to relieve overcrowding
- New service/service expansion
- Other (specify) \_\_\_\_\_

Check one of the following bus sizes:

- 30 ft.
- 35 ft.
- 40 ft.
- 45 ft.
- 60 ft.
- Other (specify)\_\_\_\_\_

Check one of the following fuel types:

- Hybrid Electric
- Compressed Natural Gas
- Other (specify)\_\_\_\_\_

**NOTE:** MTA will apply the current average base cost of a vehicle based on size and fuel type to determine final funding recommendation.

**OTHER PARTICIPANTS & DESCRIPTION OF INVOLVEMENT**

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

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If full MTA requested funding is not available, would your jurisdiction be amenable to reduced funding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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## B. PROJECT DESCRIPTION

In a minimum of one page, provide a clear and detailed description of the project for which funding is being requested. Keep the background information brief. Include only information about purchases or improvements for which funding is being requested within this application, or for which Local Match funds are being pledged. Include only descriptive information and address the following:

- If requesting funds for vehicles, please include a reason for your request, the characteristics of the existing and/or new vehicles (size, seating, fuel type, manufacturer, year bus was manufactured, total vehicle-miles of bus, and other features), a description of the general service area, where the new vehicles will be deployed, general service characteristics, and regional connectivity.
- If requesting funds for transit facilities or transit centers/commuter rail stations, please include a reason for the project and a general description of the proposed improvements and general service area. Also describe the physical elements of the project, as applicable, such as the number of bus bays, number of parking spaces for transit, operator restroom facilities, a sketch or diagram of the proposed facility, map of the project location, route maps, passenger boardings, and any other project related elements.
- For regionally significant transit stop improvements, please include a reason for the project and a general description of the corridor where the bus stops are located, any major activity centers served, a list of proposed stop locations, total daily boardings at each location and a route map showing the stop locations.

**NOTE:** If a project is selected for funding, the project description in the application must be consistent with the scope of work submitted with the FA/MOU. Any significant change in the scope of work from the initial project description will require MTA Board approval and/or may result in a reduction in or loss of the awarded funding amount.

## 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 & INTERMODAL INTEGRATION (Up to 30 points)**

- a) Describe how the project meets one or more of the Transit Capital policy objectives: improve regional mobility; improve air quality; improve transit access; or, integrate sustainability. Also describe how this project may increase transit use/ridership, reduce or facilitate transfers, be cost effective, and complement the applicant’s transit system, nearby transportation facilities/services, and the regional system. Indicate how the project avoids duplication and competition with other projects. **(Up to 10 points)**
- b) Identify key regional trip generators and/or regional activity centers to which access would be served or enhanced. **(Up to 10 points)**
- c) Identify rail, fixed route bus, dial-a-ride, and shuttle services that will utilize/be affected by the proposed improvement as follows: **(Up to 5 points)**

Operator	Line #	Headway	Ridership (Avg. Weekday Boardings)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- d) 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 5 points)**

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

- a) Describe the existing situation and the need for the project. State how the project eliminates or mitigates transportation service deficiencies in the community it serves, such as existing service gaps, lack of passenger amenities, or necessary facility improvements. **(Up to 15 points)**
- b) Describe how this project contributes to a decrease in single occupancy vehicle (SOV) travel, particularly during peak periods. **(Up to 10 points)**
- c) Identify areas of transit dependency that will be served by the project and how effective the project will be in meeting transit-dependent mobility needs. **(Up to 10 points)**

**3. LOCAL MATCH (Up to 5 points)**

See Local Match Requirements

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

- Required 20% = 0
- 21% – 25% = 1
- 26% – 30% = 2
- 31% – 35% = 3
- 36% – 39% = 4
- 40% – 50% = 5

a) Enter total from line 38 of the Project Funding Request (Part II: Table 3 of Project Financial Plan summary)	\$ _____	
b) Required 20% Local Match: Cash and/or land only	\$ _____	20%
c) Overmatch: Cash and/or land	\$ _____	%
d) Overmatch: In-kind	\$ _____	%
e) Total Local Match commitment b+c+d = e	\$ _____	%

- Please refer to page 8 for definitions of Local Match terms.

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

Each applicant can only apply for one of the following five categories and receive a maximum of 10 points: 1) Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots; 2) Regionally Significant Transit Stops; 3) Commuter Rail Stations; 4) Transit Facility Improvements; or, 5) Acquisition of buses. In determining a project’s cost effectiveness, the applicant must develop a cost/benefit analysis. The cost/benefit analysis shall include the total project cost, its benefits, and how the benefits of implementing the project achieve at least one of the four Transit Capital policy objectives: improve regional mobility; improve air quality; improve transit access; or, integrate sustainability.

Examples include:

- a) **Regionally Significant Transit Centers/Bus Layover Areas/Park and Ride Lots**  
Compare the total project cost of constructing and/or improving a regionally significant transit center/bus layover area/park and ride lot to new projected daily boardings that will be generated by the project as it relates to improving regional mobility.

**b) Regionally Significant Transit Stops**

Compare the total project cost of constructing and/or improving a regionally significant transit stop to new projected daily boardings that will be generated by the transit stop improvements as it relates to improving transit access.

**c) Commuter Rail Stations**

Compare the total project cost of constructing and/or improving a rail station to new projected daily boardings that will be generated by the rail station center as it relates to improving regional mobility.

**d) Transit Facility Improvements**

Compare the total project cost of constructing and/or improving a new transit facility for bus yard expansion and how it relates to improving regional mobility.

**e) Acquisition of Buses**

Compare the total project cost of purchasing new alternative fuel buses to the use of the new buses as it relates to improving air quality.

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

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

- a) How will this project increase the competitiveness of transit as an alternative to driving alone? And how does the project complement programmatic initiatives to encourage alternatives to driving alone and better manage travel demand? **(Up to 5 points)**
- b) How does this project directly/indirectly support actions your agency has taken to promote walking and/or biking to transit? **(Up to 5 points)**
- c) Describe the predominant land use pattern(s) within and/or along the project area. How is the project designed to be compatible with the surrounding community? Does the project support connectivity to major transportation hubs, commercial centers, existing or proposed Transit Oriented Developments, and/or other major activity centers? **(Up to 5 points)**
- d) How will this project enhance the energy efficiency of transit service? **(Up to 5 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)
<b>1. Regionally Significant Transit Centers, Bus Layover Areas, Park &amp; Ride Lots</b>			
Transit Center		\$	\$
Bus Layover/Operator Restroom		\$	\$
Park and Ride Lot		\$	\$
Other (specify)		\$	\$
<b>Subtotal Section 1</b>			<b>\$</b>
<b>2. Regionally Significant Transit Stops</b>			
Shelter		\$	\$
Signage/Schedule/Maps		\$	\$
Lighting		\$	\$
Other (specify)		\$	\$
<b>Subtotal Section 2</b>			<b>\$</b>
<b>3. Commuter Rail Stations</b>			
Park & Ride Component		\$	\$
Station Construction Component		\$	\$
Bus Related Interface Component		\$	\$
Other (specify)		\$	\$
<b>Subtotal Section 3</b>			<b>\$</b>
<b>4. Transit Facility Improvements</b>			
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)		\$	\$
<b>Subtotal Section 4</b>			<b>\$</b>
<b>5. Acquisition of Buses</b>			
Transit Coaches for Alternative Fuel		\$	\$
Transit Coaches for System Expansion		\$	\$
Transit Coaches of Higher Capacity		\$	\$
Transit Coaches for Replacement			
Other (specify)			
<b>Subtotal Section 5</b>			<b>\$</b>
<b>TOTAL SECTIONS 1-5</b>			<b>\$</b>

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

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:

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*DATE*

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

This Project Study Report Equivalent has been prepared under the direction of the following staff authorized by the 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.

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*DATE*

*authorized staff*

*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.*

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*DATE*

*General Manager/Director*

# **INSTRUCTIONS & APPLICATION**

## **PART III TRANSPORTATION ENHANCEMENT ACTIVITIES**





## **TRANSPORTATION ENHANCEMENT ACTIVITIES (TEA)**

### **OBJECTIVE**

The Transportation Enhancement (TE) category, which is now referenced under MAP-21 as Transportation Alternatives (TA), strives to improve the interface between the transportation system and existing land uses. For the purposes of this program to remain consistent with MAP-21 and the State’s process of amending the law, all program categories will be referenced as TEA. TEA projects must also take into account the overall environmental context and the quality of life experience in and around transit-oriented facilities. Funds are provided for projects that enhance mobility options through streetscape renovations, architectural design, historical preservation, and environmental stewardship. To achieve sustainable communities, we encourage enhancements that increase safety for pedestrians and bicyclists using innovative and unique urban design and mobility strategies that will connect people and places.

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 enhancement activities that include planning, construction and design related to providing safe routes for non-drivers and in compliance with existing federal regulations. Also, projects cannot be mitigation activities that are already required through permits or environmental documents, even if the mitigations constitute a specified transportation enhancement.
- Offer 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 are considered eligible applicants. 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 one of the above public agencies. MTA may choose not to award funds or execute a Funding Agreement (FA) or Letter of Agreement (LOA) with applicants who have outstanding audit issues from previous Calls for Projects, or who are not in compliance with any current FA/LOA Scope of Work, Lapsing Policy, and Maintenance of Effort (MOE) requirements.

### **ELIGIBLE PROJECTS**

Below are the TEA categories that will provide the greatest mobility benefit for Los Angeles County. Details and project examples of these categories can be found in Attachment A, at the end of the TEA application. This application conforms to the MAP-21 Proposed Guidelines (see Appendix I for TA summary comparison). We have added a new category to promote small scale placemaking streetscape improvements that will be considered for local funding as long as it is part of a larger project that will improve access to transit-oriented facilities. Projects may include the creation of “parklets” and/or small pocket parks, improvements to connecting transit-stops/corridors, and/or open spaces adjacent to, or in close proximity to, transit stations.

Projects in this category are relatively low cost.

Please be advised that Bicycle and Pedestrian improvement projects must compete in the appropriate Bicycle or Pedestrian Modes.

- 1) Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- 2) Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.
- 3) Conversion and use of abandoned railway corridors for pedestrian or bicycle trails, or other non-motorized transportation use.
- 4) Construction of turnouts, overlooks, and viewing areas.
- 5) Inventory, control, and removal of outdoor advertising.
- 6) Historic/Scenic preservation and rehabilitation of historic transportation facilities and highway programs.
- 7) Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
- 8) Archaeological activities relating to impacts from implementation of transportation projects eligible under MAP-21 (including planning and research, landscaping and other scenic beautification).
- 9) Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- 10) Establishment of placemaking streetscape improvements with pocket parks/parklets adjacent to or in close proximity of transportation systems, that clearly show connections to pedestrian ways, transit stations, or bus stops (refer to details and examples under Category 1).

TA funds are eligible for capital improvements which are described in three project phases below:

- Preliminary engineering: including 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.
- Planning, Design and Construction: including project planning, 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. Successful project applicants must meet all federal and state regulations and requirements if awarded these types of funds.

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

### **PROJECT STUDY REPORT EQUIVALENT**

A Caltrans approved Project Study Report/Project Development Support (PSR/PDS) 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. This expense is an ineligible cost under the Call for Projects grant program. 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.

### **INELIGIBLE PROJECTS/ACTIVITIES**

Maintenance activities, operating costs, police, feasibility studies, master plans, and city or agency staff positions are not eligible expenditures of Transportation Alternative 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**

A majority of TEA projects are awarded with federal funds, so applicants in this category will be required to comply with federal requirements, including those related to environment (National Environmental Policy Act), National Historic Preservation Act, Department of Transportation 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.

## **SENATE BILL 286 REQUIREMENTS**

Senate Bill (SB) 286 requires Caltrans, Community Conservation Corps (CCC), California Conservation Corps (CalCC) (collective referred to “Corps”), the CTC, RTPAs, county transportation commissions or authorities, and congestion management agencies to develop criteria that give priority in a selection of projects to the sponsors of eligible projects that partner with, or commit to employ, the services of the Corps to construct or undertake any project. The form is provided and must be signed off by the Community Conservation Corp to be considered an eligible TEA project. The form in Appendix H must be completed and submitted with your TEA application for funding consideration.

RTPAs are required to select TEA eligible projects, whose sponsor has agreed to partner with or employ the services of the Corps, first for funding.

TEA projects that were programmed in an RTIP prior to June 25, 2009 are exempt from the requirements of SB 286 and do not require review by the Corps. These projects will be reviewed by the RTPA who will determine if the sponsor can partner or obtain services for the Corps.

All other TEA projects applicants must submit their applications to both the CCC and the Cal CC for their review and signature prior to submittal to MTA and Caltrans for eligibility review. The Corps will indicate if they are able to partner or provide services. Those projects where the Corps has indicated that they will not participate are prioritized equally with all other projects.

More information on the Corps can be found at:  
<http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/AboutLCCCs.htm>  
[www.calcc.org](http://www.calcc.org)  
[www.ccc.ca.gov](http://www.ccc.ca.gov)

## **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 ALTERNATIVES**

**PROJECT TITLE:** \_\_\_\_\_  
 (from Part I, Question 1)

Briefly answer all questions below. If a question is not applicable, please clearly explain why it is not. Failure to adequately address any of the items below may result in the application being disqualified from funding consideration.

**PROJECT DESCRIPTION:**

- Provide a brief description of the scope of work for which funding is requested.
- Describe any environmental issues related to the project, which may include, but are not limited to:
  - a) 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 needed or required.
  - d) Identify any existing known hazardous waste sites that are within or immediately adjacent to the proposed project location.
- Check the appropriate project phase(s) funding is requested for:
  - Preliminary Engineering
  - Planning
  - Right-of-way acquisition
  - Design and Construction
  - Other (i.e., education and safety for safe routes for non-drivers)
- Check the category or categories the project closely relates to:
  - Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
  - Construction, planning, and design of infrastructure-related projects, and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
  - Conversion and use of abandoned railroad corridors for pedestrian or bicycle trails, or other non-motorized transportation use.
  - Construction of turnouts, overlooks, and viewing areas.
  - Inventory, control, and removal of outdoor advertising.
  - Historic/Scenic preservation and rehabilitation of historic transportation facilities.
  - Vegetation management practices in transportation rights-of-way to improve road safety, prevent against invasive species, and provide erosion control.
  - Archaeological activities relating to impacts from implementation of a transportation project eligible under MAP-21.

- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- Establishment of placemaking streetscape improvements such as pocket parks/parklets near transit stations, bus stops or pedestrian/bicycle pathways.

**PROJECT LOCATION:**

- a) Describe the right-of-way to be used by the project and its location.
- b) Proximity to intermodal transportation facilities (highway, regionally significant streets, transit corridors, or smart corridor).
- c) Identify the limits of the project including any cross streets or other landmarks that identify the limits.
- d) Provide photos of existing location:
  - Maximum three (3) pages of photos.
  - Maximum six (6) color photos per application and must be labeled.
  - Minimum photo size – 3 x 5 inches. Maximum photo size – 4 x 6 inches.
- e) Include a Vicinity Map:
  - Maximum one (1) 8 ½ x 11 inch page must be to scale.
  - Application reviewer must be able to find the project location in the field using this map.
  - Must include north arrow.
  - Must show 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.
  - Must label street names, name of the sponsoring agency, and must be clear and legible.

**PROPOSED PROJECT START DATE:** \_\_\_\_\_

**PROJECT DURATION FOR ALL PHASES (months):**  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

If full MTA requested 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 30 points)

On an attached sheet, briefly address the following:

- a) Describe how this project is part of a larger streetscape/urban design plan or smart corridor project, and how it will leverage previous transportation improvements and investments in the project area. **(Up to 15 points)**
- b) Describe how the project will improve connectivity and access to the transportation system, and how it will address the Caltrans “Complete Streets” policy (by function, proximity, or impact). Identify the name and location of the transportation facility and its enhancement characteristics in relation to current volume of pedestrians, cars, cyclists, and transit users accessing these facilities. Please include the methodology used in obtaining this information. **(Up to 15 points)**

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

Please address the following:

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

- a) Describe and provide supportive evidence (i.e., traffic impact study, scenario planning, or alternative analysis, etc.) for the need of the project, including a description of existing conditions, such as physical barriers, safety, transit access, land use patterns, or mobility of vehicular traffic for the area or corridor. Include indicators where applicable to support the future improvement of the existing conditions. **(Up to 15 points)**
- b) Describe how the project benefits or enhances regional mobility. Please explain how context sensitive solutions<sup>10</sup> were implemented for the project as well as the project’s impact on existing transportation systems and non-motorized modes. If the project is a safety and education program, explain how this will improve safe routes for non-drivers and access to transit, bicycle and pedestrian connectivity for the project area. Include information about how the project accomplishes any of the following that are applicable: **(Up to 15 points)**
  - Enhances 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;

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<sup>10</sup> CSS: A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historical and environmental resources while maintaining safety and mobility.

- Increases availability, awareness or protection of historic, community, visual (viewshed), or natural resources.
- If a historic project is proposed, describe the current recognized level of historic significance (federal, state, or local).

c) What is the projected life cycle of the proposed project or program? **(Up to 5 points)**

**3. LOCAL MATCH (Up to 5 points)**

Matching funds must be consistent with Part II: Table 3 of the Project Financial Plan Summary.

Local Match:

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

Required minimum contribution	Hard or soft overmatch	Awarded points
<b>20% Hard <i>and</i></b>	e 30%	5
	20% to 29.99%	4
	15% to 19.99%	3
	10% to 14.99%	2
	5% to 9.99%	1
	0% to 4.99%	0
<i>less than 20% contribution will be disqualified</i>		

- Please refer to page 8 for definitions of Local Match terms
- Meets Local Match Requirement **(0 Points)**
- Exceeds Local Match Requirement **(up to 5 points)**

Amount of points is based on percentage of overmatch. Applicants who provide a 50% match will receive the full 5 points.



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

Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal. Must show all items (if not listed below) that are eligible for TA funding and segregate non-participating items, if applicable. Total Costs and Total Funds should be equal.

<i>(All Values in FY 2012-13 Whole \$)</i>	Unit	x	Unit Price	=	Total Costs	MTA Funds	+	Local/Other Funds	=	Total Funds
<b>Environmental Documentation**</b>										
<b>Design</b>										
Preliminary Design										
Final Design/Bid Package										
<b>Right-of-way*</b>										
Acquisition										
Utility relocation										
Clearance/Demolition										
Title and escrow fees										
<b>Construction*</b>										
Earthwork										
Pavement										
Drainage										
Traffic items										
Structural Items										
<b>Other Expenses</b>										
Planning										
Research & Content Devel.										
Media/Ad Material & Space										
Printed Material										
Public Relations/Coordination										
Project Management										
Encouragement Activities										
<b>Total Construction Costs*</b>										
<b>Total Project Costs</b>										
<i>* if applicable</i>										

**On an attached sheet, briefly address the following:**

- a) Substantiate the relative benefit for the investment and clearly establish derived value for non-motorized travel. Show anticipated projections and/or calculation, including the data used to compute it. **(Up to 5 points)**
- b) Explain the reasonableness of the cost. For example, a bicycle route that takes advantage of existing public land may have a competitive advantage. Scarcity values can also enter into a “reasonable cost” analysis. For instance, if a unique and valuable viewshed is likely to be lost to impending development, that project may lose its competitive advantage. **(Up to 3 points)**
- c) Explain how the responsible agency will administer on-going maintenance costs. **(Up to 2 points)**

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

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

- a) State climate change law and the adopted RTP/SCS recognize that High Quality Transit Areas<sup>11</sup> are key locations for reducing vehicle miles travelled and greenhouse gas emissions, because they provide opportunities for accessing daily needs without a car. Maps of corridors are available at [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/). **Please provide a response to i. or ii. (Up to 3 points)**
  - i. If your project located in a High Quality Transit Area, how will the project increase the competitiveness of walking, biking and transit use as an alternative to driving?
  - ii. If your project is not located in a High Quality Transit Area, what actions will be taken to ensure improved streets are designed and operated for their context and for all modal users?

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<sup>11</sup> Consistent with state law and identified in the adopted RTP/SCS, an HQTAs is generally a walkable transit village or corridor that is within one half-mile of a well-served transit stop or a transit corridor with 15-minute or less service frequency during peak commute hours.

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

Please describe the land-use planning efforts your agency/jurisdiction has or is currently undertaking to implement the growth vision established by the RTP/SCS and how this project complements these efforts (e.g., Land-use and Zoning Changes, Housing Preservation Programs, Economic Development Initiatives, Specific Plans, updated TOD ordinances, implementing projects through MTA's TOD Planning Grant Program, and implementing the findings from a Compass Blueprint project). **(Up to 3 points)**

- c) Please describe how this project promotes the use of green modes, including walk, bike, transit, electric vehicles, vanpool/carpool, and telecommute. How does this project relate to any actions being implemented by your agency or complement other subregional/regional planning activities that encourage the use of green modes (e.g., adopted Complete Streets Policy or Updated Circulation Element to include Complete Streets, Bike Plan, Pedestrian Plan, adopted Plug-In Electrical Vehicle Policies or Plans, and Car-Share/Bike Share)? **(Up to 5 points)**
- d) How does this project reduce or better manage travel demand? Does this project support any local or subregional TDM actions or programs (e.g., Parking Policies, Dynamic Traffic Management, Multimodal Level of Service [MMLOS], promotion of employer-based programs, updated TDM ordinance, and restricted hours for commercial delivery)? **(Up to 5 points)**
- e) What programmatic initiatives (i.e., education, incentives, and outreach) has your agency/jurisdiction put in place to encourage alternatives to driving alone (including walk, bike, transit, and rideshare)? How does this project advance these initiatives (i.e., bike/pedestrian education and safety programs, bicycle promotional events, Safe Routes to School programs, and outreach programs)? **(Up to 4 points)**

**PSR EQUIVALENT SIGNATURE**

Approved and Certified by Local Agency:

*DATE*

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

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

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*authorized staff*

*DATE*

*If applicable, California PE Stamp and Lic #*

**ATTACHMENT A****TRANSPORTATION ALTERNATIVES****DESCRIPTION AND EXAMPLES BY CATEGORY**

The following is an excerpt from MAP-21 **Guidelines and Transportation Enhancement Activities Program, California Department of Transportation (last revised May 2012)**

*For more information please visit the website at*  
<http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm>.

Projects must fall into at least one of the ten categories below.

- 1. Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.**

This category provides an opportunity to create linkages in the existing transportation system by funding facilities and amenities for bicycle, pedestrian modes and other non-motorized modes of travel, and to expand upon the “Complete Streets” policy adopted by Caltrans. Complete Streets are designed to safely accommodate pedestrians, bicyclists, motorists, and transit riders of all ages and abilities, and ensure that bicyclists and pedestrians have equal access to the street. Bicycle and pedestrian modes are vital in connecting people to activity centers. Planning for bicycle and pedestrian improvements and strategies reduces automobile dependence, which decreases congestion, global warming impacts, and oil dependence. Streets and trail facilities that encourage people to walk or bike as an alternative to driving can also help promote an active, healthy population. To learn more about the Complete Streets program, please visit: <http://www.completestreets.org/complete-streets-fundamentals/factsheets/green-streets/>.

To qualify for funding under this category, applicants must exhibit an understanding of what elements comprise a Complete Street, and how their project will encourage walking and biking as modes of everyday travel.

Caltrans funding requires significant aesthetic improvements to the physical environment. Projects that do little to beautify the landscape, therefore, may not be eligible for Caltrans funding. However, such projects may still qualify for local LACMTA funds.

<p><b>Eligible Projects May Include:</b></p>	<p><b>Ineligible Projects:</b></p>
<ul style="list-style-type: none"> <li>➤ Creating linkages in the existing transportation system by funding bicycle and pedestrian modes and other non-motorized forms of transportation.</li> <li>➤ Connecting people to activity centers (businesses, schools, parks) and other transportation networks via walking and biking and other non-motorized travel.</li> <li>➤ Accommodation of bicyclists and pedestrians beyond or in addition to what is necessary for safe and standard accommodation and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.</li> <li>➤ Incorporation of aesthetic routing or design.</li> <li>➤ Improvement of existing facilities to make them more usable for bicyclists and pedestrians including sidewalks.</li> <li>➤ Bulbouts with landscaping and softscaping or artistic enhancements.</li> <li>➤ Road diets that transform the street from a thoroughfare to a destination.</li> <li>➤ Landscaped and softscaped roundabouts.</li> <li>➤ Parklets or pocket parks that serve as resting areas for bicyclists and pedestrians while improving the aesthetic quality of the built environment.</li> <li>➤ Other Improvements for Bikes: Implementation of bike lanes (Class I or II), Cycle Tracks, Shared Use Paths, Sharrows, Centerline Removal, or Bicycle Boulevards.</li> <li>➤ Other Improvements for Pedestrians: Sidewalks, In-Roadway Lighting, Decorative “Continental-Style” Crosswalks, Diagonal Crosswalks (Pedestrian Scramble), Raised Crosswalks. All improvements must have a primary purpose relating to transportation improvement, but recreation experience may be gained from the project.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Standard aspects of new transportation projects designed to accommodate routine use by pedestrians.</li> <li>➤ Paved shoulders, wide curb lanes, sidewalks, and curb cuts are not eligible if they are an aspect of standard road construction.</li> <li>➤ Maintenance projects.</li> <li>➤ Retrofitting existing facilities solely for accessibility standards (ADA or California Building Code).</li> <li>➤ Construction of neighborhood sidewalks.</li> <li>➤ Parking lots for future bike/ pedestrian facilities.</li> <li>➤ Standard bus shelters.</li> </ul>

**2. Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.**

This category includes safety and education elements with related construction activities and the reasonable costs to provide these services. The funded activities must be accessible to the general public or targeted to a broad segment of the population.

Project applicants are encouraged to coordinate eligible 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.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ Construction and non-construction safety and education systems for non-driver projects.</li> <li>➤ Funding for construction and educational activities such as bike/ pedestrian safety training, including the associated costs of facilitators and classes for the project.</li> <li>➤ Development of campaigns, programs, and pedestrian and bicycle enforcement activities to improve access to the system/project.</li> <li>➤ All activities funded must show a relationship to the surface transportation system for an infrastructure related project.</li> </ul>	<ul style="list-style-type: none"> <li>➤ School Crossing Guards.</li> <li>➤ Speed Trailers.</li> <li>➤ Radar Installation.</li> </ul>

**3. Conversion and use of abandoned railway corridors for pedestrian or bicycle trails, or other non-motorized transportation uses.**

This category provides an opportunity to convert abandoned railway corridors into pathways which can be used by pedestrians and bicyclists as a mode of transportation or as a recreational activity.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<p>➤ Acquisition, rehabilitation, and development of corridors for public bicycle or pedestrian use.</p> <ul style="list-style-type: none"> <li>○ In some cases, preservation without capital improvements is allowed.</li> </ul> <p>➤ Development and rehabilitation of privately owned rail corridors for public use.                      [Note: Declaration of intent for future bike or pedestrian use is required.]                      [Note: Failure to open lands acquired to the public within ten years from the start of the right of way phase means the administering agency will have to reimburse the Federal Highway Administration.]</p>	<p>➤ Projects that only address rail preservation and do not incorporate a bicycle or pedestrian component.                      [Note: Project applications for this category must compete under one of the following categories: Bicycle Improvements or Pedestrian Improvements in this Call for Projects Application Package.]</p>



**4. Construction of turnouts, overlooks, and viewing areas.**

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ The construction is for turnouts, overlooks and viewing areas to enhance the natural, visual, scenic, or open space values.                             <ul style="list-style-type: none"> <li>○ The construction should enhance the transportation experience.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Transaction costs including appraisals, surveys, or purchase costs.                             <ul style="list-style-type: none"> <li>○ Land acquired must be maintained for its scenic qualities and character.</li> <li>○ Property owner of any acquired land must be willing to participate in a preservation covenant attached to the deed of the property.</li> </ul> </li> <li>➤ Lands acquired and developed in a manner that degrades the scenic character and quality of the site.                             <ul style="list-style-type: none"> <li>○ Scenic easements</li> </ul> </li> <li>➤ Park improvements, where incidental transportation activities are incorporated into the project.                             <ul style="list-style-type: none"> <li>○ Transportation enhancement activities may be funded, but not park improvements</li> </ul> </li> <li>➤ Restore the site to scenic status within this or a later project phase</li> </ul>

**5. Inventory, control and removal of existing nonconforming outdoor advertising.**

Removal of these nonconforming advertisements must be done in addition to the removal of illegal signs, which is 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.

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.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ Control and removal of nonconforming outdoor advertising including signs, billboards, displays, and devices.                             <ul style="list-style-type: none"> <li>○ Priority is given to the removal of advertising in conjunction with other enhancement activities.</li> <li>○ Priority is also given to nonconforming displays along scenic highways.</li> </ul> </li> <li>➤ Compilation of an accurate inventory of nonconforming outdoor advertising displays.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conforming displays with effective controls in place such as ordinance or legal mechanism.</li> </ul>

**6. Historic preservation and rehabilitation of historic transportation facilities.**

This category provides applicants with the opportunity to acquire land that has significant scenic or historical value. The land must be made available to the general public. This category covers the preservation and enhancement of designated state scenic highways, federally designated scenic byways, and state or federally eligible or designated historic transportation facilities and highways. Funds may be used only for activities that will protect and rehabilitate or enhance the historic integrity and visitor appreciation of an existing highway and the surrounding area.

This category provides an opportunity to restore or rehabilitate buildings, structures, or facilities that qualify as historic amenities.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ The protection and enhancement of designated scenic highways that enhance visitor appreciation of the highway and the adjacent area.</li> <li>➤ Construction of a new facility or the restoration of an existing facility.</li> <li>➤ The purchase and installation of items that support or interpret the scenic or historic highway.                             <ul style="list-style-type: none"> <li>○ May include brochure racks for interpretive materials or maps or kiosks.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Statewide programs, marketing, or promotion not related to the scenic or historic highway program.</li> <li>➤ Staffing, operation costs and maintenance.</li> <li>➤ Racks for advertising or brochures for local or national businesses.</li> <li>➤ Tourist or welcome centers.</li> </ul>

**7. Vegetation management practices in transportation rights-of-way.**

This category includes improvements to the rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.

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. 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. All proposals must be approved by the Caltrans District Landscape Architect.

This category also includes historic, cultural properties and archaeological resources determined eligible for or listed in the California Register of Historical Resources. Locally-designated resources are eligible if the local designation is based on locally-adopted, written criteria. For a complete definition of the California Register of Historical Places, please see Section 5024.1 of the California Public Resources Code.

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.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ Management of the transportation system into the surrounding environment, making the system less intrusive, or enhancing the aesthetic qualities of the transportation system.                             <ul style="list-style-type: none"> <li>○ Includes planning, design, and construction of roadway safety, prevent against invasive species and provide erosion control.</li> </ul> </li> <li>➤ Enhancement of the ecological balance along a transportation corridor.                             <ul style="list-style-type: none"> <li>○ May include planning, testing and planting for restoration or reintroduction of native plant communities and appropriate adaptive species.</li> <li>○ May include the provision of interpretive information about the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Temporary, routine, or maintenance activities.                             <ul style="list-style-type: none"> <li>○ Examples: Grass cutting, tree pruning or removal, erosion control.</li> </ul> </li> <li>➤ Projects mainly for museum facility or park development work.</li> <li>➤ Graffiti resistant coatings.</li> <li>➤ Beautification and landscaping purposes only.</li> </ul>

<p>federal and state agency programs through which ecological resources are preserved.</p> <ul style="list-style-type: none"> <li>○ Must go beyond a utilitarian design and basic CEQA and NEPA requirements.</li> <li>○ Primary purpose must be to improve roadway safety.</li> </ul>	
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**8. Archaeological activities relating to impacts from implementation of transportation projects eligible under MAP-21.**

This category provides an opportunity to conduct archaeological activities on eligible transportation sites. 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. More information can be found at: <http://www.nps.gov/hps/tribal/download/36cfr61.pdf>.

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.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ Research on sites qualified for transportation enhancement funds based on the impacts of the site.</li> <li>➤ Planning to improve identification, evaluation and treatment of archaeological sites.</li> <li>➤ Problem-oriented synthesis using data derived from transportation-related archaeological activities.</li> <li>➤ Activities having similar purposes carried out in partnership with other federal, state, local, and tribal government agencies and non-governmental organizations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Projects primarily for data entry into geographic information systems to accommodate future normal transportation projects are not eligible.</li> <li>➤ Excavation activities.</li> </ul>

**9. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or reduce vehicle caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.**

This category addresses stormwater management, control and water population prevention or abatement related to highway construction or due to highway runoff. Additionally, projects that will reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

<b>Eligible Projects May Include:</b>	<b>Ineligible Projects:</b>
<ul style="list-style-type: none"> <li>➤ Facilities and programs reducing or eliminating pollution from storm water runoff from highway facilities in addition to current requirements and procedures for such mitigation.                             <ul style="list-style-type: none"> <li>○ The pollution must be due to materials washing off of the roadway surface.</li> <li>○ Projects that demonstrate aesthetic and ecological methods for mitigation and enhance recharge are encouraged.</li> <li>○ Wildlife does not need to be threatened or endangered.</li> </ul> </li> <li>➤ Reduction of any wildlife mortality directly caused by vehicles.                             <ul style="list-style-type: none"> <li>○ Wildlife does not need to be threatened or endangered.</li> </ul> </li> </ul> <p>[Note: Fish passage is <i>not</i> eligible.]</p> <ul style="list-style-type: none"> <li>➤ Projects may have groundwater recharge, multiple resource benefits, and aesthetic preservation components.</li> </ul> <p>[Note: Only when secondary to the purpose of mitigating water pollution due to highway runoff.]</p>	<ul style="list-style-type: none"> <li>➤ Any activity that has been identified as a requirement of a stormwater permit is eligible for enhancement funding.</li> <li>➤ Acquisition of land, unless the acquisition itself fulfills the mitigation objective.</li> <li>➤ Projects to reduce wildlife mortality on new highway construction.</li> </ul>

**10. Small placemaking streetscape improvements such as a Parklet or Pocket Park Projects.**

This category pertains to small improvements near transit stations enhancing and increasing accessibility to parks and open space. Projects may include the creation and implementation of “parklets” or small pocket parks, to open spaces adjacent to or in close proximity to transit. This enhancement category is to be part of a larger project.

➤ **Transportation Parklets:** A parklet is defined as a small urban park, usually replacing underutilized Rights-of-Way or one to three parking spaces, and featuring a patio with a combination of elements such as planters, trees, benches, café tables with chairs, fountains, artwork, sculptures and bicycle parking, and as part of a larger capital improvement project. See Category #1 for further description on eligibility.

### Attachment A- Examples of Eligible TEA Projects



Cycle Track (Category #1 and #10)  
Long Beach, CA



Pedestrian Scramble (Category #1)  
Oakland, CA



Sunset Triangle Plaza  
(Category #1, #7 and #10)  
Los Angeles, CA



Pedestrian Plaza  
(Category #1, #7 and #10)  
Los Angeles, CA



Vista Street Roundabout (Category #1 and #7)  
Long Beach, CA



Valencia Street Parklet (Category #2 and 10)  
San Francisco, CA



**22nd Street Parklet (Category #2 and #10)  
San Francisco, CA**



**PedFlag Program (Category #1 and #2)  
Kirkland, WA**



**Historic Pasadena Freeway  
(Category #2 and #5)  
Pasadena, CA**



**Signage/Wayfinding (Category #1)  
Los Angeles, CA**



**Chatsworth Metrolink Station  
(Category #6) Chatsworth, CA**



**Claremont Metrolink Station  
(Category #6) Claremont, CA**



**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 Transportation Improvement Program  
Call for Projects**

**APPENDIX A**

**FUND SOURCE GUIDE**



# **APPENDIX A**

## **2013 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 2013 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 2013 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)/Transportation Alternatives (TA)

TEA-21 legislation set aside ten percent (10%) of Surface Transportation Program (STP) funds for the Transportation Enhancement Activities (TEA) 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. Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) creates the new Transportation Alternatives program to replace the existing TEA program. Although the TEA and TA programs are 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 and TA funds are for the design and construction of improvements that beautify or enhance the interface between transportation systems and adjacent communities. TA now includes the former Safe Routes to School Program and Recreational Trails Programs. 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; and environmental mitigation.

### Regional Improvement Program

With the passage of Senate Bill 45 (SB 45), seventy five percent (75%) of the funds available through the STIP are committed to the statewide Regional Improvement Program. These funds are derived from a variety of state and federal sources, including TEA-21, SAFETEA-LU, MAP-21 and state gas tax revenues. Caltrans amasses these funds in the State Highway Account, and distributes them through the STIP, which is based on STIP county share formulas. Projects identified through this Call for Regional Improvement Program (75%) funds will be submitted to the State in the 2014 STIP Amendment process.

Regional Improvement Program funds are intended for a broad range of transportation improvements, including not only state highways, but also grade separations, transportation system management, transportation demand management, soundwalls, bus and rail transit, local street and road projects, intermodal facilities and pedestrian and bicycle facilities.

## **FEDERAL TEA-21 AND SAFETEA-LU REVENUES**

### **Regional Surface Transportation Program (STP)**

As part of TEA-21, SAFETEA-LU, and MAP-21, the Federal government sets aside funds for the Surface Transportation Program (STP). Under TEA-21, fifty percent (50%) of Surface Transportation Program (STP) funds were for the Regional Surface Transportation Program (RSTP). The RSTP is now about fifty-six percent (56%) of STP funds because SAFETEA-LU eliminated the 10% set-aside for Safety Construction. This program is intended for use by states and localities for congestion relief in urban areas. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, enhancement, and operational improvements for highways, capital costs for transit projects eligible for assistance under the Federal Transit Act, publicly-owned intra-city or inter-city bus terminals and facilities, carpool projects, fringe and corridor parking facilities, bicycle and pedestrian walkways, and highway and transit safety improvements.

### **Congestion Mitigation and Air Quality Improvement Program (CMAQ)**

The Congestion Mitigation and Air Quality Improvement Program (CMAQ) is designed to fund projects that contribute to the attainment of national ambient air quality standards with a focus on ozone and carbon monoxide. Projects in this program must be consistent with a State Implementation Plan (SIP) that has been approved pursuant to the Clean Air Act. However, projects involving alternative fuel fleet conversions no longer need to be specifically identified or included in the SIP or maintenance plan in order to be eligible for CMAQ funding. Programs, projects, and activities that are eligible for CMAQ funding are mainly for Transportation Control Measures, Travel Demand Management, and Public Transportation. Typical projects include transit capital and operating improvements, traffic flow improvements, high occupancy vehicle lanes, employer-based transportation management plans and incentives, fringe parking facilities servicing high occupancy vehicles, rideshare service programs and outreach activities, bicycle and pedestrian facilities and programs, telecommuting, intermodal freight, emission inspection and maintenance (I/M) stations, alternative fuels vehicles and facilities, diesel retrofits for on- and off-road vehicles, planning and project development activities for projects with air quality benefits, magnetic levitation transportation technology deployment programs, and experimental pilot projects and public-private partnerships considering activities showing promise for air quality emission reductions.



**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 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.

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.*

- 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.*

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

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

(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/2012stip.htm>**

The fact sheet should be completed with the information that is available at the time of PSRE preparation. Examples of information which can be completed include: Existing STIP funding, Local Match funding, legislative districts, project description, responsible contacts, lead agency, project identification numbers, project map, etc.

**12. Appropriate supporting attachments (i.e. maps, advance planning studies, cost estimate sheets, etc.).**

Any of the above supporting documents should be attached, if useful.

**13. Authorized staff signature or registered California Professional Engineer stamp**

The appropriate staff authorized by the sponsoring agency must sign the cover of the report. Usually (but not a firm requirement), this person is a Civil Engineer with the Professional Engineer (P.E.) designation. The California currently registered professional civil (or other registered engineer authorized to sign for the work) engineer (PE) stamp or seal and number with signature should be placed on a separate sheet which shall be part of the report. Also included on this sheet shall be a statement indicating that the registered engineer or other staff person signing this document is attesting to the technical information contained herein and is judging the qualifications of any technical specialist providing engineering data upon which recommendations, conclusions, and decisions are based. The approval of the report will be a management decision. This Project Study Report Equivalent has been prepared under the direction of the following staff person, registered civil engineer or other registered professional engineer appropriate for the work. The appropriate staff or registered engineer

attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based. Also, please note that a signature of the top official of the sponsoring agency is required (Mayor, City Manager, City Engineer or Public Works Director, etc.).

If the project is for a bus purchase, then the General Manager of the sponsoring municipal transit operator can sign in place of the Civil Professional Engineer.

#### **14. Recommendation**

Please state which alternative is recommended. Briefly describe the alternative and the advantages and disadvantages of the recommended alternative. Also, describe the reasons why the other alternatives were not recommended.

#### **15. Attachments**

**The following should be attached to a PSRE:**

- 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**

<b>PROJECT EXPENSES *</b>		<b>FY 2013-12 (\$000)</b>	<b>FY 2012-13 (\$000)</b>	<b>FY 2013-14 (\$000)</b>	<b>FY 2014-15 (\$000)</b>	<b>FY 2015-16 (\$000)</b>	<b>FY 2016-17 (\$000)</b>	<b>TOTAL (\$000)</b>
<b><u>CAPITAL EXPENSES:</u></b>								
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
<b><u>OPERATING EXPENSES:</u></b>								
7	Administration .....							\$0
8	..... Operating Costs .....							\$0
9	..... Maintenance .....							\$0
10	..... Marketing .....							\$0
<b><u>OTHER EXPENSES (Specify):</u></b>								
11	.....							\$0
12	_____							\$0
13	_____							\$0
14	_____							\$0
15	_____							\$0
16	_____							\$0
17	<b>TOTAL PROJECT EXPENSES</b>	\$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)**

**2013 Transportation Improvement Program  
Call for Projects**

**APPENDIX C**

**LACMTA, STATE AND FEDERAL LAPSING POLICIES**





## TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

### FA LAPSING POLICY:

Grantee must demonstrate timely use of the Funds by:

- (i) executing an FA within ninety (90) days of receiving formal transmittal of the FA boilerplate from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later;
- (ii) meeting the Project milestones due dates as agreed upon by LACMTA and Grantee in the Scope of Work. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project development or right-of-way costs must be expended by the end of the second fiscal year following the year the Funds were first programmed;
- (iii) submitting the Quarterly Progress/Expenditure Reports; and,
- (iv) expending the Funds granted within 36 months from July 1 of the Fiscal Year in which the Funds are programmed.

If the Grantee fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board for deobligation. **Expenses that are not invoiced within 60 days after the lapsing date are not eligible for reimbursement.**

In the event that the timely use of the Funds is not demonstrated, the Project will be reevaluated by LACMTA as part of its annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board. If Grantee does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are reprogrammed, the Project shall automatically terminate.

## **STIP LOA LAPSING POLICY:**

The following is LACMTA's understanding of the State requirements for timely use of funds; the terms of this section are subject to change by Caltrans and/or the CTC.

- Programmed Funds are available for a project-specific allocation vote by the CTC only until the end of the Fiscal Year (FY) for which they are programmed. The Project Sponsor may request a one-time extension to the allocation deadline, however there is no guarantee it will be approved. Project Sponsor must present Caltrans District 7 with either a completed Project-specific allocation request or a completed request for extension at least 60 days in advance of CTC meeting the last of the fiscal year in which the Funds are programmed. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them. An allocation request and/or a request for extension will not be considered complete by Caltrans unless it includes LACMTA concurrence.
- After the Funds are allocated by a specific vote of the CTC for construction or capital purchase, the Project Sponsor has six (6) months to award a contract; or request a one-time extension from the CTC. However, the CTC is under no obligation to grant this extension. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them.
- After award of a contract, the Project Sponsor has a maximum of thirty-six (36) months to complete such contract and expend and receive reimbursement of the expenditures.
- Funds allocated by the CTC for Project development or right-of-way costs must be expended by the end of the second Fiscal Year following the year in which the Funds were allocated.

The deadline for the Project-specific allocation vote can be extended by the CTC, but only if the CTC's action occurs by June of the Fiscal Year in which the Funds are programmed. The possible CTC extensions are one time and for up to twenty (20) months, at the discretion of the CTC, but only if the CTC finds that an unforeseen and extraordinary circumstance beyond the control of the Project Sponsor has occurred that justifies the extension.

Following the allocation, at the end of the period allowed for expenditure and reimbursement of expenditures, subject to the requirements and regulations of the Agency and the CTC, and to the extent allowed by the Agency and the CTC, Project Sponsor shall relinquish any Funds not reimbursed to the State Highway Account for future programming at the CTC's discretion.

Prior to the programmed year, a STIP amendment reprogramming funds to a later year will postpone the application of the lapsing provision. A STIP amendment request must be made 90 days prior to the last CTC meeting or no later than March of the program year of the Fiscal Year prior to the Fiscal Year in which the Funds are programmed. A STIP amendment request will not be considered complete by Caltrans unless it includes

LACMTA's concurrence. The CTC will not amend the STIP to change the program year of the funding after the beginning of the fiscal year for which the Project is programmed.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed by the CTC and will be removed from LACMTA's program of projects.

In addition, the Project Sponsor must execute a LOA within 90 days of receiving formal transmittal of the LOA from LACMTA, or by December 31st of the first fiscal year in which the Funds are programmed, whichever is later, and demonstrate evidence of timely allocation of Funds programmed for the Project. Evidence of timely allocation includes an executed allocation request document, an approved Grant Application document with the Agency, and the Fund Allocation Request that the Project Sponsor submits to the CTC.

In the event a LOA is not executed and/or evidence of timely allocation of the Funds is not provided, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, the Project shall automatically terminate without further action by either party.

## **LOA (FEDERAL FUNDS) LAPSING POLICY:**

Project Sponsor must demonstrate timely use of the Funds by:

- i. executing an LOA within ninety (90) days of receiving formal transmittal of the LOA boilerplate from LACMTA, or by December 31st of the first Fiscal Year in which the Funds are programmed, whichever date is later;
- ii. meeting the Project milestones due dates as agreed upon by LACMTA and the Project Sponsor in the Scope of Work. Project preliminary engineering must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project preliminary engineering or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year the Funds were first programmed. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design;
- iii. submitting the Quarterly Progress/Expenditure Reports; and,
- iv. obligating the Funds programmed within 36 months from July 1 of the first Fiscal Year in which the Funds are programmed.

Project Sponsor must demonstrate evidence of timely use or obligation of Funds. Evidence of timely obligation will be either an executed "Authorization To Proceed" document (Caltrans Version E-76) or an approved Grant Application document with the Agency.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

In the event a LOA is not executed and/or evidence of timely obligation of Funds is not provided, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board. If Project Sponsor does not complete an element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, the Project shall automatically terminate without further action by either party.

**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 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 un-mitigatable adverse parking spillover into adjacent business and residential areas.
  - (3) Charge rates for parking are generally competitive with the adjacent parking facilities.
  - (4) The projected revenue from a parking location can exceed the management, operational and capital costs associated with implementing parking charges.
- ii) **Institute Variable Pricing:** Use pricing that is higher during peak periods and lower at other times, or pricing that is time graduated.
- iii) **Combine Fare Medium with Parking Costs:** Develop a payment form that combines transit fare and parking charges to maximize user convenience and discourage non-transit parking in transit parking facilities. A combined medium penalizes non-transit parking use in transit parking facilities.

c) **Improve the Efficiency of Parking:**

- i) **Give Preferences:** Carpoolers/vanpoolers, motorcycles and bicycles move more people per parking space. Designate areas or spaces for their



exclusive use in close proximity to the station entrance

- ii) **Regulate Time:** Limit the maximum time a vehicle can park in more convenient spaces, to encourage turnover and shift long-term parkers to less convenient facilities.
  - iii) **Install Innovative Technology:** Consider the use of new parking technologies to assist in parking management and operations such as sensor loops and LED signage that count cars and assess peak parking demands. New systems being developed by the parking industry allow more flexibility and better information to both the user and the operator.
- d) **Pursue Lower Cost Options that Increase Parking Supply in the Existing Facilities:**
- i) **Re-Stripe the Current Lot:** Gains of 5-15% more parking can often be achieved with a re-stripe plan. Consider the increase in vehicle size including SUV's, in any re-stripping plans
  - ii) **Hire Parking Personnel for Tandem Parking:** Valet or leave your keys type parking can add 30-50% more parking in the same space. Private operators already do this to maximize use.
  - iii) **Consider installation of Mechanical Systems:** Lower cost mechanical lift systems already exist that can often double the parking capacity on the same land areas currently used as surface parking areas.

3) **HIGH DEMAND FACILITIES:**

Where existing park-and-ride lots are projected to operate at high utilization rates, 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)**

**2013 Transportation Improvement Program  
Call for Projects**

**APPENDIX E**

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





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

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## 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.

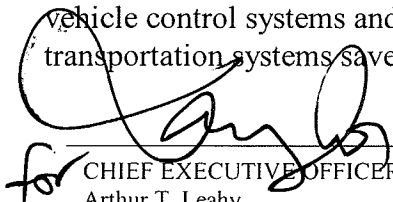
## PURPOSE

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.

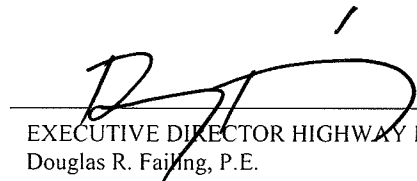
## APPLICATION

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.



**Metro**

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

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## 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](http://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)*

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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)*

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## 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](http://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](http://www.riits.net)) when they are completed.





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

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## REVISION HISTORY

<b>Version No.</b>	<b>Date Submitted</b>	<b>Comments</b>
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**



**Metro**

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

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## 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



**Metro** Los Angeles Countywide  
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*Intelligent Transportation Systems (ITS)*

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**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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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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)**

**2013 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)**

**2013 Transportation Improvement Program  
Call for Projects**

**APPENDIX G**

**FUNDING AGREEMENT/  
LETTER OF AGREEMENT TEMPLATES**





FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

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FA.P00F \_\_\_\_\_

**CALL FOR PROJECTS  
PROPOSITION C  
FUNDING AGREEMENT**

This Funding Agreement ("Agreement") is dated for reference purposes only [Insert Processing Start Date], and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and [Insert Grantee Name] ("Grantee") for [Insert Board Approved Project Title] - LACMTA Call for Projects ID# [Insert #] and FTIP# [Insert #] (the "Project").

WHEREAS, as part of the [Insert Applicable Call Year] Call for Projects, the LACMTA Board of Directors, at its meeting on [Insert Board Meeting Date, not P&P Date], authorized a grant to Grantee, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Funding
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment C1 - Quarterly Progress/Expenditure Report
7. Attachment D - Federal Transportation Improvement Program (FTIP) Sheet
8. Attachment E - Special Grant Conditions by the Technical Advisory Committee (TAC) or the Board, ITS Architecture Consistency Self-Certification Form, Signal Synchronization and Bus Speed Improvement Program Special Grant Conditions, Special Audit Conditions (LA County Only), [PLEASE REMOVE IF NOT APPLICABLE; ANY OTHER ATTACHMENT SHOULD BEGIN WITH F]
9. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the Agreement and any attachments and the Specific Terms of the Agreement shall prevail over the General Terms of the Agreement.

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PPNO \_\_\_\_\_ (If applicable)

CFP# F \_\_\_\_\_  
FA.P00F \_\_\_\_\_

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
ARTHUR T. LEAHY  
Chief Executive Officer

APPROVED AS TO FORM:

JOHN F. KRATTLI  
County Counsel

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy

GRANTEE:

[INSERT GRANTEE NAME]

By: \_\_\_\_\_ Date: \_\_\_\_\_  
[INSERT NAME]  
[Insert Title]

APPROVED AS TO FORM (OPTIONAL):

[INSERT GRANTEE'S LEGAL COUNSEL'S SIGNATURE BLOCK IF APPROPRIATE]

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PART I**  
**SPECIFIC TERMS OF THE AGREEMENT**

1. Title of the Project (the "Project"): [Insert Board Approved Project Title]. LACMTA Call for Projects ID# [Insert #], FTIP # [Insert #].
2. To the extent the Funds are available, LACMTA shall make to Grantee a one-time grant of the Proposition C \_\_\_\_\_% funds in the amount of \$[Insert Grant Amount] (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors' action of [Insert Board Meeting Date, not P&P Date], granted the Funds to Grantee for the Project. The Funds are programmed over [Insert # of Years Funds Granted] years, Fiscal Years (FY) [201\_-1\_; 201\_-1\_]. [Insert Fiscal Years Funds Granted, REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors' action approved Funds for FY [201\_-1\_]. [Insert Appropriate Fiscal Year] only in the amount of \$[Insert Amount of First Fiscal Year Funding]. LACMTA Board of Directors' action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being allocated to Grantee.
3. The "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA and is attached as **Attachment A**. The Project Funding includes the total programmed budget for the Project, including the Funds granted by LACMTA and Grantee's local match requirement (the "Grantee Funding Commitment"). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
4. Grantee shall complete the Project as described in the "Scope of Work." The Scope of Work for the Project is attached to this Agreement as **Attachment B**. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by Grantee including, without limitation, Project milestones consistent with the lapsing policy, and a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a Grantee is consistently behind schedule in meeting milestones or in delivering the Project, then LACMTA will have the option to terminate this Agreement for default as described in Part II, Section 9.
5. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines (**Attachment C**). The form of the Quarterly Progress/Expenditure Report is attached as **Attachment C-1**. LACMTA will withhold [Insert 'ten percent (10%)' if Grant Amount is \$1 Million or under]. [Insert 'five percent (5%)' if Grant Amount is over \$1 Million] of eligible expenditures per invoice as retainage pending an audit of expenditures and completion of the Scope of Work.
6. The "FTIP PROJECT SHEET (PDF)" is attached as **Attachment D** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <http://program.metro.net>. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Grantee shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a

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scheduled FTIP amendment or adoption to be consistent with the terms of this Agreement, as amended from time to time. Grantee will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Grantee is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Grantee fail to meet this date, it may affect Grantee's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed. LACMTA shall review and approve any changes Grantee makes to the FTIP prior to incorporating such changes in to the TIP.

7. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) the Scope of Work, or (iv) the lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and Grantee.

8. Notice will be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt by the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: [Insert LACMTA Project Manager Name; Mail Stop 99-\_\_-\_\_]  
Email: [Insert Email Address]

Grantee's Address:

[Insert Grantee Name]  
[Insert Grantee Address]  
[Insert Responsible Staff Person Name]  
Email: [Insert Email Address]

9. MAINTENANCE OF EFFORT -- MOE

On September 26, 2002, the LACMTA Board of Directors required that prior to receiving Proposition C 10% or 25% grant funds through the Call for Projects, Grantee must meet a Maintenance of Effort (MOE) requirement consistent with the State of California's MOE as determined by the State Controller's office. With regard to enforcing the MOE, LACMTA will follow the State of California's MOE requirement, including, without limitation, suspension and re-implementation.

10. [For Los Angeles County only, delete if not applicable]: In addition to the audit requirement contained in Part II, Section 5, Grantee shall comply with the Special Audit requirements set forth in Attachment E. [PLEASE REMOVE IF NOT APPLICABLE.]

**PART II**  
**GENERAL TERMS OF THE AGREEMENT**

1. **TERM:**

1.1 The term of this Agreement shall commence on the date this Agreement is fully executed and, shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to Grantee. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

1.2 Should LACMTA determine there are insufficient Funds available for the Project; LACMTA may terminate this Agreement by giving written notice to Grantee at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse Grantee any costs incurred after the effective date of such termination, except those necessary to return any facilities modified by the Project's construction to a safe state. LACMTA's share of these costs will be in equal proportion of the grant to Grantee Funding Commitment ratio.

2. **INVOICE BY GRANTEE:** Unless otherwise stated in this Agreement, the Quarterly Progress/Expenditure Report, with supporting documentation of expenses and Project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required by LACMTA, shall satisfy LACMTA invoicing requirements.

Send invoice with supporting documentation to:  
**Los Angeles County Metropolitan Transportation Authority**  
**Accounts Payable**  
**P. O. Box 512296**  
**Los Angeles, CA 90051-0296**

Re: LACMTA Project ID# [Insert #] and MOU# MOU.P00F[Insert #]  
[Insert LACMTA Project Manager Name; Mail Stop 99-\_\_-\_\_]

3. **USE OF FUNDS:**

3.1 Grantee shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the most recently adopted LACMTA Proposition C Guidelines for the type of Proposition C funds granted by LACMTA hereunder (the "Guidelines").

3.2 Grantee shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, Grantee shall not use the Funds for any expenses or activities beyond the approved Scope of Work (**Attachment B**).

3.3 Grantee must use the Funds in the most cost-effective manner. If Grantee intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with Grantee's contracting procedures and consistent with State law. Grantee will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.4 Grantee's employee, officers, councilmembers, board member, agents, or consultants (a "Grantee Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a Grantee Party (b) any member of a Grantee Party's immediate family, (c) a partner of a Grantee Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.5 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, Grantee shall ensure the Project is consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. For the ITS policy and form, see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).

3.6 If any parking facilities are designed and/or constructed using the Funds, Grantee shall coordinate with LACMTA parking program staff (see METRO.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).

3.7 Grantee is obligated to continue using the Project consistent with the public transportation purposes for which the Project was approved. The Project right-of-way and real property purchased to implement the Project shall remain dedicated to public transportation use. The obligations set forth in this section shall survive termination of this Agreement.

3.8 If Grantee desires to use the Funds to purchase or lease equipment including, without limitation, vehicles, office equipment, computer hardware or software, or other personal property ("Equipment") necessary to perform or provide the services set forth in the Scope of Work, Grantee must obtain LACMTA's written consent prior to purchasing or leasing any Equipment. Equipment purchased or leased without such prior written consent shall be deemed an unallowable expenditure of the Funds. Equipment acquired as part of the Project shall be dedicated to that Project use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

3.9 If an Equipment ceases to be used for the proper use as originally stated in the Scope of Work, Grantee will be required to return to LACMTA the Funds used to purchase or lease such Equipment in proportion to the useful life remaining and in equal proportion of the Funds to Grantee Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.10 If any software is developed with the Funds and if Grantee ceases to use the software for public purposes or Grantee sells, conveys, licenses or otherwise transfers the software, LACMTA shall be entitled to a refund or credit, at LACMTA's sole option, equivalent to the amount of the Funds spent developing the software. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Grantee reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs. The obligations set forth in this section shall survive termination of this Agreement.

3.11 If any Project facilities or any real property purchased to implement the Project is no longer used or is no longer needed for the Project, including construction easements or excess property, Grantee will be required to return to LACMTA the Funds used to design, construct or acquire such Project facilities or real property in equal proportion of the grant to Grantee Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.12 If Grantee desires to use any Project facility or any real property purchased to implement the Project to generate revenue, Grantee shall first obtain LACMTA's written consent prior to entering into any such revenue generating arrangement. Grantee shall provide LACMTA with the applicable information regarding the transaction, including without limitation, the property at issue, the proposed use of the property, the amount of revenue, any impact to the Project and the proposed use of the revenue. LACMTA consent may be conditioned on whether bond funds were used, and how Grantee plans to use the revenue, including, without limitation, sharing any net revenues with LACMTA. If Grantee fails to obtain MTA's prior written consent, Grantee shall be considered in default and LACMTA shall have all rights and remedies available at law or in equity, including, without limitation the return of the Funds to cover the cost of the property in question. The obligations set forth in this section shall survive termination of this Agreement.

3.13 Grantee understands that this Agreement does not provide any rights for Grantee to use LACMTA real property needed for the Project. If the Project requires use of LACMTA Property, Grantee will need to enter into a separate agreement with LACMTA in accordance with LACMTA real property policies and procedures. Nothing in this Agreement obligates LACMTA to provide Grantee with any real estate right.

#### 4. DISBURSEMENT OF FUNDS:

4.1 Grantee shall submit the Quarterly Progress/Expenditure Report (Attachment C1) within 60 days after the close of each quarter on the last day of the months November, February, May and August. Should Grantee fail to submit such reports within 10 days of the due date and/or Grantee submits incomplete reports, LACMTA will not reimburse

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Grantee until the completed required reports are received, reviewed, approved. The Quarterly Progress/Expenditure Report shall include all supporting documentation (such as contractor invoices, timesheets, receipts, etc.) with a clear justification and explanation of their relevance to the Project for reimbursement. If no activity has occurred during a particular quarter, Grantee will still be required to submit the Quarterly Progress/Expenditure Report indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then Grantee can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at [http://www.metro.net/projects/call\\_projects/call\\_projects-reference-documents/](http://www.metro.net/projects/call_projects/call_projects-reference-documents/).

4.4 Grantee must provide detailed supporting documentation with its Quarterly Progress/Expenditure Report.

4.5 Grantee shall demonstrate that the Grantee Funding Commitment has been spent in direct proportion to the Funds invoiced with each quarter's expenditures.

4.6 Expenses that are not invoiced within 60 days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.7 Any Funds expended by Grantee prior to the execution of this Agreement by the LACMTA Chief Executive Officer shall not be reimbursed nor shall they be credited toward the Grantee Funding Commitment requirement, without the prior written consent of LACMTA. Grantee Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at Grantee's own risk.

5. **AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:**

5.1 LACMTA, and/or its designee, shall have the right to conduct audits of the Project, as deemed appropriate, such as financial and compliance audits; interim audits; pre-award audits, performance audits and final audits. LACMTA will commence a final audit within nine months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by Grantee and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period under review). Grantee agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). Grantee shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. Grantee's eligible expenditures submitted to LACMTA for this Project shall be in compliance



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with the Reporting and Expenditure Guidelines (**Attachment C**) and 2 CFR Part 225. The allowability of costs for Grantee's contractors, consultants and suppliers submitted to LACMTA through Recipient's Quarterly Progress Reports/Expenditures shall be in compliance with 2 CFR Part 225 or Federal Acquisition Regulations, Subpart 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Grantee to return monies to LACMTA, Grantee shall return such monies within thirty (30) days after the final audit is sent to Grantee.

5.2 Grantee's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by Grantee for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

5.3 Grantee shall cause all contractors to comply with the requirements of Part II, Sections 5.1 and 5.2 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

5.4 LACMTA or any of its duly authorized representatives, upon reasonable written notice shall be afforded access to all of the records of Grantee and its contractors related to the Project, and shall be allowed to interview any employee of Grantee and its contractors through final payment to the extent reasonably practicable.

5.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Grantee and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6 In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award future Call for Projects grants to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of Part II, Section 5.

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5.7 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

5.8 Grantee shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with 2 CFR Part 225 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 Grantee shall also certify final costs of the Project to ensure all costs are in compliance with 2 CFR Part 225 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on Grantee's own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

6. **ONE TIME GRANT:** This is a one time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Grantee shall fully fund and contribute the Grantee Funding Commitment, as identified in the Project Funding (**Attachment A**), towards the cost of the Project. If the Funds identified in **Attachment A** are insufficient to complete the Project, Grantee agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

7.3 Grantee shall be responsible for any and all cost overruns for the Project.

7.4 At any time, if Grantee receives outside funding for the Project in addition to the Funds identified in the Project Funding at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding. If, at the time of final voucher, funding for the Project (including the Funds, Grantee Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this Agreement as specified in the Project Funding and both the Funds and Grantee Funding Commitment required for the Project shall be reduced accordingly.

8. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

8.1 Grantee must demonstrate timely use of the Funds by:

- (v) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (vi) meeting the Project milestones due dates as agreed upon by the LACMTA and Grantee in **Attachment B** (Scope of Work) of this Agreement. Contracts for construction or capital purchase shall be executed within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date. Funds programmed by LACMTA for Project development or right-of-way costs must be expended by the end of the second fiscal year following the year the Funds were first programmed; and
- (vii) submitting the Quarterly Progress/Expenditure Report as described in Part II, Section 4.1 of this Agreement; and
- (viii) expending the Funds granted under this Agreement for allowable costs by the stated lapse date. All Funds programmed for [FY 201\_ -1\_ Insert Year of Programmed Funds] are subject to lapse by June 30, 201\_. [Repeat last sentence as needed for each programmed year.]

8.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 8.1 of this Agreement, the Project will be reevaluated by LACMTA as part of its annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Grantee does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are reprogrammed, this Agreement shall automatically terminate.

9. **DEFAULT:** A Default under this Agreement is defined as any one or more of the following: (i) Grantee fails to comply with the terms and conditions contained herein or in the Guidelines; (ii) Grantee is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) Grantee fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Financial Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

10. **REMEDIES:**

10.1 In the event of a Default by Grantee, LACMTA shall provide written notice of such Default to Grantee with a 30-day period to cure the Default. In the event Grantee fails to cure the Default, or commit to cure the Default and commence the same within such

FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# F \_\_\_\_\_  
FA.P00F \_\_\_\_\_

30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to Grantee; and/or (iii) LACMTA may recover from Grantee any Funds disbursed to Grantee as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA pursuant to Section 10.1, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of Grantee.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

## 11. COMMUNICATIONS:

11.1 Grantee shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project. Grantee shall ensure that at a minimum, all Communications Materials shall include (i) the phrase "This project was partially funded by Metro" or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

11.2 If Grantee produces any Communication Materials that do not contain the information set forth in Section 11.1 above, Grantee must provide an opportunity for prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Grantee does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Grantee may proceed with producing the Communications Materials as proposed.

11.3 For purposes of this Agreement, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

11.4 For signage on Project structures, facilities, vehicles and construction sites, Grantee shall use the phrase, "Funded in part by [Metro logo]" or "Your tax dollars at work [Metro logo]" or **alternative acceptable language**. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

11.5 Grantee shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA's sole discretion.

11.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

11.7 Grantee shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 11.

**12. OTHER TERMS AND CONDITIONS:**

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2 In the event that there is any court (proceeding between the parties to enforce or interpret this Agreement, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

12.3 Neither LACMTA nor any subsidiary or their respective directors, officers, agents, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with any work performed by or service provided by Grantee, its officers, agents, employees, contractors and subcontractors under this Agreement. Grantee shall fully indemnify, defend (with counsel approved by LACMTA) and hold LACMTA, and its subsidiaries and their respective directors, officers, agents and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of property, any environmental obligation, and any legal fees in any way arising out of acts or omissions to act related to the Project or this Agreement, without requirement that LACMTA first pay such claim. The obligations set forth in this section shall survive termination of this Agreement.

12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

12.5 Grantee shall comply with and insure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. Grantee acknowledges responsibility for

FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# F \_\_\_\_\_  
FA.P00F \_\_\_\_\_

obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 Grantee agrees that those sections of this Agreement marked with an asterisk shall be included in every contract entered into by Grantee or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 Grantee shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

12.10. Grantee will advise LACMTA prior to any key Project staffing changes.

12.11 Grantee in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. Grantee attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Grantee shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

**ATTACHMENT A - PROJECT FUNDING**

CFP#  
FTIP#:

**LOCAL SALES TAX PROP C - FUNDING AGREEMENT**

FA.P000F  
PPNO:

**PROJECT TITLE:** \_\_\_\_\_

**GRANTEE/ PROJECT SPONSOR:**  
**(\$ in Actual Dollars)**

(LACMTA Programmed Funding and Sponsors Match Only)

PROGRAMMED FUNDS	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2016-17	FY 2017-18	TOTAL BUDGET	% OF BUDGET
<b>LACMTA PROGRAMMED FUNDING:</b>								
SELECT:								
Proposition C 5%								
Proposition C 10%								
Proposition C 25%								
Proposition C 40%								
_____								
_____								
<b>LACMTA SUBTOTAL</b>								
<b>GRANTEE/SPONSOR MATCH:</b>								
Grantee Funding Commitment (specify type)								
(Write specific type of funding match)								
SELECT:								
City General Fund								
Prop A or C Local Return								
STPL								
Other								
_____								
_____								
<b>GRANTEE / PROJECT SPONSOR MATCH SUBTOTAL</b>								
<b>TOTAL PROGRAMMED FUNDING</b>								

√

FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# \_\_\_\_\_  
FA.P00F\_ \_\_\_\_\_

## ATTACHMENT B

### SCOPE OF WORK

[NOTE TO GRANTEE: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 8.1. Please check the appropriate Call for Projects Board report approved by the LACMTA Board of Directors to determine the Scope of Work that was approved.]



FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# \_\_\_\_\_  
FA.P00F \_\_\_\_\_

## FA ATTACHMENT C REPORTING & EXPENDITURE GUIDELINES

### REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (Attachment C1) is required for all projects. The Grantee shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Grantee will submit a quarterly report to the LACMTA at **P.O. Box 512296, Los Angeles, CA 90051-0296**. Please note that letters or other forms of documentation may not be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that Grantee provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Grantees are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project’s final evaluation must be submitted.

FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# \_\_\_\_\_  
FA.P00F\_ \_\_\_\_\_

## **EXPENDITURE GUIDELINES**

- Any activity or expense charged above and beyond the approved Scope-of-Work (FA Attachment B) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his designee.
- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.
- Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.
- Administrative cost is the ongoing expense incurred by the Grantee for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment B). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the Grantee prior to the execution of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or her designee.
- The FA is considered executed when the LACMTA Chief Executive Officer or her designee signs the document.

## **DEFINITIONS**

- Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
  - Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
  - Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.
  - Donations of volunteer services dedicated to the project.
  - A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

FTIP#: \_\_\_\_\_  
PPNO \_\_\_\_\_ (If applicable)

CFP# \_\_\_\_\_  
FA.P00F\_ \_\_\_\_\_

- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- In-eligible Expenditures: Any activity or expense charged above and beyond the approved Scope-of-Work is considered in eligible.

**LACMTA FA ATTACHMENT C1**  
**QUARTERLY PROGRESS / EXPENSE REPORT**

Grantee To Complete			
Invoice #			
Invoice Date			
FA#			
Quarterly Report #			

**GRANTEES ARE REQUESTED TO MAIL THIS REPORT TO**  
**P.O. Box #512296, Los Angeles, CA 90051-0296** after the close of each quarter, but no later than November 30, February 28, May 31 and August 31. Please note that letters or other forms of documentation may **not** be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment C) for further information.

**SECTION 1: QUARTERLY EXPENSE REPORT**

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Grant \$	Local Match (Incl. In-Kind) \$	Local Match %	Total \$
<b>Project Quarter Expenditure</b>				
This Quarter Expenditure				
Retention Amount				
Net Invoice Amount (Less Retention)				
<b>Project-to-Date Expenditure</b>				
Funds Expended to Date (Include this Quarter)				
Total Project Budget				
% of Project Budget Expended to Date				
Balance Remaining				

**SECTION 3 : QUARTERLY PROGRESS REPORT**

**1. DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2<sup>ND</sup> AND 3<sup>RD</sup> COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. **PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.**

FA Milestones	Original MOU Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
<b>Total Project Duration (Months)</b>				

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original FA schedule
  Less than 12 months behind original schedule  
 Between 12-24 months behind original schedule
  More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

- Yes
  No
  Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
  No
  Not Applicable

**3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.

**4. PROJECT DELAY**

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

**5. ACTION ITEMS TO RESOLVE DELAY**

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

**SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER**

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

ITEM	INVOICE #	TOTAL EXPENSES / CHARGES	\$ CHARGED TO LACMTA GRANT	\$ CHARGED TO LOCAL MATCH
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
<b>TOTAL</b>				

**Notes:**

- Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.
- All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

**Invoice Payment Information:**

LACMTA will make all disbursements electronically unless an exception is requested in writing.  
 ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.  
 ACH Request Forms can be found at [www.metro.net/callforprojects](http://www.metro.net/callforprojects).  
 Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature

Date

Name

Title

**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

**PLEASE GO TO THE [ProgramMetro](http://program.metro.net) FTIP DATABASE LINK BELOW:**

<http://program.metro.net>

Review & Update your projects in the FTIP through the ProgramMetro database

Click on the **REPORTS** link -----<http://program.metro.net/reports.asp>

Click on the **FTIP PROJECT SHEET (PDF)** link

Under the File menu select "**Save As**" and save the PDF on your computer or network

Attach your FTIP PROJECT SHEET (PDF) to the FA as Attachment D

Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment D"

**FTIP CONTACTS**

<b>Contact Person</b>	<b>Phone/FAX Information</b>	<b>Email:</b>
Herman Cheng	213.922.2453 FAX 213.922.2476	<a href="mailto:Chengh@metro.net">Chengh@metro.net</a>
Nancy Marroquin	213.922.7237 FAX: 213.922.2476	<a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a>
Avital Shavit	213.922.7518 FAX: 213.922.2476	<a href="mailto:Shavita@metro.net">Shavita@metro.net</a>



# ATTACHMENT D SAMPLE

## Los Angeles Metropolitan Transportation Authority 2000 Federal Transportation Improvement Program (\$000)

<b>TIP ID LAF1103</b>		<b>Implementing Agency Carson, City of</b>																																																																																																																																																																				
Project Description: Route 405: Wilmington Avenue Interchange Modification at I-405. Improve I-405/Wilmington Avenue interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.						SCAG RTP Project #: LAF1103 Is Model: YES Model #: PM: Massoud Ghiam - (310) 952-1700 Email: mghiam@carson.ca.us LS: N LS GROUP: Conformity Category: NON-EXEMPT																																																																																																																																																																
System :State Hwy	Route :405	Postmile: 9.3 to 9.89	Distance: .59	Phase: ROW Acquisition				Completion Date 10/01/2014																																																																																																																																																														
Lane # Extd: 6 Lane # Prop: 7 Imprv Desc: Widen Wilmington and adding new NB on Ramp					Air Basin: SCAB	Envir Doc: FINDING OF NO SIGNIFICANT IMPACT - 03/26/2014																																																																																																																																																																
Toll Rate: 0.00	Toll Calc Loc: 0	Toll Method:	Hov acs eg loc: 0		Uza: Los Angeles-Long Beach-Santa Ana	Sub-Area:	Sub-Region:																																																																																																																																																															
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<ul style="list-style-type: none"> <li>- General Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- Modeling Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- TCM Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- Narrative: Project cost stays the same</li> </ul> <p>Changed Environmental Document: - from "CATEGORICALLY EXEMPT" to "FINDING OF NO SIGNIFICANT IMPACT"</p> <p>Changed Current Implementation Status: - from "Engineering/Plans, Specifications and Estimates (PS&amp;E)" to "ROW Acquisition"</p> <p>No change in project funding</p> <p>Total project cost remains the same at \$26,170</p>																																																																																																																																																																						
<b>Last Revised Adoption 13-00 - SCAG PENDING</b>					Change reason: Carry Over, SCHEDULE DELAY			<b>Total Cost \$26,170</b>																																																																																																																																																														



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

FTIP#:  
PPNO: (If applicable)

CFP# [REDACTED]  
LOA.P00F\_ [REDACTED]

[INSERT PROCESSING DATE]

[INSERT PROJECT SPONSOR NAME]

[INSERT PROJECT SPONSOR ADDRESS]

Attn: [INSERT DEPT HEAD OR CITY MANAGER NAME]

**RE: LETTER OF AGREEMENT FOR FEDERAL PROJECTS PROGRAMMED THROUGH  
THE LACMTA CALL FOR PROJECTS**

Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects, the LACMTA Board of Directors, at its meeting on [INSERT BOARD MEETING DATE, NOT P&P DATE], authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for [INSERT BOARD APPROVED PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #], (the “Project”) subject to the terms and conditions contained in this Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Specific Terms of the LOA, General Terms of the LOA; Attachment A - the Project Funding, Attachment B - the Scope of Work-, Attachment C - the Reporting Guidelines, Attachment D - Federal Transportation Improvement Program (FTIP), Attachment E - Caltrans Document List, and Attachment F Special Conditions for the Project, [REMOVE IF NOT APPLICABLE; ANY OTHER ATTACHMENT SHOULD BEGIN WITH G], and any other attachments or documents referenced therein.

FTIP#:  
PPNO: (If applicable)

CFP# [REDACTED]  
LOA.P00F [REDACTED]

In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy  
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By: \_\_\_\_\_

[INSERT NAME]

[INSERT TITLE]

Date: \_\_\_\_\_

CALL FOR PROJECTS  
LETTER OF AGREEMENT

PART I  
SPECIFIC TERMS OF THE LOA

1. Title of the Project (the "Project"): [INSERT BOARD APPROVED PROJECT TITLE] - LACMTA Call for Projects ID# [INSERT#], FTIP # [INSERT#].
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors' action of [INSERT DATE], programmed \$ [INSERT AMOUNT OF PROGRAMMED FUNDS] (the "Funds") to Project Sponsor for the Project. The LACMTA funding plan reflects the programming of Funds over [INSERT # OF YEARS FUNDS] years, Fiscal Years (FY) 201\_-1\_ [INSERT FISCAL YEARS FUNDS PROGRAMMED, REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors' action recertified the Funds for FY [INSERT APPROPRIATE FISCAL YEAR] only in the amount of \$[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]. LACMTA Board of Directors' action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being obligated by Project Sponsor.
3. The Funding Agency for this Project (the "Agency") is CALTRANS. The Programming Agency for this Project is LACMTA.
4. The "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA and is attached as **Attachment A**. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached to this LOA as **Attachment B**. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed. The Scope of Work also includes a set schedule including Project milestones consistent with the lapsing policy described in Part II below. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.
6. **Attachment C** - the Reporting Guidelines; Project Sponsor shall complete the "Quarterly Progress Report." The Quarterly Progress Report is attached to this LOA as **Attachment C1** in accordance with **Attachment C** - Reporting Guidelines.
7. The "FTIP PROJECT SHEET (PDF)" is attached as **Attachment D** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP which

FTIP#:  
PPNO: (If applicable)

CFP# [REDACTED]  
LOA.P00F [REDACTED]

includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. **Attachment E** - Caltrans Document List, are attached to this LOA as Attachment E for reference purposes only and however a more current listing may be found on <http://www.dot.ca.gov/hq/LocalPrograms/> or <http://www.dot.ca.gov/hq/LocalPrograms/public.htm>
9. **Attachment F** -Special Conditions for the Project, if any, are attached to this LOA as Attachment F. **[IF NONE, REMOVE THIS BULLET]**
10. Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA and Project Sponsor. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the Funds have been obligated, no material changes will be allowed.

11. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: **[INSERT LACMTA PROJECT MANAGER NAME, MAIL STOP PHONE, AND E-MAIL ADDRESS]**

12. Project Sponsor's Address:

**[INSERT PROJECT SPONSOR NAME, ADDRESS, AND RESPONSIBLE STAFF PERSON, PHONE AND E-MAIL ADDRESS]**

**PART II**  
**GENERAL TERMS OF THE LOA**

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit to the Agency the appropriate invoices in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency and of LACMTA as required by LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency and LACMTA as the programming agency.

2. **TERM:**

2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon completion of the Scope of Work and LACMTA's receipt of Caltrans' final voucher paid for the Project.

2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING AND AUDIT REQUIREMENTS:**

4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting and audit requirements. *Project Sponsor shall use the Federal Transportation Improvement Program ("FTIP") No., Expenditure Authorization ("EA") No., and LACMTA Call for Projects Project ID# on all correspondence.*

4.2 Since the Project is funded exclusively with Federal funds and contains no LACMTA local funding, LACMTA has no audit responsibilities for this Project. Project

FTIP#:  
PPNO: (If applicable)

CFP# [REDACTED]  
LOA.P00F [REDACTED]

Sponsor shall comply with all Agency compliance, pre-award and performance audit requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

5. **EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 Subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any underruns to the funds shown in **Attachment A** shall be apportioned between LACMTA and Project Sponsor in the same proportion as the Sources of Funds from each party to this LOA as specified in **Attachment A** to this LOA. Upon completion of the Project described in the Scope of Work and subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

6. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

6.1 Project Sponsor must demonstrate timely use of the Funds by:

- (i) executing this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) obligating the Funds programmed under this LOA for allowable costs within 36 months from July 1 of the first Fiscal Year in which the Funds are programmed. All Funds programmed for FY 201\_-1\_ are subject to lapse on \_\_\_\_\_. [Repeat the last sentence as needed for each programmed year.] [See [http://www.metro.net/projects/call\\_projects/call\\_projects-reference-documents/](http://www.metro.net/projects/call_projects/call_projects-reference-documents/) for lapsing dates].

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Project Sponsor must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this LOA. Evidence of timely obligation will be either an executed "Authorization To Proceed" document (Caltrans Version E-76).

6.3 In the event this LOA is not executed and/or evidence of timely obligation of Funds is not provided as described in Part II, Sections 6.1 and 6.2 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete one element of the Project, as described in the FTIP Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, this LOA shall automatically terminate without further action by either party.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (**Attachment A**), towards the cost of the Project. If the Funds identified in **Attachment A** are insufficient to complete the Project,



Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

**8. COMMUNICATIONS:**

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase "This project was partially funded by Metro" or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

8.2 If Project Sponsor produces any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for the prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, "Funded in part by [Metro logo]" or "Your tax dollars at work (Metro logo)" or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA's sole discretion.

8.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.

9. OTHER TERMS AND CONDITIONS:

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor's obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems (“ITS”) is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA’s sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

9.10 If applicable, implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with LACMTA’s Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form, in the form of Attachment F-1. (See [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/) for a copy of LACMTA’s Countywide ITS Policy and Procedures.)

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with LACMTA parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with LACMTA-adopted parking policy. (For LACMTA’s Parking Policy and contact information, see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).)

9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency’s guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.

LOA ATTACHMENT A - PROGRAMMED FUNDS

FTIP#: \_\_\_\_\_  
 PPNO: \_\_\_\_\_

CFP#: \_\_\_\_\_  
 LOA.P00F

FEDERAL GRANT AGREEMENT  
 CFP#: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_  
 LETTER OF AGREEMENT NO: LOA.P00F\_\_\_\_  
 (\$ in Actual Dollars)  
 (LACMTA Programmed Funding and Sponsors Match Only)

PROGRAMMED FUNDS	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	BUDGET	%
<b>LACMTA PROGRAMMED FUNDING:</b>								
<b>Federal</b>								
(RSTP) Regional Surface Transportation Program								
(CMAQ) Congestion Mitigation and Air Quality Program								
<b>Other:</b>								
-PA & ED								
-PS&E								
-R/W								
-Construction								
	<b>LACMTA SUBTOTAL</b>							
<b>GRANTEE/SPONSOR MATCH:</b>								
Grantee Funding Commitment (specify type)								
City General Fund								
Prop A or C Local Return								
Block Grant								
Other								
-PA & ED								
-PS&E								
-R/W								
-Construction								
Note: You can not match Federal with Federal								
	<b>PROJECT SPONSOR MATCH SUBTOTAL</b>							
<b>TOTAL PROJECT FUNDING</b>								

ATTACHMENT B  
**SCOPE OF WORK**

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED.]

## LOA ATTACHMENT C

### REPORTING GUIDELINES FOR FEDERAL FUNDS

#### REPORTING PROCEDURES

- The Quarterly Progress Report (Attachment C1) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.

		<b>Project Sponsor to Complete</b>
<b>LACMTA LOA ATTACHMENT C1</b>		<b>LOA#</b>
<b>QUARTERLY PROGRESS REPORT</b>		<b>Quarterly Report #</b>

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER.  
Please submit Quarterly Progress Report with 60 days after the close of each quarter.  
No later than November 30, February 28, May 31, and August 31.

**SECTION 1: GENERAL INFORMATION**

**PROJECT TITLE:** \_\_\_\_\_  
**LOA#:** \_\_\_\_\_

**QUARTERLY REPORT SUBMITTED FOR:**

**Fiscal Year :**     2012-2013     2013-2014     2014-2015  
 2015-2016     2016-2017     2017-2018

**Quarter :**         Q1: Jul - Sep     Q2: Oct - Dec  
 Q3: Jan - Mar     Q4: Apr - Jun

**(Attach photos of key components & milestones)**

**DATE SUBMITTED:** \_\_\_\_\_

**LACMTA MODAL CATEGORY:**

RSTI                       Pedestrian     Signal Synchronization  
 TDM                         Bicycle         Goods Movement  
 Transit                       TEA

<b>LACMTA Project Mgr.</b>	Name:	_____
	Project Mgr:	_____
	Mailing Address:	_____
	Phone Number:	_____
	e-mail:	_____

<b>Project Sponsor Contact / Project Manager</b>	Contact Name:	_____
	Job Title:	_____
	Department:	_____
	City / Agency:	_____
	Mailing Address:	_____
	Phone Number:	_____
	e-mail:	_____

**SECTION 2: Quarterly PROGRESS REPORT**

**1. Project-to-Date Expenditure**

<b>% of Project Budget Expended to Date</b>				
<b>% of Project Completion</b>				

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- |  |   |
|--|---|
| <input type="checkbox"/> On schedule per original LOA schedule         | <input type="checkbox"/> Less than 12 months behind original schedule |
| <input type="checkbox"/> Between 12-24 months behind original schedule | <input type="checkbox"/> More than 24 months behind original schedule |

B. Was the project design started within 6 months of the date originally stated in the LOA?

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------|---|

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------|---|

**3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.





**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

PLEASE GO TO THE **ProgramMetro** FTIP DATABASE LINK BELOW:

<https://program.metro.net>

Review & Update your projects in the FTIP through the ProgramMetro database

Click on the REPORTS link -----<http://program.metro.net/reports.asp>

Click on the FTIP PROJECT SHEET (PDF) link

Under the File menu select "**Save As**" and save the PDF on your computer or network

Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E

Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

**FTIP CONTACTS**

Contact Person	Phone/FAX Information	Email:
Herman Cheng	213.922.2453 FAX 213.922.2476	<a href="mailto:Chengh@metro.net">Chengh@metro.net</a>
Nancy Marroquin	213.922.7237 FAX: 213.922.2476	<a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a>
Avital Shavit	213.922.7518 FAX: 213.922.2476	<a href="mailto:Shavita@metro.net">Shavita@metro.net</a>

# SAMPLE FTIP PROJECT SHEET (PDF)

## Los Angeles Metropolitan Transportation Authority 2000 Federal Transportation Improvement Program (\$000)

TIP ID <b>LAF1103</b>		Implementing Agency <b>Carson, City of</b>																																																																																																																																																																					
Project Description: Route 405: Wilmington Avenue Interchange Modification at I-405. Improve I-405/Wilmington Avenue Interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.		SCAG RTP Project #: LAF1103 Is Model: YES Model #: PM: Massoud Ghiam - (310) 952-1700 Email: mghiam@carson.ca.us LS: N LB GROUP#: Conformity Category: NON-EXEMPT																																																																																																																																																																					
System: State Hwy	Route: 405	Postmile: 9.3 to 9.89	Distance: .59 Phase: ROW Acquisition																																																																																																																																																																				
		Completion Date 10/01/2014																																																																																																																																																																					
Lane # Exld: 6	Lane # Prop: 7	Imprv Desc: Widen Wilmington and adding new NB on Ramp	Air Basin: SCAG																																																																																																																																																																				
		Envir Doc: FINDING OF NO SIGNIFICANT IMPACT - 03/26/0																																																																																																																																																																					
Toll Rate: 0.00	Toll Colc Loc: 0	Toll Method: Hov act eg loc: 0	Uza: Los Angeles-Long Beach-Santa Ana																																																																																																																																																																				
Program Code: CARH3 - INTERCHANGE-MOD/REP/REC-LN ADD'S		CTIPS ID:	EA#: PPNO:																																																																																																																																																																				
		Sub-Area:	Sub-Region:																																																																																																																																																																				
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">PHASE</th> <th style="width: 10%;">PRIOR</th> <th style="width: 10%;">00/01</th> <th style="width: 10%;">01/02</th> <th style="width: 10%;">02/03</th> <th style="width: 10%;">03/04</th> <th style="width: 10%;">04/05</th> <th style="width: 10%;">05/06</th> <th style="width: 10%;">BEYOND</th> <th style="width: 10%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="background-color: #eee;">CITY - City Funds</td> <td>PE</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>RW</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td></td> <td>\$10,808</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$10,808</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td></td> <td>\$10,808</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$10,808</td> </tr> <tr> <td style="background-color: #eee;">DEMOSITL - Demonstration - SAFETEA-LU</td> <td>PE</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>RW</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td></td> <td>\$4,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$4,000</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td></td> <td>\$4,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$4,000</td> </tr> <tr> <td style="background-color: #eee;">PC25 - Los Angeles County Proposition "C25"</td> <td>PE</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>RW</td> <td></td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td></td> <td>\$11,362</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$11,362</td> </tr> <tr> <td></td> <td>SUBTOTAL</td> <td></td> <td>\$11,362</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$11,362</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td></td> <td><b>\$26,170</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>\$26,170</b></td> </tr> <tr> <td colspan="3"></td> <td><b>TOTAL PE: \$0</b></td> <td><b>TOTAL RW: \$0</b></td> <td colspan="5"><b>TOTAL CON: \$26,170</b></td> </tr> </tbody> </table>					PHASE	PRIOR	00/01	01/02	02/03	03/04	04/05	05/06	BEYOND	TOTAL	CITY - City Funds	PE		\$0							\$0		RW		\$0							\$0		CON		\$10,808							\$10,808		SUBTOTAL		\$10,808							\$10,808	DEMOSITL - Demonstration - SAFETEA-LU	PE		\$0							\$0		RW		\$0							\$0		CON		\$4,000							\$4,000		SUBTOTAL		\$4,000							\$4,000	PC25 - Los Angeles County Proposition "C25"	PE		\$0							\$0		RW		\$0							\$0		CON		\$11,362							\$11,362		SUBTOTAL		\$11,362							\$11,362		<b>TOTAL</b>		<b>\$26,170</b>							<b>\$26,170</b>				<b>TOTAL PE: \$0</b>	<b>TOTAL RW: \$0</b>	<b>TOTAL CON: \$26,170</b>				
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<ul style="list-style-type: none"> <li>- General Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- Modeling Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- TCM Comment: The right-of-way acquisition is taking more time than expected.</li> <li>- Narrative: Project cost stays the same</li> <li>Changed Environmental Document:                             <ul style="list-style-type: none"> <li>- from "CATEGORICALLY EXEMPT" to "FINDING OF NO SIGNIFICANT IMPACT"</li> </ul> </li> <li>Changed Current Implementation Status:                             <ul style="list-style-type: none"> <li>- from "Engineering/Plans, Specifications and Estimates (PS&amp;E)" to "ROW Acquisition"</li> </ul> </li> <li>No change in project funding</li> <li>Total project cost remains the same at \$26,170.</li> </ul>																																																																																																																																																																							
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FTIP#:  
PPNO: (If applicable)

CFP#  
LOA.P00F

**ATTACHMENT E**  
**LIST OF DOCUMENTS TO BE SUBMITTED TO CALTRANS**  
**(FOR FEDERAL FUNDED PROJECTS)**

NOTE: Refer to the Local Assistance Procedure Manual (LAPM) for the Exhibits.

**Request for Authorization for Preliminary Engineering (PE)**

1. Copy of approved FTIP sheet.
2. Copy of LOA with LACMTA (only if RSTP, CMAQ, or Federal STIP funds are involved).
3. Field Review Form – Exhibit 7-B.
4. Preliminary Environmental Study Form (PES) – Exhibit 6-A.
5. A field review should be conducted at this stage and then the remaining documents could be submitted. During the field review all issues of the project such as Environmental & Right-of-Way (R/W) should be identified and addressed.
6. Request for Authorization to Proceed with PE – Exhibit 3-A.
7. Request for Authorization – Data Sheets – Exhibit 3-G.
8. Local Programs Agreement – Exhibit 4-A (only if the agency plans to begin invoicing for PE Phase prior to contract award).

NOTE: The portion of PE work done prior to authorization is ineligible for federal participation. The Master Agreement (if needed), Supplemental Agreement and PR2 will be initiated upon receiving Exhibit 4-A. Invoices will be accepted only after execution of all of these agreements. Caltrans Encroachment permit must be obtained before the Request to Proceed with Construction Phase if Caltrans R/W is involved.

**Request for Authorization for Utility Relocation**

1. Request for Authorization to Proceed with Utility Relocation – Exhibit 3-L.
2. Completed Project Prefix Checklist – Exhibit 3-E (if previously not submitted).
3. Finance Letter – Exhibit 3-F.
4. Request for Authorization – Data Sheets – Exhibit 3-G.
5. Local Programs Agreement Checklist – Exhibit 4-A (if not submitted previously).
6. Approved Environmental Document. (After the authorization, the following documents should be submitted).
7. Request for Specific Authorization: See Exhibit 14-A. (Utility relocation work can commence only after the approval of Specific Authorization).
8. Fully executed Utility Agreement.

FTIP#:  
PPNO: (If applicable)

CFP#  
LOA.P00F

**Request for Authorization for R/W Phase**

1. Request for Authorization to Proceed with R/W – Exhibit 3-B.
2. Completed Project Prefix Checklist – Exhibit 3-E (if previously not submitted).
3. Finance Letter – Exhibit 3-F.
4. Request for Authorization – Data Sheets – Exhibit 3-G.
5. Local Programs Agreement Checklist – Exhibit 4-A (if not submitted previously).
6. Approved Environmental Document (if not submitted previously).

**Request for Authorization for Construction**

1. Environmental Clearance Document.
2. R/W Certification – LAPM, Chapter 13.
3. PS&E Certification – Exhibit 12-C.
4. PS&E Checklist – Exhibit 12-D.
5. Request for Authorization to Proceed with Construction – Exhibit 3-C.
6. Project Prefix Checklist – Exhibit 3-E (if not previously submitted).
7. Preliminary Estimate.
8. Finance Letter – Exhibit 3-F.
9. Request for Authorization – Data Sheets – Exhibit 3-G.
10. Local Programs Agreement – Exhibit 4-A.

NOTE: The Local Agency shall not advertise the project until they receive the authorization to proceed with construction. Every local agency must also have Quality Assurance Program (QAP) – LAPM, Chapter 16.14, before advancing to Construction Phase. After a Program Supplemental Agreement, Exhibit 4-A, which includes all the phases of the project, will be mailed to the Local Agency.



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

FTIP#:  
PPNO: (If applicable)

CFP# [REDACTED]  
LOA.P00F\_ [REDACTED]

[INSERT PROCESSING START DATE]

[INSERT PROJECT SPONSOR NAME]

[INSERT PROJECT SPONSOR ADDRESS]

Attn: [INSERT DEPT HEAD OR CITY MANAGER NAME]

**RE: LETTER OF AGREEMENT FOR PROJECTS PROGRAMMED THROUGH THE  
LACMTA CALL FOR PROJECTS AND STATE TRANSPORTATION IMPROVEMENT  
PROGRAM**

Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects and the [INSERT APPLICABLE STIP YEAR] State Transportation Improvement Program (“STIP”), the LACMTA Board of Directors, at its meeting on [INSERT BOARD MEETING DATE, NOT P&P DATE] and the California Transportation Commission (“CTC”) at its meeting of [INSERT DATE], authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for the [INSERT BOARD APPROVED PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #], (the “Project”) subject to the terms and conditions contained in this STIP Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Specific Terms of the LOA, General Terms of the LOA, Attachment A - the Project Funding, Attachment B, the Scope of Work, Attachment C - the Reporting Guidelines, Attachment D - the Federal Transportation Improvement Program (FTIP) Sheet, Attachment E -- the CTC Amendment of STIP Guidelines & 2001 Guidelines (PDF files will be provided via email), Attachment F - Special Conditions for the Project [REMOVE IF NOT APPLICABLE], and any other attachments or documents referenced therein.

FTIP#:  
PPNO: (If applicable)

CFP# \_\_\_\_\_  
LOA.P00F\_\_\_\_\_

In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy  
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By: \_\_\_\_\_

[INSERT NAME]

[Insert Title]

Date: \_\_\_\_\_

**CALL FOR PROJECTS  
STATE TRANSPORTATION IMPROVEMENT PROGRAM  
LETTER OF AGREEMENT**

**PART I  
SPECIFIC TERMS OF THE LOA**

1. Title of the Project (the "Project"): [INSERT BOARD APPROVED PROJECT TITLE] - LACMTA Call for Projects ID# [INSERT#], FTIP # [INSERT#].
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors' action of [INSERT BOARD MEETING DATE, NOT P&P DATE], and CTC approval of [INSERT CTC ACTION DATE], programmed \$[INSERT PROGRAMMED AMOUNT] (the "Funds") to Project Sponsor for the Project. The Funds are programmed over [INSERT NUMBER YEAR(S) FUNDS PROGRAMMER] years, for Fiscal Year(s) (FY) [201\_-1\_ ; 201\_-1\_ . INSERT FISCAL YEAR (S) FUNDS PROGRAMMED]. [REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]. LACMTA Board of Directors' action recertified the Funds for FY [INSERT APPROPRIATE FISCAL YEAR] only in the amount of \$[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]. LACMTA Board of Directors' action will be required annually to approve the Funds for each subsequent Fiscal Year prior to those Funds being allocated to Project Sponsor.
3. The Funding Agency for this Project (the "Agency") is CALTRANS. The Programming Agency for this Project is LACMTA.
4. The "Project Funding" documents all sources of fund programmed for the Project as approved by LACMTA and is attached as **Attachment A**. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached as **Attachment B**. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed including, without limitation, Project milestones consistent with the lapsing policy described in Part II below. The Scope of Work also includes a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.
6. **Attachment C** - the Reporting Guidelines; Project Sponsor shall complete the "Quarterly Progress Report." The Quarterly Progress Report is attached to this LOA as **Attachment C1** in accordance with Attachment C - Reporting Guidelines.
7. The "FTIP PROJECT SHEET (PDF)" is attached as **Attachment D** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document.



The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. All projects that receive funding through the LACMTA Call For Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. The CTC Amendment of STIP Guidelines referenced as **Attachment E** is posted in the Agreement Reference Documents ([http://www.metro.net/projects/call\\_projects/call\\_projects-reference-documents/](http://www.metro.net/projects/call_projects/call_projects-reference-documents/)). The guidelines describe the policy, standards, criteria and procedures for the development, adoption and management of the STIP. The STIP Guidelines also provide incentives for Project Sponsor's accountability for the timely use of the Funds.
9. Project Sponsor will submit to LACMTA for concurrence copies of Agency Grant Applications, allocation and extension request documents, and/or Fund Transfer Agreements and/or the Fund Request it submits to the CTC. The Fund Request or the extension request or the allocation request shall be administratively approved by LACMTA before it is submitted to Caltrans and the CTC.
10. Prior to allocation of the Funds by the CTC, no material changes to the Project Funding or the Scope of Work shall be allowed without prior written approval of LACMTA and Project Sponsor. Prior approval of the CTC may also be required by Caltrans. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the allocation of the Funds by CTC, no material changes will be allowed.
11. LACMTA's Address:  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: [INSERT LACMTA PROJECT MANAGER NAME; MAIL STOP]  
Email: [INSERT EMAIL ADDRESS]

Project Sponsor's Address:  
[INSERT PROJECT SPONSOR NAME]  
[INSERT PROJECT SPONSOR ADDRESS]  
[INSERT RESPONSIBLE STAFF PERSON NAME]  
Email: [INSERT E-MAIL ADDRESS]

FTIP#:  
PPNO: (If applicable)

CFP# \_\_\_\_\_  
LOA.P00F \_\_\_\_\_

12. Special Conditions for the Project, if any, are attached to this LOA as Attachment F. [IF NONE, REMOVE THIS BULLET]

**PART II**  
**GENERAL TERMS OF THE LOA**

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit to the Agency the appropriate invoices in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency.

2. **TERM:**

2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon the completion of the agreed upon Scope of Work and LACMTA's receipt of Caltrans' final voucher paid for the Project.

2.2 Prior to the allocation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

4. **USE OF FUNDS:**

3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING AND AUDIT REQUIREMENTS:**

4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting and audit requirements. *Project Sponsor shall use the Federal Transportation Improvement Program ("FTIP") No., Expenditure Authorization ("EA") No., and LACMTA Call for Projects Project ID# on all correspondence.*

4.2 Since the Project is funded exclusively with Federal/State funds and contains no LACMTA local funding, LACMTA has no audit responsibilities on this Project. Project Sponsor shall comply with all Agency compliance, pre-award and performance audit

requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

## 5. EXPENDITURE AND DISPOSITION OF FUNDS:

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

## 6. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

6.1 The following is LACMTA's understanding of the state requirements for timely use of funds, as of the date of this LOA; the terms of this section are subject to change by the Agency and/or the CTC.

6.2 Programmed Funds are available for a project specific allocation vote by the CTC only until the end of the Fiscal Year (FY) for which they are programmed. Project Sponsor may request a one-time extension to the allocation deadline, however there is no guarantee it will be approved. Project Sponsor must present Caltrans District 7 with either a completed Project specific allocation request or a completed request for extension at least 60 days in advance of the last CTC meeting of the fiscal year in which the Funds are programmed, otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them. An allocation request and/or a request for extension will not be considered complete by Caltrans unless it includes LACMTA concurrence.

- After the Funds are allocated by a specific vote of the CTC for construction or capital

purchase, Project Sponsor has six (6) months to award a contract; or request a one-time extension from the CTC. However, the CTC is under no obligation to grant this extension. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them.

- After award of a contract, Project Sponsor has a maximum of thirty-six (36) months to complete such contract and expend and receive reimbursement of the expenditures.
- Funds allocated by the CTC for Project development or right-of-way costs must be expended by the end of the second Fiscal Year following the year in which the Funds were allocated.

The deadline for the Project specific allocation vote can be extended by the CTC, but only if the CTC's action occurs by June of the Fiscal Year in which the Funds are programmed. The possible CTC extensions are one time and for up to twenty (20) months at the discretion of the CTC, but only if the CTC finds that an unforeseen and extraordinary circumstance beyond the control of Project Sponsor has occurred that justifies the extension.

Following the allocation, at the end of the period allowed for expenditure and reimbursement of expenditures, subject to the requirements and regulations of the Agency and the CTC, and to the extent allowed by the Agency and the CTC, Project Sponsor shall relinquish any Funds not reimbursed to the State Highway Account for future programming at the CTC's discretion.

Assuming the above allocation and Project development/right-of-way expenditure and reimbursement deadlines have been met, all Funds programmed for FY 201\_1\_ are subject to lapse on [INSERT DATE]. [Repeat lapsing text as required for each programmed year.]

Prior to the programmed year, a STIP amendment reprogramming funds to a later year will postpone the application of the lapsing provision. A STIP amendment request must be made ninety (90) days prior to the last CTC meeting or no later than March of the program year of the Fiscal Year prior to the Fiscal Year in which the Funds are programmed. A STIP amendment request will not be considered complete by Caltrans unless it includes LACMTA concurrence. The CTC will not amend the STIP to change the program year of the funding after the beginning of the fiscal year for which the Project is programmed.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed by the CTC and will be removed from LACMTA's program of projects.

6.3 Project Sponsor must execute this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA or by December 31 of the first fiscal year in which the Funds are programmed, whichever is later and demonstrate evidence of timely allocation of Funds programmed for the Project within the time period described in Part II, Section 6.2 of this LOA. Evidence of timely allocation includes an executed allocation request document, an approved Grant Application document with the Agency, and the Fund Allocation Request that Project Sponsor submits to the CTC.

6.4 In the event this LOA is not executed and/or evidence of timely allocation of Funds is not provided as described in Part II, Sections 6.1, 6.2 and 6.3 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/ Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, this LOA shall automatically terminate without further action by either party.

## 7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

## 8. COMMUNICATIONS:

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase "This project was partially funded by Metro" alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

8.2 If Project Sponsor proposes to produce any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work (Metro logo)” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

8.6 The METRO logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.

**9. OTHER TERMS AND CONDITIONS:**

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor’s obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency, CTC and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems (“ITS”) is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA’s sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

9.10 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with LACMTA’s Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form in the form of **Attachment F-1**. See [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/) for ITS Policy and Procedures, and the Self Certification form.

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with the LACMTA parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA-adopted parking policy. For LACMTA’s Parking Policy, see [http://www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/)



9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency's guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.



## ATTACHMENT B

### SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED.]

## LOA ATTACHMENT C

### REPORTING GUIDELINES FOR FEDERAL FUNDS

#### REPORTING PROCEDURES

- The Quarterly Progress Report (**Attachment C1**) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.

<b>LACMTA LOA ATTACHMENT C1</b>		<b>Project Sponsor to Complete</b>
<b>QUARTERLY PROGRESS REPORT</b>		LOA#
		Quarterly Report #

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER.  
Please submit Quarterly Progress Report with 60 days after the close of each quarter.  
No later than November 30, February 28, May 31, and August 31.

**SECTION 1: GENERAL INFORMATION**

**PROJECT TITLE:** \_\_\_\_\_

**LOA#:** \_\_\_\_\_

**QUARTERLY REPORT SUBMITTED FOR:**

**Fiscal Year :**     2012-2013     2013-2014     2014-2015  
 2015-2016     2016-2017     2017-2018

**Quarter :**     Q1: Jul - Sep     Q2: Oct - Dec  
 Q3: Jan - Mar     Q4: Apr - Jun

**(Attach photos of key components & milestones)**

**DATE SUBMITTED:** \_\_\_\_\_

**LACMTA MODAL CATEGORY:**

RSTI     Pedestrian     Signal Synchronization  
 TDM     Bicycle     Goods Movement  
 Transit     TEA

<b>LACMTA Project Mgr.</b>	Name:	_____
	Project Mgr:	_____
	Mailing Address:	_____
	Phone Number:	_____
	e-mail:	_____

<b>Project Sponsor Contact / Project Manager</b>	Contact Name:	_____
	Job Title:	_____
	Department:	_____
	City / Agency:	_____
	Mailing Address:	_____
	Phone Number:	_____
	e-mail:	_____

**SECTION 2: Quarterly PROGRESS REPORT**

**1. Project-to-Date Expenditure**

<b>% of Project Budget Expended to Date</b>				
<b>% of Project Completion</b>				

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- |  |   |
|--|---|
| <input type="checkbox"/> On schedule per original LOA schedule         | <input type="checkbox"/> Less than 12 months behind original schedule |
| <input type="checkbox"/> Between 12-24 months behind original schedule | <input type="checkbox"/> More than 24 months behind original schedule |

B. Was the project design started within 6 months of the date originally stated in the LOA?

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------|---|

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------|---|

**3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.



**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

PLEASE GO TO THE **ProgramMetro** FTIP DATABASE LINK BELOW:

<https://program.metro.net>

Review & Update your projects in the FTIP through the ProgramMetro database

Click on the REPORTS link -----<http://program.metro.net/reports.asp>

Click on the FTIP PROJECT SHEET (PDF) link

Under the File menu select "**Save As**" and save the PDF on your computer or network

Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E

Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

**FTIP CONTACTS**

Contact Person	Phone/FAX Information	Email:
Herman Cheng	213.922.2453 FAX 213.922.2476	<a href="mailto:Chengh@metro.net">Chengh@metro.net</a>
Nancy Marroquin	213.922.7237 FAX: 213.922.2476	<a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a>
Avital Shavit	213.922.7518 FAX: 213.922.2476	<a href="mailto:Shavita@metro.net">Shavita@metro.net</a>





**CALIFORNIA TRANSPORTATION COMMISSION (CTC)  
GUIDELINES AND PROCEDURES FOR THE  
STATE HIGHWAY ACCOUNT LOAN PROGRAM  
(APPROVED BY CTC ON JUNE 15, 2000)**

- 1 AUTHORITY AND PURPOSE**
- 2 SCOPE OF STATE HIGHWAY ACCOUNT LOAN PROGRAM GUIDELINES AND PROCEDURES**
- 3 GUIDELINES**
  - 3.1 Funding Availability, Minimums/Maximums–Criteria to Determine Application Status**
  - 3.2 Independent Fiscal Consultant Analysis Required**
  - 3.3 Project Eligibility**
  - 3.4 Loan Application, Loan Approval and Disbursement of Loaned Funds**
  - 3.5 Loan Terms**
  - 3.6 Project Overruns**
  - 3.7 Delay of Construction and Notification Rescinding the Loan**
  - 3.8 Monitoring and Reporting**
  - 3.9 Reporting of Defaults**
- 4 PROCEDURES**
  - 4.1 Department of Transportation Responsibilities**
  - 4.2 Eligible Applicants**
  - 4.3 Approval Subject to Funding Minimums/Maximums - Criteria**
  - 4.4 Project and Applicant Requirements**
    - 4.4.1 Ineligible Projects**
    - 4.4.2 Minimum Project Requirements**
    - 4.4.3 Project Readiness**
    - 4.4.4 Applicant Requirements and Responsibilities**
  - 4.5 Independent Fiscal Consultant Requirements and Responsibilities**
    - 4.5.1 Fiscal Assessment Required**
    - 4.5.2 Applicant to Exercise Due Diligence**
  - 4.6 Approving Authority Responsibilities**
  - 4.7 Uniform Loan Application and Agreement Package**
  - 4.8 Additional Information on the Loan Program and Procedures**

**CALIFORNIA TRANSPORTATION COMMISSION  
GUIDELINES AND PROCEDURES FOR THE  
STATE HIGHWAY ACCOUNT LOAN PROGRAM**

**1 AUTHORITY AND PURPOSE**

Government Code Section 14529.6, added by Chapter 783 of the Statutes of 1999 (AB 1012), establishes a loan program to advance unallocated funds from the State Highway Account (SHA) to local entities for the advancement of projects eligible under the State Transportation Improvement Program (STIP) that are included within an adopted Regional Transportation Plan (RTP). The statutory intent is to expedite the use of the high cash balance in the SHA by putting the funds to work “at the earliest possible time on needed transportation improvements.”

The Commission is required by Section 14529.6(e) to propose guidelines and procedures to implement and expedite the loan program authorized under AB 1012, hereinafter referred to as the SHA Loan Program, and by Section 14529.6(f) to adopt, after a public hearing, a “uniform loan agreement package” including guidelines and procedures.

These guidelines and procedures become effective when adopted by the Commission. The Commission may revise these guidelines and procedures at any time after first giving notice of proposed amendments and conducting at least one public hearing.

**2 SCOPE OF SHA LOAN PROGRAM GUIDELINES AND PROCEDURES**

The guidelines apply to all loans to local entities approved by the Commission under the provisions of Government Code Section 14529.6. For purposes of these guidelines, the term “local entity” includes transportation planning agencies, county transportation commissions, transit districts, city and county governments, and local transportation authorities. The guidelines are intended to provide policy guidance and direction for actions as well as activity processes and procedures related to loans for advancement of eligible projects. Specific activities governed by these guidelines include independent fiscal analysis, project eligibility, loan application review and approval, transmittal of funds, loan terms, “calling” of the loan for non-compliance or default, project overruns, and monitoring and reporting.

The procedures are intended to detail responsibilities and requirements, and provide guidance on making an application. Caltrans may develop and maintain additional internal administrative procedures necessary to carry out the legislative intent of this loan program.

### 3 GUIDELINES

#### 3.1 **Funding Availability, Minimums/Maximums – Criteria to Determine Application Status**

As authorized by Government Code Section 14529.6, the Commission may advance monies from the SHA in the form of loans whenever the SHA cash balance exceeds \$400 million. The total amount of outstanding loans shall not exceed \$500 million at any one time.

Twice a year, on January 15 and July 15, the Commission is required to adopt projections of funding availability and the period of time during which the funds will be available. In addition to the minimum SHA balance and loan program capacity, approval of a loan application is subject to the Commission's adopted projection in effect at the time the application is received by Caltrans.

Loans will be approved on a first-come, first-served basis, except that an out-of-order application may be approved when program capacity would be exceeded if a preceding application were approved. The Commission intends that Caltrans use the following criteria to determine an application's "status" in determining its call on available funds.

1. The date and order in which it is received.
2. Whether the cumulative total of funds available to loan is greater than the amount requested.

Caltrans may, however, negotiate with an applicant for a reduced loan amount when an application that exceeds available funds includes funding for more than one project. The applicant may elect to delete one or more projects from the original request, bringing the reduced loan amount in line with available funds.

#### 3.2 **Independent Fiscal Consultant Analysis Required**

Government Code Section 14529.6(b)(3) requires an applicant for a loan to have had a fiscal assessment of its ability to repay a loan completed by an independent fiscal consultant selected from a list of fiscal consultants that were "pre-qualified" and approved for inclusion on the list by Caltrans and the Commission. The fiscal analysis of the applicant's ability to repay a loan must be submitted with the application. Caltrans' recommendation to the Commission for approval of a loan will primarily be based on the fiscal consultant's analysis.

Caltrans will advertise for fiscal consultants interested in being on the "pre-qualified" list. The advertisement notice will be through Caltrans' normal contract advertising process including notice on the Caltrans web page: <http://www.dot.ca.gov> or <http://www.ns.net/caltrans/consult.htm>. Interested fiscal consultants will be asked to respond to a "Request for Information" that includes criteria necessary to be pre-qualified. Once established, the "pre-qualified" list of fiscal consultants may be updated periodically by Caltrans.

In addition to periodic advertising, Caltrans shall post the qualification criteria approved by the Commission as part of the Uniform Loan Application and Agreement package on the CTC web site at: <http://www.dot.ca.gov/CTC/>. Qualification information and resumes submitted by interested fiscal consultants shall be accepted on a continuous basis.

Loan applicants may select a consultant who is not on the “pre-qualified” list of consultants, however Caltrans must validate the consultant’s credentials prior to loan approval. Commission approval of the consultant for inclusion on the “pre-qualified” list may occur concurrently with loan approval. If the loan applicant elects to proceed in this manner, the fiscal consultant’s qualification information and resume must be submitted to Caltrans within the due dates set in the CTC Meeting Material Submittal due date schedule as discussed in Section 3.4 below. If Caltrans finds that the consultant does not meet the minimum qualification criteria, the fiscal analysis completed by the consultant for the applicant will be invalid for this loan program, and the loan will not be approved.

### **3.3 Project Eligibility**

Only projects that are STIP eligible and included in an adopted RTP are eligible for funding under this program. Projects must also comply with the California Environmental Quality Act requirements and cost limitations as specified in Government Code Sections 14529.6(b)(1) and (b)(2), respectively.

“STIP eligible” means those types of projects as defined in Streets and Highways Code Section 164(e) and further clarified in the CTC’s STIP guidelines, Section 25, and which are also included in the adopted RTP.

Loans will be solely for the capital improvement phase of a project, which may include the costs of construction management and engineering. The Commission will not approve loans for environmental, preliminary and final engineering, right-of-way engineering, and associated project development activities.

Local entities in need of funding for certain project development elements, specifically environmental, permits, and plans, specifications, and estimates, may be eligible for advance funding under the Advance Project Development Element (APDE) added to the STIP in response to provisions of Government Code Section 14529.01. Additional information about the APDE may be found in the “Guidelines for 2000 STIP Advance Project Development Element” (CTC Resolution G-99-28 Amending Resolutions G-99-23 and G-99-27).

### **3.4 Loan Application, Loan Approval and Disbursement of Loaned Funds**

Government Code Section 14529.6 provides a 60-day timeline for loans to be approved and monies to be transmitted. The Commission is required to approve or disapprove loan applications within 30 days after the application is submitted. During the 30 days prior to approval, loan agreements must be made available to interested parties. Not later than 30 days after loan approval, the monies must be transmitted directly to the applicant.

In addition to the 60-day timeline, an unspecified period is allowed by Government Code Section 14529.6(b)(3) for Caltrans to make a recommendation to the Commission based on the analysis conducted by the independent fiscal consultant. For purposes of these guidelines, the “date the application is submitted” shall be defined as “the date the Commission receives a loan request and recommendation from Caltrans” at a regularly scheduled public meeting.

When a local entity has a fiscal analysis completed by an independent fiscal consultant, the entity will submit an application to Caltrans in the form of the "Uniform Loan Application and Agreement" adopted by the Commission. Upon receipt, the application will be posted on the CTC web site for review by interested parties. Interested parties may submit comments concerning an application to Caltrans. Comments shall be in writing.

Caltrans must receive the application and other material within the due dates set in the "CTC Meeting Material Submittal" due date schedule in order for Caltrans to make a recommendation to the CTC at the earliest meeting. The CTC meeting schedule can be found on the web site: <http://www.dot.ca.gov/hq/transprog/ctcliason.htm>. The appropriate due date for loan application and material submittals is the same date as for "Program Amendments and Fund Requests Due Programming/Budgets." Any material not meeting the deadline will be held over for presentation at the next scheduled CTC meeting. However, a report of all material received by Caltrans shall be made available to Commission staff as it is received.

Caltrans will review the application in the order it is received, prepare appropriate agreements if applicable, and make a loan request and recommendation to the Commission. Caltrans will submit a loan request and recommendation for all timely received applications, and any comments from interested parties, to the Commission at its next regularly scheduled meeting.

The loan request and recommendation to be presented to the Commission shall include all of the following information:

- Identity of the applicant.
- The date and time the application was received by Caltrans.
- The application "status" established by Caltrans using criteria in Section 3.1.
- The amount of the loan requested rounded to the nearest \$1,000.
- The terms of the loan.
- A request for waiver for a county with less than 500,000 population.
- The project(s) description.
- Evidence that the project is in an adopted RTP.
- The estimated date the project is scheduled for construction.
- Caltrans' recommendation (approve or disapprove) based on at least the following:
  - All conditions for loan approval specified in Government Code Section 14529.6(b) have/have not been met.
  - The fiscal assessment by the independent fiscal analyst.
  - The "status" of the application.
- A copy of the Loan Agreement and attachments.
- Copy of comments from interested parties.

After the Commission has been assured by Caltrans that all the conditions specified in Government Code Section 14529.6(b) have been met, and the local entity has the resources and capability of repaying the loan, the Commission shall act on the loan.

The Commission may delegate authority to Caltrans to execute (sign) the loan agreement once the Commission approves a loan.

The statutes allow Caltrans a period of 30 days after loan approval to transmit the loaned funds to the recipient. It is the intent of the Commission that transmittal of loaned funds is accelerated by Caltrans to the extent possible.

Any work performed by Caltrans under contract or other agreement with a local entity when the project is being funded from monies loaned under this program shall be undertaken in conformance to provisions of Government Code Section 14529.3. Under no circumstances will loaned monies be held as advance collections in the SHA pending completion of reimbursed work. Loaned monies will be transmitted directly to applicants.

### **3.5 Loan Terms**

Loan terms specified in Government Code Section 14529.6(b) apply to all loans approved by the CTC under this program.

Loans must be repaid within four (4) years from the date the loan is made. However, for the stated purpose of informing potential loan applicants of the availability of funds to be loaned, the Commission is required to adopt a semi-annual projection of funds available to loan, and the length of times funds are available. The projection may show funds are available for different lengths of time within the 4-year period allowed by law. Applicants will base their loan request, and, Caltrans, its recommendation, on the adopted projection in effect at the time the application was received. To ensure that applicants are fully aware of funding availability and time limitations, it shall be Caltrans' responsibility to inform applicants of the status at the time a "Uniform Loan Application and Agreement" package is requested by the applicant.

Repayment of loans must be in cash from non-state sources. Cash from non-state sources may include, but is not limited to, local funding such as "measure" money or bond proceeds that have been approved through a public vote for transportation purposes, or sales tax or gas tax money that flows directly to the local entity. Cash from non-state sources does not include monies that would be allocated by the Commission as direct STIP project allocations, or as subventions funded from either state or federal resources. [E.g.: Local sales taxes, fuel taxes, measure money, motor vehicle fees, and developer fees are examples of fund sources that may be used for repayment; Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Program (CMAQ) funds do not qualify.]

Interest must be charged at the rate paid on money in the Pooled Money Investment Account (PMIA) during the period of time the money is loaned. Repayment of the principal, interest, and penalties, if any, must be made to the State Highway Account. Because the PMIA rate changes quarterly, Caltrans shall fully disclose the manner in which interest will be assessed over the length of the loan in the "Uniform Loan Application and Agreement." A history of the PMIA Yield Rates can be found at the State Controller's Office web site: <http://www.sco.ca.gov/ard/pooled/pmia.pdf>.

Caltrans shall require applicants to include in their application a financial plan that demonstrates full funding of the project and the proposed loan repayment plan. The

financial plan is to include full funding of all phases of the project, including those not provided for by the loaned funds, an expenditure plan for the project, and the proposed plan of repayment of principal and interest on the loan, including fund sources. There shall be, however, no penalty for prepayment of principal and/or interest made in advance of the proposed plan.

### **3.6 Project Overruns**

Applicants are responsible to make accurate estimates of project costs. A local entity receiving a loan under this program shall be responsible for funding any deficiencies over the loaned amount.

### **3.7 Delay of Construction and Notification Rescinding the Loan**

Government Code Section 14529.6(b)(13) requires projects funded under this program to be under construction not later than six (6) months after transmittal of loan funds. If construction does not begin before the date set by Caltrans under this provision, Caltrans is required to notify the applicant that the loan, plus interest, must be repaid within ten (10) days after notification is made to avoid default. Caltrans will set the final date that construction may begin at the time it sets the date that funds are to be transmitted to the recipient following approval of the loan. As directed by the statute, Caltrans will require applicants to agree in writing that construction of the project will begin no later than the date set by Caltrans.

For the purposes of these guidelines, "construction" is defined as the "award of construction" date. Recipients of loans under this program shall provide Caltrans with a copy of the executed construction contract on, or before, the date set by Caltrans for construction to begin, as evidence that "construction" has begun. If, for any reason, the project must be re-advertised for contract award after the date set by Caltrans, the loan shall be in default and all principal, interest, and penalties prescribed by Government Code Section 14529.6(b)(7) are immediately due and payable.

The Commission recognizes that situations may arise that could delay the construction date far beyond the six months, or prevent it altogether. If known early by the recipient of a loan, the loaned monies plus interest may be voluntarily repaid early for re-circulation within the loan program. Therefore, at any time prior to the date set by Caltrans for construction to begin, if a local entity becomes aware that construction may be delayed for an indefinite time period, the entity may notify Caltrans, in writing, that the loan may be rescinded early. Upon receipt of the notification, Caltrans may immediately rescind the loan and no penalties will be assessed (interest charges will still apply for the period the loan was in effect).

Caltrans shall provide a written notification to the Commission within 30 days, with the particulars of any rescinded loan. As part of the notification, Caltrans shall advise the Commission of the availability of the returned monies for re-circulation within the loan program.



### **3.8 Monitoring and Reporting**

Caltrans shall be responsible to monitor loans and repayment schedules and to provide a semi-annual "status of loans report" to the Commission. The report shall be submitted at the time Caltrans reports the six-month cash-flow needs of the STIP, prior to the Commission adopting projections of available funds to be loaned on January 15 and July 15 each year.

### **3.9 Reporting of Defaults**

Caltrans shall immediately report any default to the Commission. In addition to detailed specifics regarding the default, the report shall include information on how repayment of the principal, interest, and penalty will be made.

County shares will be reduced to satisfy the default requirements in accordance to Government Section 14529.6(b)(7). Interest will continue to accrue on any loan that is in default up to the date the county share reduction is made. Reductions in county share funding and ineligibility for regional share fund programming are to be outlined in the report.

## **4 PROCEDURES**

### **4.1 Department of Transportation Responsibilities**

Caltrans is responsible for reviewing and analyzing applications in a timely manner. Caltrans will review and analyze each application and make a determination whether all the conditions required for loan approval specified in Government Code Section 14529.6 are met. Caltrans will submit a loan request and/or a recommendation to approve or disapprove the loan to the Commission for each application it receives.

Caltrans will review and analyze each application in the order it is received. There is, however, no guarantee an application received first will be approved when other factors have been weighed. Caltrans will rank each application based on the analysis conducted by an independent fiscal consultant of the applicant's ability to repay the loan. Caltrans will also use criteria as stated in Section 3.1 of the Guidelines to determine the application's "status," or placement in line for available funds.

Processes conducted during the 30-day period following CTC approval of a loan will include the following:

- The reconciliation of discrepancies between the approved loan amount and terms of repayment if different than requested in the application.
- Setting of the date to transmit loaned monies and the final date for construction to begin, which will be within six (6) months after loaned monies are transmitted.
- Obtaining the applicant's written agreement that construction will begin by the date set by Caltrans.
- Execution of the loan agreement.
- Accounting activities necessary to transmit loaned monies.

Caltrans will transmit loaned monies directly to the applicant no later than 30 days after the Commission approves a loan request.

#### 4.2 Eligible Applicants

Any local entity that is a transportation planning agency or county transportation commission, that is also the approving authority for the county's submission to the STIP, may apply for a loan under this program. Other local entities such as transit districts, city or county governments or local transportation authorities applying for a loan under this program must apply jointly with a regional transportation planning agency or county transportation commission that is the approving authority for the county's submission to the STIP.

#### 4.3 Approval Subject to Funding Minimums/Maximums

Approval of a loan application is subject to the Commission's adopted projection in effect at the time the application is received by Caltrans and the following statutory minimums and maximums:

- The SHA balance must exceed \$400 million.
- The aggregate amount of outstanding loans must not exceed \$500 million at any one time.

The criteria established in Guidelines Section 3.1 will be used when loan approval would result in the minimum or maximum limitations being exceeded, as stated in the adopted projection or in statutes. When recommendations are being made for two or more applications at the same CTC meeting, and all other factors are equal, Caltrans will base its recommendation for approval or disapproval of an application on its status.

**Example:** (Assume each application includes funding for one (1) project.)

<u>Amount Requested</u>	<u>Date Received</u>	<u>Status</u>	<u>Recommendation</u>	<u>Cumulative Available</u>
				\$25 million
\$15 million	5/10/00	1	Approve	\$10 million
\$15 million	5/15/00	3	Disapprove	
\$10 million	5/20/00	2	Approve	\$ 0

Note: Using the same example, assume the first application includes a funding request for two \$15 million projects. If the applicant agrees in writing to delete one project from the request, Caltrans' recommendation would be the same as shown in the example. If, however, the first application includes a funding request for one \$15 million project and one \$10 million project, the recommendation would be to approve the first application, and disapprove the second and third applications.

Caltrans will not hold applications over for later processing whenever funding capacity has been reached. The Commission will suspend the loan program when the SHA balance is less than \$400 million, or terminate the program whenever termination is deemed to be the most prudent action. Applications will not be processed during any suspension period. Applicants are encouraged to contact Caltrans' Innovative Finance Program in Sacramento to determine the program status before submitting an application.

#### **4.4 Project and Applicant Requirements**

##### **4.4.1 Ineligible Projects**

Loans made under the SHA Loan Program are subject to funding restrictions of Article XIX of the California Constitution. Caltrans will automatically reject an application that includes funding for any project that would be prohibited under Article XIX (i.e., rolling stock, freight carrier, non-transportation related, etc.).

##### **4.4.2 Minimum Project Requirements**

Loan applications for projects that do not meet the following minimum requirements will not be considered further:

- The project is STIP eligible and included in an RTP adopted by a Regional Planning Agency.
- The project complies with California Environmental Quality Act (CEQA) certification requirements and has an Environmental Impact Report prepared.
- For each project, costs are greater than \$10 million, unless waived by CTC for a county with less than 500,000 population, and then the project costs are equal to, or less than, 50% of the current county's share.

When an application includes more than one project, each project must meet minimum project requirements.

##### **4.4.3 Project Readiness**

Monies advanced as loans under this program are for the capital improvement phase of transportation projects. It is the applicant's responsibility to evaluate whether the project is at the stage of development that construction can reasonably be expected to begin within 6 months from the date loaned monies are transmitted.

##### **4.4.4 Applicant Requirements and Responsibilities**

Applicants are required to certify that no other funds are available and that there is no intent to borrow and then bank or invest SHA funds at a higher yield than the PMIA rate. This would create an arbitrage situation that is not allowed under this loan program. Applicants should review existing resources to identify other funding sources that may be available to fund the project. During this process, applicants are encouraged to investigate the possibility that the project may be eligible for federal funds.

Applicants must limit a loan request for any single county for one or more projects to an amount not greater than \$100 million that does not exceed 50 percent of the regional share funding allocation (county share) as published in the most recent STIP Fund Estimate for that county.

When the application is for multiple projects, applicants must prioritize the projects. Following negotiations authorized by Section 3.1 of the guidelines, Caltrans may recommend the Commission approve a reduced loan amount dependent upon deletion of one or more projects from the application. Applicants electing to delete one or more lower priority

projects from the application must submit a revised application at least two (2) working days prior to the CTC meeting at which Caltrans' recommendation will be heard.

Applicants must demonstrate their ability to repay the loan from non-state sources. Following their own procurement process, applicants must select an independent fiscal consultant from an approved list to conduct a fiscal assessment of the local entity's ability to repay the loan. Costs incurred for the fiscal assessment must be paid by the applicant, and are not to be included in the loan request. Additional information concerning the pre-qualified independent fiscal consultant list and responsibilities of the fiscal consultant and applicant is included in Section 3.2 and Section 4.5 of these guidelines and procedures.

#### **4.5 Independent Fiscal Consultant Requirements and Responsibilities**

##### **4.5.1 Fiscal Assessment Required**

A fiscal consultant selected by an applicant for a loan under this program must perform a fiscal assessment that includes a review of the applicant's most recent audited financial statements and available working papers, audit reports, and potential legal claims and or liabilities pending that may impact the applicant's ability to repay a loan.

The fiscal assessment must provide the information necessary to show, at minimum, that the applicant is capable of repaying the loan in the manner, and within the terms, specified in the loan agreement. Failure of an applicant to demonstrate their capability of meeting this requirement is cause for Caltrans to recommend disapproval of an application.

The applicant is to be provided with a written report of findings of the fiscal assessment that may include attachments as necessary. The report must include the fiscal consultant's "warranty of independence" to express an opinion on the financial status of the applicant. The original copy of the report is to be submitted by the applicant to Caltrans when the application for a loan is filed. The fiscal consultant must be available to answer questions made by the Commission, Caltrans or the applicant on the contents of the written report.

##### **4.5.2 Applicant to Exercise Due Diligence**

The Approving Authority for the county's STIP submittal, either as applicant or co-applicant, will place at risk future county shares as collateral for the loan. An unsound financial judgement on the part of the fiscal consultant may lead to default of the loan and loss to the county of future county share funding and programming. Therefore, it is imperative that the applicant exercise due diligence in determining that 1) the consultant has the organization and experience necessary to perform a complex financial analysis specific to the loan that will be requested, and 2) the consultant's report is accurate in its material representations.

Applicants are not limited in their selection of a fiscal consultant to those consultants included on the currently approved "pre-qualified" list, which is continuously updated. Section 3.2 of these guidelines and procedures provides the applicant with the flexibility to select a qualified consultant who is not currently on the approved list, provided the consultant's credentials are validated by Caltrans prior to approval of the loan.

**4.6 Approving Authority Responsibilities**

The Approving Authority for the county's STIP submittal must be either the applicant, or the co-applicant. In either event, the governing body for the Approving Authority must voice its approval, by resolution or other instrument, to enter into the loan for the purpose and terms stated in the application and agreement. The governing body must show in the resolution or other instrument that it recognizes that future county share allocations and regional choice fund programming are collateral in the case of default on the loan, and that in the judgement of the Approving Authority, the conclusion of the financial analysis completed by the financial consultant is sound. A copy of the approving resolution or other instrument must be submitted with the application.

**4.7 Uniform Loan Application and Agreement Package**

Applications must be completed using the "Uniform Loan Application and Agreement" package adopted by the Commission. The loan package can be requested from:

State Highway Account Loan Program  
California Department of Transportation  
1120 N Street, MS-6  
Sacramento, CA 95814

Attention:  
Loan Officer, Innovative Finance  
Phone: (916) 324-7623  
FAX: (916) 324-7708

or obtained from the Commission's web page: <http://www.dot.ca.gov/CTC/>.

Applicants must submit an original and three copies of all materials submitted to Caltrans for a loan under the State Highway Account Loan Program.

To assure a place on the agenda for the earliest CTC meeting, applications must be submitted to the Caltrans Innovative Finance Program at the same time other meeting material submittals are due (see Guidelines Section 3.4). The CTC meeting material submittal dates are posted on the Commission's web page.

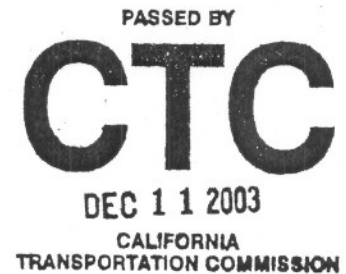
**4.8 Additional Information on the Loan Program and Procedures**

Questions and information requests related to the State Highway Account Loan Program and procedures can be directed to:

State Highway Account Loan Program  
California Department of Transportation  
1120 N Street, MS-6  
Sacramento, CA 95814

Attention:  
Loan Officer, Innovative Finance  
Phone: (916) 324-7623  
FAX: (916) 324-7708

ATTACHMENT D



**CALIFORNIA TRANSPORTATION COMMISSION**  
**Amendment of STIP Guidelines**

**RESOLUTION G-03-19**  
**Replacing Resolution G-01-21**

- 1.1 WHEREAS Government Code Section 14530.1 requires the California Transportation Commission to adopt guidelines for the development of the state transportation improvement program (STIP) and permits the Commission to amend the guidelines after conducting a public hearing, and
- 1.2 WHEREAS the Commission last amended the STIP guidelines on July 12, 2001 (Resolution G-01-21), and
- 1.3 WHEREAS on November 24, 2003, the Commission held a public hearing on proposed amendments to the STIP guidelines to govern the 2004 STIP cycle, and
- 1.5 WHEREAS Commission staff has prepared revisions to the proposed guideline amendments, incorporating comments received at the November 24 hearing and subsequently,
- 2.1 NOW THEREFORE BE IT RESOLVED that the Commission adopts the amendments to the STIP guidelines as presented by staff, together with the attached policies and procedures specific to the 2004 STIP, and
- 2.2 BE IT FURTHER RESOLVED that the Commission requests that the Department, in cooperation with Commission staff, distribute copies of the STIP guidelines, as amended, together with the policies and procedures specific to the 2004 STIP, to regional agencies, county transportation commissions, and representatives of local agencies and transit agencies.

## Attachment to Resolution G-03-19

STIP Guidelines  
Policies and Procedures Specific to the 2004 STIP

The following specific policies and procedures address the particular circumstances of the 2004 STIP and fund estimate.

- Annual targets for reprogramming. Development of the 2004 STIP will consist primarily of rescheduling projects carried forward from the 2002 STIP. The 2004 fund estimate will identify, for each county and the interregional share, the amount from the 2002 STIP that is subject to rescheduling and year-by-year targets for rescheduling. The county targets for delaying 2002 STIP projects to 2008-09 will be based on the share advance that each county has for the 4-year county share period ending 2007-08. Counties with net unprogrammed balances from the 2002 STIP, even after the share reduction from the 2004 STIP fund estimate, will have a zero target for 2008-09.
- Prior projects. Some current STIP programming is not subject to reprogramming (i.e., a region does not have the option of delaying the fiscal year of these items, even if that causes an annual target to be exceeded):
  - Projects already voted an allocation.
  - Programmed AB 3090 cash reimbursements.
  - GARVEE bond debt service, where the Commission has approved the allocation of bond proceeds.
  - Caltrans environmental, design, and right-of-way work now programmed for 2002-03 or prior years, unless Caltrans indicates that work has not yet begun or has been suspended and it is proposed to delete the work from the STIP or to delay the beginning of work until 2005-06 or later. Where work is suspended, the amount of expenditure to date will remain as programmed.
- New projects. Generally, any new project or project component added to the STIP (whether as a trade or from new capacity) will be added in 2008-09. Exceptions will be made for TE projects and may be made for other projects or components if the county has an unprogrammed share balance for the period ending 2007-08 in the 2004 STIP fund estimate. Consistent with statute, the Commission will give preference in the programming of new projects or components to projects in counties with an unprogrammed share balance for the county share period ending 2007-08.
- Transportation Enhancement (TE) targets. The fund estimate includes annual TE project targets for each county and the interregional share, based on share formula proportions of estimated statewide TE apportionments. These targets, however, do not limit TE programming. An RTIP or ITIP may propose any amount in any fiscal year for TE. The Commission will change the proposed programming years for TE projects only if statewide TE proposals exceed statewide TE apportionments.

- Prior STIP projects as TE. A region may identify a previously programmed STIP project as TE-eligible. In that case, the project will be counted toward the TE target and not be subject to rescheduling with non-TE projects. All TE allocations are subject to verification by Caltrans that the project is TE-eligible.
- Limitations on planning, programming, and monitoring. The fund estimate includes calculations of the statutory 1% and 5% limitations for PPM for each county share period. For the period from 2004-05 through 2007-08, this is a reduction from the estimates for the 2002 STIP. For some counties, this will require a reduction from current PPM programming for 2004-05 through 2006-07.
- Reprogramming of current year projects. In a departure from the general rule in the STIP Guidelines, projects programmed in FY 2003-04, including projects from prior years that have allocation extensions, may be reprogrammed to a later fiscal year if they are on the pending vote list or if they have been granted an extension of the allocation period that expires after the adoption of the 2004 STIP fund estimate.
- Allocation Extensions for Lack of Funding. In a departure from the general rule in the STIP Guidelines, the Commission may approve allocation extensions on the basis of the lack of funding. In the case of Caltrans projects, the Commission will grant extensions of the allocation period for construction if it finds that the delay in delivery is due to a lack of available funding for project development or right-of-way. In the case of local agency projects, the Commission will grant extensions of the allocation period if it finds that the delay in delivery is due to a lack of available State funding (including a lack of OA for RSTP/CMAQ) for prior components of the project. A project already granted an allocation extension may not be granted a second extension.
- Advance Project Development Element (APDE). There is no APDE identified for the 2004 STIP. Projects formerly identified as APDE may remain in the 2004 STIP, subject to the same limitations that apply to any other project.
- Programming of cash commitments. A currently programmed STIP project for cash (e.g., AB 3090 cash reimbursement or GARVEE debt service), including current cash commitments through FY 2008-09, is included in the base of existing commitments for the 2004 STIP fund estimate. These commitments will be carried forward to the 2004 STIP automatically and need not be included in RTIP and ITIP proposals and will not be further deducted from county or interregional shares. If, after the fund estimate, a new project is proposed for cash, it will be counted against program capacity in a way that takes into account that the STIP fund estimate was calculated to reflect the capacity to add projects drawing cash over a period of years. To reflect an equivalent draw on cash, a cash project will be counted 30% toward capacity for the fiscal year of the programmed cash commitment, 50% toward the prior year, and 20% toward the second year prior. For example, for a new AB 3090 cash reimbursement of \$100 programmed for allocation in 2008-09, \$20 would be counted toward the programming target for 2006-07, \$50 toward the target for 2007-08, and \$30 toward 2008-09.
- Selection of projects for GARVEE bonding. The Commission may select STIP projects proposed in either an RTIP or the ITIP for accelerated construction through GARVEE bonding. With the agreement of the agency that proposed the project, the Commission may designate a project for GARVEE bonding even if the original RTIP or ITIP did not



specifically propose GARVEE bonding. The Commission may also select projects programmed in the SHOPP for accelerated construction through GARVEE bonding.

- Project criteria for GARVEE bonding. The Commission will select projects for GARVEE bonding that are major improvements to corridors and gateways for interregional travel and goods movement, especially projects that promote economic development and projects that are too large to be programmed within current county and interregional shares or the SHOPP on a pay-as-you-go basis. The Commission's expectation is that, generally, these will be projects that require bond proceeds exceeding \$25 million. Major improvements include projects that increase capacity, reduce travel time, or provide long-life rehabilitation of key bridges or roadways.
- Nomination of projects for GARVEE bonding. In its RTIP, a regional agency may propose a project for GARVEE bonding or may provide alternative funding proposals, depending on whether a particular project is selected for bonding. In any case, a decision of the Commission not to program a project for GARVEE bonding does not constitute a rejection of the RTIP. In the ITIP, the Department may propose projects for GARVEE bonding or provide alternative funding proposals.
- Expectations for 2004 STIP. The Commission will approve documents in January 2004 for the first bond sale. The Commission anticipates that it will authorize additional bond sales whenever it has allocated a sufficiently large amount of bond proceeds to warrant a sale, probably no more frequently than once each year. Each bond will be structured for debt service payments over a term of not more than 12 years. For the 2004 STIP and SHOPP, the Commission intends to consider GARVEE bonding up to an annual debt service limit of 10 percent of Federal revenues (2/3 of its long-term policy limit). This would include projects scheduled for delivery at any time during the five-year STIP period (through 2008-09).
- Non-Federal share. GARVEE bonds cover only the Federally-funded portion of a project's cost (generally 88½ percent). GARVEE bonding in California is structured so that the State's future Federal transportation apportionments cover all debt service payments. This requires that the entire non-Federal portion of project cost (including costs of issuance and interest) be provided up front on a pay-as-you-go basis. Because of the State's recent cash flow shortage, the availability of local non-STIP funds to cover the non-Federal match has been a critical element in approving projects for inclusion in the first bond sale. However, the ability of a local agency to contribute non-STIP funding will not be a major criterion in the future selection of projects for GARVEE bonding. The non-Federal portion of project costs will be programmed within current STIP and SHOPP capacity.



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

FTIP#:  
PPNO: (If applicable)

CFP# [redacted]  
LOA.P00F\_ [redacted]

[INSERT DATE]

[INSERT PROJECT SPONSOR NAME]

[INSERT PROJECT SPONSOR ADDRESS]

Attn: [INSERT DEPT HEAD OR CITY MANAGER NAME]

**RE: LETTER OF AGREEMENT FOR TRANSIT PROJECTS PROGRAMMED THROUGH  
THE LACMTA CALL FOR PROJECTS**

Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) [INSERT APPLICABLE CALL YEAR] Call for Projects, the LACMTA Board of Directors, at its meeting on \_\_\_\_\_, authorized the programming of funds to [INSERT PROJECT SPONSOR NAME] (“Project Sponsor”) for [INSERT PROJECT TITLE] – LACMTA Call for Projects ID# [INSERT #], FTIP# [INSERT #], (the “Project”) subject to the terms and conditions contained in this Letter of Agreement (“LOA”).

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Part I- Specific Terms of the LOA, Part II - General Terms of the LOA, Attachment A – the Project Funding, Attachment B – the Scope of Work, Attachment C – the Reporting Guidelines, Attachment D – the Federal Transportation Improvement Program (FTIP) Sheet, Attachment E - Special Conditions for the Project [Remove if not applicable], and any other attachments or documents referenced therein.

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LOA.P000\_ \_\_\_\_\_

In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy  
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

[INSERT PROJECT SPONSOR NAME]

By: \_\_\_\_\_

[INSERT NAME]

[Insert Title]

Date: \_\_\_\_\_

CALL FOR PROJECTS  
TRANSIT PROJECT  
LETTER OF AGREEMENT

PART I  
SPECIFIC TERMS OF THE LOA

1. Title of the Project (the "Project"): **[INSERT PROJECT TITLE]** - LACMTA Call for Projects ID# **[INSERT#]**, FTIP # **[INSERT#]**.
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors' action of \_\_\_\_\_ programmed \$ **[INSERT AMOUNT OF PROGRAMMED FUNDS]** (the "Funds") to Project Sponsor for the Project. The Funds are programmed over **[INSERT NUMBER PROGRAMMED YEARS]** years, for Fiscal Years (FY), **[INSERT FISCAL YEARS(S) FUNDS PROGRAMMED]**. **[REMOVE REST OF PARAGRAPH IF ONLY ONE YEAR]**. LACMTA Board of Directors' action recertified the Funds for FY **[INSERT APPROPRIATE FISCAL YEAR]** only in the amount of \$**[INSERT AMOUNT OF FIRST FISCAL YEAR FUNDING]**. LACMTA Board of Directors' action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being obligated by Project Sponsor.
3. The Funding Agency for this Project (the "Agency") is the Federal Transit Administration (FTA).  
The Programming Agency for this Project is LACMTA.
4. The "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA and is attached as **Attachment A**. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached as **Attachment B**. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed including, without limitation, Project milestones consistent with the lapsing policy described in Part II below. The Scope of Work also includes a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.
6. **Attachment C** - the Reporting Guidelines; Project Sponsor shall complete the "Quarterly Progress Report." The Quarterly Progress Report is attached to this LOA as **Attachment C1** in accordance with **Attachment C** - Reporting Guidelines.
7. The "FTIP PROJECT SHEET (PDF)" is attached as **Attachment D** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document.

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The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. All projects that receive funding through the LACMTA Call For Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

8. Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the Funds have been obligated, no material changes will be allowed.
9. LACMTA's Address:  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: [INSERT LACMTA PROJECT MANAGER NAME, PHONE, MAIL STOP AND E-MAIL ADDRESS]
10. Project Sponsor's Address:  
[INSERT PROJECT SPONSOR NAME, ADDRESS, AND RESPONSIBLE STAFF PERSON, PHONE AND E-MAIL ADDRESS]
11. Special Conditions for the Project, if any, are attached to this LOA as Attachment E.  
[IF NONE, REMOVE THIS BULLET]

**PART II**  
**GENERAL TERMS OF THE LOA**

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit requests for reimbursements to the Agency in the form, manner, and schedule specified by the applicable requirements of the Agency. Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency. Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency and of LACMTA as required by LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency and LACMTA as the programming agency.

2. **TERM:**

2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon LACMTA's receipt of Project Sponsor's grant closeout for the Project.

2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.

4. **REPORTING REQUIREMENTS:**

4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting requirements. *Project Sponsor shall use the Federal Transportation Improvement Program ("FTIP") No., and LACMTA Call for Projects Project ID# on all correspondence.*

4.2 Since the Project is funded exclusively with Federal funds and contains no LACMTA local funding, LACMTA has no audit responsibilities for this Project. Project

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Sponsor shall comply with all Agency compliance, pre-award and performance audit requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

**5. EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 Subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any underruns to the funds shown in Attachment A shall be apportioned between LACMTA and Project Sponsor in the same proportion as the Sources of Funds from each party to this LOA as specified in Attachment A to this LOA. Upon completion of the Project described in the Scope of Work and subject to the requirements and regulations of the Agency, and to the extent allowed by the Agency, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

**6. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

6.1 Project Sponsor must demonstrate timely use of the Funds by:

- (i) executing this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA, or by December 31 of the

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PPNO: (If applicable) \_\_\_\_\_

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first Fiscal Year in which the Funds are programmed, whichever date is later; and

- (ii) obligating the Funds programmed under this LOA for allowable costs within 12 months from Oct 1st of the first Fiscal Year in which the Funds are programmed. All Funds programmed for FY 200\_-0\_ are subject to lapse on \_\_\_\_\_. [Repeat last sentence as needed for each programmed year.]

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Project Sponsor must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this LOA. Evidence of timely obligation will be either documentation that the Funds have been successfully transferred to the FTA for administration or an approved Grant Application with the Agency.

6.3 In the event this LOA is not executed and/or timely obligation of Funds is not effected as described in Part II, Sections 6.1 and 6.2 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors.

## 7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (**Attachment A**), towards the cost of the Project. If the Funds identified in **Attachment A** are insufficient to complete the Project, Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

## 8. COMMUNICATIONS:

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase "This project was partially funded by Metro" or alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.



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PPNO: (If applicable) \_\_\_\_\_

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LOA.P000 \_\_\_\_\_

8.2 If Project Sponsor produces any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for the prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

8.3 For purposes of this LOA, “Communications Materials” include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, “Funded in part by [Metro logo]” or “Your tax dollars at work (Metro logo)” or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA’s sole discretion.

8.6 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.

**9. OTHER TERMS AND CONDITIONS:**

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to

FTIP#:  
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CFP#  
LOA.P000

be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor's obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems ("ITS") is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA's sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

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CFP# [REDACTED]  
LOA.P000 [REDACTED]

9.10 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA's Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form. (For LACMTA's Countywide ITS Policy and Procedures, see [www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).)

9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with the LACMTA Parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA-adopted parking policy. (For LACMTA's Parking Policy, see [www.metro.net/projects/call\\_projects/](http://www.metro.net/projects/call_projects/).)

9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency's guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.

**ATTACHMENT A - PROJECT FUNDING**

CFP#  
FTIP#:

**TRANSIT LETTER OF AGREEMENT**

LOA.P00F  
PPNO:

**PROJECT TITLE:** \_\_\_\_\_

**GRANTEE/ PROJECT SPONSOR:**

(\$ in Actual Dollars)

**(LACMTA Programmed Funding and Sponsors Match Only)**

SOURCES OF FUNDS	PRIOR	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	BUDGET	BUDGET
LACMTA Programmed Funds:							
Federal RSTP .....							
Federal CMAQ .....							
_____							
_____							
_____							
Sponsor Funding Commitment:							
Local Dollars							
Call for Projects Funding							
Local Match*							
_____							
<b>TOTAL PROGRAMMED BUDGET</b>							

\* Current Call process requires a 20% local match of the Call grant pursuant to the Supplemental Application Package.

## ATTACHMENT B

### SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE LACMTA BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED].

## LOA ATTACHMENT C

### REPORTING GUIDELINES FOR FEDERAL FUNDS

#### REPORTING PROCEDURES

- The Quarterly Progress Report (**Attachment C1**) is required for all projects. The Project Sponsors shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Project Sponsor will submit a quarterly report to the LACMTA PROJECT MANAGER. Please note that letters or other forms of documentation may **not** be substituted for this form.
- The Quarterly Progress Report covers all activities related to the project and lists all costs incurred. It is essential that Project Sponsors provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Project Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a Final Report that includes project’s final evaluation must be submitted.

**LACMTA LOA ATTACHMENT C1**

LOA#

**QUARTERLY PROGRESS REPORT**

Quarterly Report #

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER.

Please submit Quarterly Progress Report with 60 days after the close of each quarter.

No later than November 30, February 28, May 31, and August 31.

**SECTION 1: GENERAL INFORMATION**

PROJECT TITLE:

LOA#:

QUARTERLY REPORT SUBMITTED FOR:

*Fiscal Year* :  2012-2013  2013-2014  2014-2015 2015-2016  2016-2017  2017-2018*Quarter* :  Q1: Jul - Sep  Q2: Oct - Dec Q3: Jan - Mar  Q4: Apr - Jun**(Attach photos of key components & milestones)**

DATE SUBMITTED:

LACMTA MODAL CATEGORY:

 RSTI  Pedestrian  Signal Synchronization TDM  Bicycle  Goods Movement Transit  TEA**LACMTA Project Mgr.**

Name:

Project Mgr:

Mailing Address:

Phone Number:

e-mail:

**Project Sponsor  
Contact / Project  
Manager**

Contact Name:

Job Title:

Department:

City / Agency:

Mailing Address:

Phone Number:

e-mail:

**SECTION 2: Quarterly PROGRESS REPORT**

**1. Project-to-Date Expenditure**

**% of Project Budget  
Expended to Date**

**% of Project Completion**

**2. PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

On schedule per original LOA schedule

Less than 12 months behind original schedule

Between 12-24 months behind original schedule

More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the LOA?

Yes

No

Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

Yes

No

Not Applicable

**3. TASKS / MILESTONES ACCOMPLISHED**

List tasks or milestones accomplished and progress made this quarter.





**ATTACHMENT D**

**Federal Transportation Improvement Program (FTIP) Project Sheet Instructions**

PLEASE GO TO THE **ProgramMetro** FTIP DATABASE LINK BELOW:

<https://program.metro.net>

Review & Update your projects in the FTIP through the ProgramMetro database

Click on the REPORTS link -----<http://program.metro.net/reports.asp>

Click on the FTIP PROJECT SHEET (PDF) link

Under the File menu select "**Save As**" and save the PDF on your computer or network

Attach your FTIP PROJECT SHEET (PDF) to the LOA as Attachment E

Use typewriter tool in Adobe to Label Attachment accordingly as "Attachment E"

**FTIP CONTACTS**

Contact Person	Phone/FAX Information	Email:
Herman Cheng	213.922.2453 FAX 213.922.2476	<a href="mailto:Chengh@metro.net">Chengh@metro.net</a>
Nancy Marroquin	213.922.7237 FAX: 213.922.2476	<a href="mailto:Marroquinn@metro.net">Marroquinn@metro.net</a>
Avital Shavit	213.922.7518 FAX: 213.922.2476	<a href="mailto:Shavita@metro.net">Shavita@metro.net</a>

**Los Angeles Metropolitan Transportation Authority**  
**2000 Federal Transportation Improvement Program (\$000)**

**Los Angeles Metropolitan Transportation Authority**  
**2000 Federal Transportation Improvement Program (\$000)**

<b>TIP ID</b> LAF1103		<b>Implementing Agency</b> Carson, City of																																																																																																																																																															
Project Description: Route 405: Wilmington Avenue Interchange Modification at I-405. Improve I-405/Wilmington Avenue interchange by adding a new northbound on-ramp and widening of Wilmington Avenue, 223rd, and existing on- and off-ramps.																																																																																																																																																																	
		SCAG RTP Project #: LAF1103 Is Model: YES Model #: PM: Massoud Ghiam - (310) 952-1700 Email: mghiam@carson.ca.us LS: N LS GROUP#: Conformity Category: NON-EXEMPT																																																																																																																																																															
System (State Hwy)	Route (405)	Postmile: 9.3 to 9.89	Distance: .59 Phase: ROW Acquisition Completion Date 10/01/2014																																																																																																																																																														
Lane # Extd: 6	Lane # Prop: 7	Imprv Desc: Widen Wilmington and adding new NB on Ramp	Air Basin: SCAB Envir Doc: FINDING OF NO SIGNIFICANT IMPACT - 03/26/0																																																																																																																																																														
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**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 Transportation Improvement Program  
Call for Projects**

## **APPENDIX H**

### **CONSERVATION CORPS INFORMATION**



## **TEA Eligibility/Conservation Corps Involvement**

### **What is the New Requirement to Receive State Transportation Enhancement Funds?**

- Following 2008 SB 286, to gain priority for TA funds for a project, an agency must work with and/or hire Local or California Conservation Corps Crews
- This requirement applies to project applicants in these modal categories:
  - Bicycle Improvements
  - Pedestrian Improvements
  - Transportation Enhancement Activities
- Projects may be exempt (and may compete on an equal basis) if no Conservation Corps agrees to provide services for the project

### **What Projects and Duties Can Conservation Corps Crews Be Hired For?**

- Conservation Corps largely provides personnel only, contracting agencies provide technical supervision and/or assist in training crews in new skills
- Crews made up of young adults trained in cleaning, power tools, landscaping, other skills
- Specialty crews and internships can be customized to fit the needs of a particular project
- Conservation Corp crews typically provide services including but not limited to:
  - Sidewalk repair
  - Steam cleaning
  - Pressure washing
  - Filling potholes
  - Installing signs
  - Landscaping & tree-planting
  - Median maintenance
  - Trail construction
  - Urban park construction
  - Graffiti removal
- Some Conservation Corps groups may specialize in some types of projects
- Crews can be trained for new tasks, or crews from other areas will be called in
- Dwayne Wilson (CCC Los Angeles Office) offered to help educate agencies at workshops on the goals of CCC and how that shapes the hiring process

### **What Conservation Corps Groups Serve LA County and How Do Agencies Contact Them?**

- California Conservation Corps has 2 Centers and 3 Satellite locations serving LA County:
  - Camarillo Center
  - Downtown LA Office
  - Norwalk Office
  - Inland Empire Center
  - Pomona Office
- Local Conservation Corps groups include:
  - Los Angeles Conservation Corps
  - San Gabriel Valley Conservation Corps
  - Long Beach Conservation Corps
- Detailed contact information for each group is on attached table

**What Will the Process Be Like to Hire a Conservation Corps Crew?**

- Agency contacts hiring point person at California or Local Conservation Corps (Virginia Clark and/or Connie Gallippi)
- Agency completes Transportation Enhancement Program Application
- Conservation Corps group will complete portion of application indicating how they can be involved or if they cannot serve this project (will usually take about a week or longer, depending on workload)
- Application is submitted to Caltrans for approval
- Point person will connect agency with appropriate Local Conservation Corps or California Conservation Corps Office to develop contract and negotiate rates, dates, etc.



## TA Eligibility/Conservation Corps Involvement

### Conservation Corps Groups Serving Los Angeles County

<b>Conservation Corps Group</b>	<b>Hiring Point Person</b>	<b>Phone/ E-mail</b>	<b>Specialties or Limitations</b>
California Conservation Corps (Statewide)	Virginia Clark	(916) 341-3100 virginia.clark@ccc.ca.gov	
CCC Camarillo Center	Kris Rochte	(805) 278-2787	<b>Fire crew, fisheries</b>
CCC Los Angeles Office	Duane Wilson	(213) 744-2254 c: (213) 241-9230 duane.wilson@ccc.ca.gov	<b>Works a lot with Caltrans; Can train crews on new skills as needed</b>
CCC Norwalk Office	Duane Wilson	(562) 651-5502	<b>Same as above</b>
CCC Inland Empire Center		(909) 708-8470, opt. 2	<b>Trail building, Vertical Mulching, Fencing</b> <i>Usually only serves Palmdale &amp; Lancaster (in LA County)</i>
CCC Pomona Office	Jennifer Dulay	(909) 594-4206 jennifer.dulay@ccc.ca.gov	<b>ADA Trails, Pocket Parks</b> <i>Doesn't build bridges or houses</i>
Local Conservation Corps (statewide)	Connie Gallippi	916.558.1516 cgallippi@csgcalifornia.com	
Los Angeles Conservation Corps	Bo Savage	(213) 362-9000 ext. 238 bsavage@lacorps.org	<b>Licensed General Contractor</b> <i>Does not do major roadwork</i>

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Long Beach Conservation Corps	Joyce McDevitt	(562) 986-1249 ext.201 jmcdevitt@cclb-corps.org	<b>Landscaping, Park Maintenance, Groundskeeping</b>
San Gabriel Valley Conservation Corps	Norma Martinez	(626) 251-6443 nmartinez@sgvcorps.org	<b>YouthBuild construction training program</b>
	Daniel Oaxaca (Exec. Director)	doaxaca@sgvcorps.org	

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# CALIFORNIA ASSOCIATION OF LOCAL CONSERVATION CORP SIGNATURE PAGE

The department, regional transportation planning agencies, county transportation commissions or authorities, or congestion management agencies shall be authorized to enter into cooperative agreements, grant agreements, or procurement contracts with Community Conservation Corps pursuant to the simplified contract requirements authorized by Section 18.36(j) of Title 49 of the Code of Federal Regulations in order to enable community conservation corps to utilize transportation enhancement project funds.

Section 2370(a) of the Streets and Highways Code is specific as to which organizations can be considered as a Community Conservation Corps or the California Conservation Corps. "Community Conservation Corps" shall have the same meaning as defined in Section 14507.5 of the Public Resources Code. Information regarding these organizations is available on the internet at:

<http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/AboutLCCCs.htm>

[www.calcc.org](http://www.calcc.org)

<http://www.ccc.ca.gov>

## RTPA Conservation Corps Partner Contacts For Transportation Enhancement Projects

AGENCY	CALCC Contact Title and Name	Phone Number	Email Address
California Association of Local Conservation Corps (representing the Community Conservation Corps)	Association Manager Connie Gallippi	916-558-1516	cgallippi@csgcalifornia.com

**PROJECT NAME:**

Conservation Corps Partner Contact use only:

This project is exempt under category (b) above. This exemption allows the project to compete on an equal basis with all other project candidates in the region.

A [local] community conservation corps can participate on the following items of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name and contact information of local conservation corps: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
California Association of Local  
Conservation Corps (CALCC) contact (Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# CALIFORNIA CONSERVATION CORP SIGNATURE PAGE

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[www.calcc.org](http://www.calcc.org)  
<http://www.ccc.ca.gov>

AGENCY	CCC Contact Title and Name	Phone Number	Email Address
California Conservation Corps	Regional Deputy for Region 2 Virginia Clark	916-341-3147	virginia.clark@ccc.ca.gov

**PROJECT NAME:**

This project is exempt under category (b) above. This exemption allows the project to compete on an equal basis with all other project candidates in the region.

The California Conservation Corps can participate on the following items of work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Name and contact information of conservation corps: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 California Conservation Corps (CCC)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Los Angeles County Metropolitan Transportation Authority (MTA)**

**2013 Transportation Improvement Program  
Call for Projects**

**APPENDIX I**

**MAP-21 TRANSPORTATION ALTERNATIVES (TA)  
SUMMARY**



## Comparison of SAFETEA-LU and MAP-21 Transportation Enhancement Activities (TEA) and Transportation Alternatives (TA)

The recently enacted Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) includes a number of substantial changes to the TEA Program defined in Title 23. The activities are now termed Transportation Alternatives (TA) Program. Four previously eligible activities are not included in MAP-21: pedestrian and bicycle safety and educational programs; acquisition of scenic or historic easements and sites; scenic or historic highway programs including tourist and welcome centers; and establishment of transportation museums. Note that while historic preservation and rehabilitation of historic transportation facilities are still eligible, operation of such facilities is no longer allowed under MAP-21.

SAFETEA-LU (TEA)	MAP-21 (TA)	Analysis
Provisions for facilities for pedestrians and bicycles.	Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.	Construction of facilities for pedestrians and bicycles remains eligible under MAP-21. The definition is expanded to include transportation projects to achieve ADA compliance.
Provisions of safety and educational activities for pedestrian and bicyclists.	<b>*ELIMINATED UNDER MAP-21*</b>	
	Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.	A new activity, providing “safe routes for non-drivers,” is established by MAP-21.
Preservation of abandoned railway corridors (including conversion of use, thereof, for pedestrian and bicycle trails.	Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.	Under SAFETEA-LU, rail-trails were described as “preservation of abandoned rail corridors, including the conversion and use thereof for pedestrian and bicycle trails.” In MAP-21, the wording is only “conversion and use.”

SAFETEA-LU (TEA)	MAP-21 (TA)	Analysis
Scenic or historic highway programs (including provision of tourist and welcome center facilities).	Construction of turnouts, overlooks, and viewing areas.	Under SAFETA-LU, all scenic and historic highway programs were eligible. Under MAP-21 this is restricted to the construction of turnouts and overlooks.
Inventory, control, and removal of outdoor advertising.	Inventory, control, and removal of outdoor advertising.	The definition of the outdoor advertising management activity is unchanged from SAFETEA-LU.
Acquisition of scenic easements and scenic historic sites (including Historic Battlefield).	<b>*ELIMINATED UNDER MAP-21*</b>	
Historic preservation. Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).	Historic preservation and rehabilitation of historic transportation facilities.	Historic preservation is combined with rehabilitation of historic transportation facilities. The <u>operation</u> of historic transportation facilities is no longer included.
Landscaping and other scenic beautification.	Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.	“Landscaping and other scenic beautification” is recast under MAP-21 as “vegetation management practices in transportation rights-of-way.” This narrows the geographic scope of landscaping as compared to SAFETEA-LU. In addition, <u>beautification</u> is no longer part of the definition – the goals are roadway safety, invasive species management, and erosion control.
Archaeological planning and research.	Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.	The definition is restricted to only those archaeological activities relating to impacts from implementation of a transportation project. Previously only archaeological activities related to surface transportation but <u>not</u> required as part of a Federal-aid highway project were eligible. This is an example of the shift from enhancement to compliance.



SAFETEA-LU (TEA)	MAP-21 (TA)	Analysis
Environmental mitigation to address water pollution due to runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.	Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to a. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff. b. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.	The environmental mitigation activity is changed from pollution due to stormwater runoff and reducing vehicle-caused wildlife mortality to cover <u>any</u> environmental mitigation activity. Guidance will be needed to determine the implications of this word choice.
Establishment of transportation museums.	<b>*ELIMINATED UNDER MAP-21*</b>	
	Recreational Trails	Recreational Trails program is moved to the TA Program under MAP-21.
	Safe Routes to School	Safe Routes to School program is moved to the TA Program under MAP-21.
	Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.	This is a new eligible use under MAP-21.



**Los Angeles County Metropolitan Transportation Authority (MTA)**

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**APPENDIX J**

**MTA'S SUSTAINABLE DESIGN PROGRAM  
REQUIREMENTS**



## **Sustainable Design Elements**

In the 2011 Call for Projects, applicants received points for reducing the construction-related and long-term environmental impacts of projects by incorporating sustainable design elements. Examples of sustainable design elements included green street features, drought tolerant landscaping, and energy efficient lighting. Most projects scored well in this category, as many jurisdictions have been proactively pursuing sustainable design alternatives for the last few decades to meet community objectives, comply with federal and state laws, and reduce long-term maintenance costs.

Given the evolution of sustainable design and the advancement of local, state, and federal legislation, as well as established best practices and methodologies, sustainable design is no longer included as an evaluation criterion in the 2013 Call for Projects, but rather a requirement for program funding. **All projects funded in the 2013 Call for Projects will be required to consider sustainable design elements.** To meet this requirement, successful project sponsors must complete the following activities:

- 1. Attend MTA-hosted training on sustainable design.** Successful project sponsors will be required to attend a mandatory training on sustainable design in the fall preceding the project's first year of funding. MTA staff will reach out to all affected project sponsors to ensure they are aware and able to send appropriate staff to the training.
- 2. Develop a Sustainable Design Plan** that includes a list of the sustainable design performance outcomes the project sponsors commit to achieve. The plan will be included as an attachment to the scope of work in the funding agreement. The plan will be deemed in compliance with this requirement if it contains the following:
  - a.** A commitment to all of MTA's Recommended Sustainable Design Performance Metrics, as applicable to the scope of work, and a description of how the project sponsor will achieve each metric.
  - b.** A commitment to an alternative set of performance metrics, proposed by the project sponsor and approved by MTA, that exceeds business-as-usual performance in the following areas: energy and water use; waste reduction; stormwater management; and reduction of urban heat island effects, as applicable to the scope of work. For example, if the project does not add or replace landscaping, then a metric for reducing water-use would not be required. In addition to establishing an alternative set of performance metrics, the plan must include a description of how the project sponsor will achieve each metric. Resource documents that will support project sponsors in selecting applicable metrics follow.
- 3. Report on the implementation of the Sustainable Design Plan.** As part of the project closeout, project sponsors will be required to certify that the Sustainable Design Plan has been completed. MTA will provide a template for documentation.

## MTA's Recommended Sustainable Design Performance Metrics

*When consistent with the scope of work, the following performance metrics shall be applied:*

- All lighting systems installed as part of the project will comply with safety requirements applicable to the project and also exceed the current efficiency requirements included in the California Building Energy Efficiency Standards (Title 24, Part 6) by at least 10%<sup>12</sup>.
- Landscaping (plants and irrigation) funded as part of the project will be designed to achieve at least 50% reduction in water demand, as determined by the methodology of the California Model Water Efficient Landscape Ordinance or a local ordinance that utilizes an equivalent approach<sup>13</sup>.
- Projects adding or replacing impermeable surfaces will incorporate Low Impact Development (LID) strategies, as feasible, that are consistent with the best practices established by the EPA and the Regional Water Quality Control Board<sup>14</sup>.
- Building materials and infrastructure purchased for the project will contain a minimum of 20% recycled content (by cost) including, roadways, parking lots, sidewalks, unit paving, curbs, base and subbase materials for the preceding items, and streetscape items including benches, light poles, tree grates, bike racks, and signage<sup>15</sup>.
- Projects that add new or replace paving will either include a) Shading of at least 50% of paved surfaces with structures or canopy trees (assuming the size after five years of growth), or b) use paving materials with a Solar Reflective Index (SRI) value of 29 or greater<sup>16</sup>.
- Projects that add new or replace paving will use low-energy material (as defined by the FHWSA Sustainable Highways Self-Evaluation Tool) for at least 50 percent of the total project pavement material by weight<sup>17</sup>.

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<sup>12</sup> <http://www.energy.ca.gov/title24/>

<sup>13</sup> <http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>

<sup>14</sup> <http://water.epa.gov/polwaste/green/index.cfm> and

[http://www.waterboards.ca.gov/water\\_issues/programs/low\\_impact\\_development/index.shtml](http://www.waterboards.ca.gov/water_issues/programs/low_impact_development/index.shtml)

<sup>15</sup> <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=148>

<sup>16</sup> [http://www.epa.gov/heatisld/images/extra/level3\\_pavingproducts.html](http://www.epa.gov/heatisld/images/extra/level3_pavingproducts.html)

<sup>17</sup> <http://www.sustainablehighways.org/>

*Additional items that are encouraged for inclusion in the Sustainable Design Plan, but not required are:*

- Installation of energy capture systems, such as photovoltaic devices, for transit centers, park and ride facilities, or other structures.
- Use of recycled water, greywater, or captured rainwater for landscape irrigation.
- Solid waste management infrastructure, such as recycling containers adjacent to trash receptacles.
- LEED certification of buildings and/or neighborhood development.

#### **Performance Metrics Resource Documents**

*Project sponsors that chose to propose an alternative set of performance metrics for inclusion in the Sustainable Design Plan are encouraged to consider the following sources.*

- FHWA Sustainable Highways Self-Evaluation Tool.  
<http://www.sustainablehighways.org/>
- LEED for Neighborhood Development Rating System.  
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=2122>
- Model Design Manual for Living Streets  
<http://modelstreetdesignmanual.com/>





**Los Angeles County Metropolitan Transportation Authority (MTA)**

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## **APPENDIX K**

### **GLOSSARY OF ACRONYMS**



<b>Abbreviations and Acronyms</b>	<b>Definition</b>
ATSM	Advanced Traffic System Management
ATIS	Advanced Traveler Information System
AQMD	Air Quality Management District
AQMP	Air Quality Management Plan
AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
AADT	Annual Average Daily Traffic (truck + auto)
AADTT	Annual Average Daily Truck Traffic
AB	Assembly Bill
E-76	Authorization to Proceed form
BTSP	Bicycle Transportation System Plan
Bike	Bikeway Improvements
BRT	Bus Rapid Transit
BSP	Bus Signal Priority
BSIP	Bus Speed Improvements
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CTC	California Transportation Commission
CFP	Call for Projects
CIP	Capital Improvements Program
CFR	Code of Federal Regulations
CCC	Community Conservation Corps
CMP	Congestion Management Program
CMAQ	Congestion Mitigation and Air Quality Improvement Program
Const	Construction
COG	Council of Governments
CSAN	Countywide Significant Arterial Network
EIR	Environmental Impact Reports
EIS	Environmental Impact Statements
FAR	Federal Acquisition Regulation
FHWA	Federal Highway Administration
FTA	Federal Transportation Administration
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GMI	Goods Movement Improvement
GHG	Greenhouse Gas
HQTA	High Quality Transit Areas
IEN	Information Exchange Network
I/M	Inspection and Maintenance
ICM	Integrated Corridor Management
ITS	Intelligent Transportation System
ITO	Intelligent Travel Option
ITIP	Interregional Transportation Improvement Program

JPA	Joint Powers Authorities
LOA	Letter of Agreement
LOS	Level of Service
LED	Light-Emitting Diode
LRTP	Long Range Transportation Plan
MOE	Maintenance of Effort
MUTCD	Manual of Uniform Traffic Control Devices
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTA	Metropolitan Transportation Authority
MAP-21	Moving Ahead for Progress in the 21st Century
MCGMAP	Multi-County Goods Movement Action Plan
NEPA	National Environmental Policy Act
OMB	Office of Management and Budget
O/M O&M	Operation and Maintenance
PCI	Pavement Condition Index
PMS	Pavement Management System
PED/ Peds	Pedestrian Improvements
PS&E	Plans, Specifications, and Estimates
PE	Professional Civil Engineer
PAED	Project Approval Environmental Document
PDS	Project Development Support
PSR	Project Study Report
PSRE	Project Study Report Equivalent
RIITS	Regional Integration of Intelligent Transportation Systems
RSTI	Regional Surface Transportation Improvements
RSTP	Regional Surface Transportation Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTP	Regional Transportation Plan
3R	Rehabilitation, Restoration, and Resurfacing
ROW R/W	Right of way
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SB	Senate Bill
SRTTP	Short Range Transportation Plan
SS	Signal Synchronization
Signal Synch	Signal Synchronization and Bus Speed Improvements
SS&BSIP	Signal Synchronization and Bus Speed Improvements
SOV	Single Occupant Vehicle
SCAG	Southern California Association of Governments
SUV	Sport Utility Vehicle
SIP	State Implementation Plan
STA	State Transit Assistance
STIP	State Transportation Improvement Program
SLPP	State/Local Partnership Program

STP-L	Surface Transportation Program-Local
SCS	Sustainable Community Strategy
SERF	System Engineering Review Form
TAC	Technical Advisory Committee
TMC	Traffic Management Center
TOC	Traffic Operations Center
TSM	Traffic System Management
TC	Transit Capital
TEA	Transit Enhancement Activities
TOD	Transit Oriented Development
TPP	Transit Priority Project
TPS	Transit Priority System
TA	Transportation Alternatives
TCM	Transportation Control Measures
TDM	Transportation Demand Management
TDA	Transportation Development Act
TE	Transportation Enhancement
TIP	Transportation Improvements Program
TMA	Transportation Management Association
USPAP	Uniform Standards of Professional Appraisal Practice
VMT	Vehicle Miles Traveled
VPH	Vehicles per Hour
V/C	Volume/Capacity



