

**Metro**Los Angeles County
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Open Streets Cycle Four Application Package & Guidelines

All fields are required for application submission unless noted.

Program Guidelines

Program Objectives

Open Streets are events which temporarily close the streets to automobiles and open them up to people to re-imagine their streets while walking, riding a bicycle, rollerblading or pushing a stroller in a car-free environment. The goals of the program are to encourage sustainable modes of transportation (bicycling, walking and transit), provide an opportunity to take transit for the first time, and provide an opportunity for civic engagement that can foster the development of a city's multi-modal policies.

Eligibility

With a focus on regional equity, Cycle Four applications are open to Los Angeles County city and county jurisdictions as well as Council of Government offices. Funding may be distributed to more than one event per city/jurisdiction until the maximum funding allocation is reached. Applicants shall rank applications for 2 or more events in order of priority with 1 being the most important, 2 being the second most important, etc.

Funding

There is up to \$5 million available for grants for the Open Streets Grant Program Cycle Four. There are no minimum funding guarantees per applicant jurisdiction or event. Any city/jurisdiction, or a combined multi-jurisdictional team, can apply for a maximum of \$500,000 per single event. Any agreement on funding distributions among jurisdictions participating in a multi-jurisdictional event must be negotiated directly between the applicant and all other jurisdictions that are participating in the event. There is no guarantee that applicant will receive full funding request. If grant applicant is unable to accept amended award amount and commit to producing the event as scoped, award will be available to next highest scored application. Funds will be available starting in January 2021, pending Metro Board approval and events must be staged by December 31, 2022. Funding sources may be federal and cities/jurisdictions will be required to comply with all federal funding procedures and requirements.

Scoring

Project will be evaluated on the following criteria on a 100-point score. An event must receive a minimum of 70 points to be eligible for funding. Innovative events that differentiate themselves from past Los Angeles County Open Street events are highly favored in the scoring process.

General Event Information – 10 points

Project Feasibility – 20 points

Proposed partnerships and demonstration of potential for event success*	5
Event readiness (Funds will be required to be expended by December 31, 2022)	4
Agency's existing active transportation programs and policies	4
Community support	4
Matching funds committed	3

* Partners may include but are not limited to COGs, community groups, event producers and non-profits. Previous grantees must demonstrate success with previous events and lessons learned. New applicants must demonstrate that they have the capacity to produce an Open Street event.

Route Setting – 45 points

Route is innovative (Examples include evening events, weekday events, holiday events, multi-day events, themed events, events that encourage increased local retail/stakeholder participation, and events that differentiate themselves from previous LA County Open Street events)	12
Route includes disadvantaged communities*	6
Proximity and access to commercial and retail corridors	5
Connections to cultural, architectural, historical and/or important destinations in the community	5
Event cost per mile	5
Route is along or intersects with existing bicycle infrastructure**	3
Route activation strategy	3
Topography - The route minimizes hilly terrain***	3
Route length (industry standards recommend a minimum of between 4 and 6 miles in length)	3

*Based on average of 70th percentile CalEnviroScreen Score for census tracts directly adjacent to the proposed route (<http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=112d915348834263ab8ecd5c6da67f68>)

**Will the route be on or intersect any existing bicycle infrastructure? Will the route encourage first time riders to modify their travel behavior in the future?

*** As an example, see San Francisco's "Wiggle" - http://en.wikipedia.org/wiki/The_Wiggle

Transit and Community Connectivity - 25 points

Accessibility to Metro Rail	6
Route includes multiple jurisdictions	5
Applicant jurisdiction has not had a previous Open Street event in their community	5
Connections between multiple central business districts or retail corridors	5
Plan to attract participants from surrounding and countywide jurisdictions	4

Funding Eligibility

Funding may be used for pre-event planning & outreach costs in conjunction with implementing an event. Funding may be used for any operational or capital cost associated with the day-of event excluding activation/routing held off-street unless approved in writing by the Open Streets Grant Program Manager. Funding may not be used for alcohol-related activities. Funds awarded will not exceed the event cost in the original application and may be less if the key objectives can be achieved at lower costs. Non material scope and event day changes shall be handled administratively and be approved by Program Manager. Any cost overruns shall be the responsibility of the

applicant. Both third party consulting costs and internal staff costs for directly providing services with respect to the project will be eligible for funding.

Data Collection and Reporting Requirements

Grantee shall collect data using Metro's selected data collection methodology and survey instrument. Data should be provided to Metro in a post-implementation spreadsheet no later than three months after the event is executed. Metro will withhold ten percent (10%) of eligible expenditures per invoice as retainage. Metro will release retainage after Metro has evaluated Grantee's post-implementation report and data collection performance according to the criteria specified by Metro. Data collection will include at a minimum but not be limited to: participation counts of pedestrians and cyclists along the route; transportation use data and counts of individuals exiting Metro Rail Stations with bicycles where applicable; personal anecdotes; and economic quantitative and qualitative impact on local retailers such as anecdotes and event day change in sales compared to previous sales of the same day of the week. Additional reporting criteria will be added to the Memorandum of Understanding and standardized data collection template to better evaluate how the event contributes toward achieving the program goals presented in Board Motion 72, including providing plans for any new permanent active transportation infrastructure in the community and plans for increasing bicycle and pedestrian mode shares post event.

General and Administrative Conditions Lapsing Policy

Open Streets Cycle Four events must be staged by December 31, 2022. Funds not expended by this date will lapse. Lapsed funding will go towards the next grant cycle of the Open Streets Program. Applicants who have their funds lapse may reapply for funding in the next cycle, however new applicants and applicants from previously successful events will be prioritized.

Grant Agreement

Each awarded applicant must execute a grant agreement with Metro before the event. The agreement will include the event scope and a financial plan reflecting the grant amount, event partners and the local match. Funding will be disbursed on a reimbursement basis subject to satisfactory compliance with the original application cost and schedule as demonstrated in a quarterly report supported by a detailed invoice showing the staff and hours billed to the project, any consultant hours, etc. Final scheduled payment will be withheld until the event is staged and approved by Metro and all post-implementation requirements have been satisfied.

Audits and Event Scheduling

All grant programs may be audited for conformance to their original application. Metro shall review event schedule and final date of the event to ensure regional and scheduling distribution. At Metro's Program Manager's request events may be rescheduled to avoid overlapping events.

Application

General Information

1. City/Government Agency Name:
2. Project Manager Name:
3. Project Manager Title and Department:
4. Project Manager Phone Number:
5. Project Manager E-mail Address:
6. City Manager Name:
7. City Manager Phone Number:
8. City Manager E-mail Address:

General Open Street Event Information

9. Open Street Event Name
(Example: Sunnyside Sunday Parkways Open Street Event.)
Maximum Allowed: 150 characters.
10. Event Description
(Example: Main Street, Flower Street, Spring Street, 7th Street, 1st Street and Broadway Avenue in downtown Sunnyside will be closed to cars from downtown to mid-town to invite people on foot and on bikes to rediscover the streets of their community in a car-free environment. Local retailers and restaurants will be invited to expand their operation in to the street. A health fair, street yoga, booths from local community organizations and transportation entities, and art shows will be included in the route.)
Maximum Allowed: 500 characters.
11. Estimated Route Length (in miles):
Maximum Allowed: 4 digits.
12. Estimated Number of Signalized Intersections:
Maximum Allowed: 3 digits
13. Estimated Number of Hard and Soft Closures:
Maximum Allowed: 4 digits
14. Attach a map of the proposed route including a clear demarcation of event bounds by street name. A digital map made in Google maps or ArcGIS is preferred
15. Describe the pavement quality along the route and any considerations that will be made for poor quality pavement.
Maximum Allowed: 150 characters.

16. Does the event route cross any freeway on or off ramps? (Y/N)

If "YES" for Question 16

16a. How many freeway crossings exist along the proposed route and what are their locations? (NOTE: Additional coordination with CalTrans will be required for each freeway ramp crossing at the cost of grantee).

Maximum Allowed: 150 characters

17. Does the event include rail grade crossings? (Y/N)

If "YES" for Question 17

17A. How many rail grade crossings exist along the proposed route and what are their locations? (NOTE: Additional staff resources will be required for each grade crossing at the cost of grantee).

Maximum Allowed: 150 characters

18. Municipal and private motorized vehicles are prohibited from the route for the entirety of the event. List how your jurisdiction will monitor the route without motorized vehicles; what measures will be taken to ensure that vehicles do not enter the route, and any other safety measures that will be taken.

Maximum Allowed: 300 characters

Project Feasibility

19. Estimated month & year of Event (Funds will be available starting in January 2021, pending Metro Board approval. Event must be staged by December 31, 2022)

Maximum Allowed: 6 digits

20. Describe how your City's General Plan or other planning program documents and procedures support open street events and/or active transportation?

(Examples include: adopted Complete Streets Policy or updated Circulation Element to include Complete Streets, adopted a Bike Plan, adopted a Pedestrian Plan, developing or implementing Bike Share Programs, adopted Climate Action Plans, implementation of local Transportation Demand Management ordinances and implementation of Parking Management Programs to encourage more efficient use of parking resources and curbside management)

Maximum Allowed: 500 characters

21. Would your jurisdiction be amenable to reduced scope or route length? (Y/N)

Demonstration of Ability to Produce Successful Event

22. Does your city/jurisdiction plan to partner with any non-profits, event production companies, city departments, and/or community partners to assist in event implementation and planning? (Y/N)

If "YES" for question 22

22a. List your proposed partners and their role in the event planning and implementation.

Maximum Allowed: 600 Characters

If “NO” for question 22

22b. What is your city/jurisdiction doing in lieu of partnerships with outside agencies (including non-profits and other community partners) to engage the community and make the event successful? *Maximum Allowed: 800 Characters*

23. Does your city have previous experience organizing open street events or other large public events that require street closures (such as street fairs, large city-wide or region-wide events related to transportation, athletics, cultural celebrations)? List and describe.

Maximum Allowed: 800 Characters

If “YES” for question 23

23a. What lessons has your city learned from previous open street events (or similar events that closed streets to auto traffic) that will increase the success of the proposed event? *Maximum Allowed: 800 Characters*

Event Budget

24. What is the total estimated cost of the event?

Maximum Allowed: 10 characters.

25. What is the requested grant amount? *Maximum Allowed: 10 characters*

26. What is the proposed local match amount? (min 20% in-kind required)

Maximum Allowed: 10 characters.

27. What are the estimated outreach costs?

Maximum Allowed: 10 characters.

28. What are the estimated pre-event planning costs?

Maximum Allowed: 10 characters.

29. What are the estimated day(s) of event staging costs (including staffing, rentals, permits, etc.)?

Maximum Allowed: 7 characters.

30. Agencies are required to provide a 20% match: Will you provide an in-kind or a local fund match?

31. What is the event cost per mile (Answer to #24 / Answer #11)?

32. Attach completed Financial Plan and event Scope of Work templates provided at <https://www.metro.net/projects/active-transportation/metro-open-streets-grant-program/>

Route Setting

33. Will the route connect multiple cities? Y/N

List all partner cities.

If “YES” to question 33

33a. How will your city ensure connectivity throughout the route, coordination between multiple agencies and a sense of one contiguous event?

Maximum Allowed: 1000 characters.

34. Will the route be along or connect various commercial corridors? Y/N Explain.

Maximum Allowed: 1000 characters.

35. Will the route be along any residential corridors? (Y/N)

Maximum Allowed: 1000 characters

If “YES” to question 35

35a. How will your city ensure connectivity throughout the route, a sense of one contiguous event through residential areas, and that participants in the residential area do not feel isolated from the more active commercial areas of the event?

Maximum Allowed: 1000 characters.

36. Will the route be along any industrial or institutional corridors (such as large medical centers, universities, or fairgrounds)? (Y/N)

Maximum Allowed: 1000 characters

If “YES” to question 36

36a. How will your city ensure connectivity throughout the route, a sense of one contiguous event through industrial/institutional areas, and that participants in the industrial area do not feel isolated from the more active commercial areas of the event?

Maximum Allowed: 1000 characters.

37. Will the route be along or connect to cultural, architectural, recreational and/or historical destinations and events? Y/N Explain.

Maximum Allowed: 1000 characters.

38. List and describe the bicycle and off-street pedestrian infrastructure along or adjacent to the route. *Maximum Allowed: 1000 characters.*

39. What is the elevation change (in feet) between the highest and lowest points along the proposed route? (Tip: you can use a free website like www.mapmyride.com or google maps to calculate this information).

40. List ways that the event will differentiate itself from previous LA County Open Street events and how it will attract new participants (examples include afternoon or evening events, weekday events, events that celebrate holidays or other special occasions such as Valentine’s Day and Halloween, events that encourage increased local retail/stakeholder participation, multi-day events, etc.).

Maximum Allowed: 1000 characters.

41. Provide an outline of how the route will be activated.

Maximum Allowed: 1000 characters.

42. Use CalEnviroScreen score to determine the average score of the combined census tracts that the route traverses.

<http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=112d915348834263ab8ecd5c6da67f68>

Maximum Allowed: 4 digits

Marketing and Outreach

43. What strategies will you employ to encourage increased participation of local businesses located along the event route (examples include temporary suspension of sidewalk display permitting, workshops, door-to-door outreach, etc.)? *Maximum allowed 150 characters*

44. Briefly describe the marketing strategy to increase regional awareness of the event and attract more participants. *Maximum allowed: 150 characters*

45. Upload a letter of support from the city/county applicant and if applicable each city/non-profit/other partner. (Please include all letters in one PDF).

46. Describe how your city will satisfy Metro's data collection requirements (i.e. agency staff, volunteers, consultant, etc.) and any additional data the agency may request.

47. If your agency plans to submit more than one application, please rank this application in order of priority with 1 being the most important and 2 the second most important, etc.

Regional Significance and Route Accessibility

48. List all rail stations within a ½ mile radius of the event route.

Maximum Allowed: 250 characters

49. For those rail stations within a ½ mile radius of the event that do not connect directly to the route, please provide explanation for the lack of connection, and describe how you will ensure safe transport of participants from those stations to the route (including coordination with the station operators, local transit operators and other means).

Maximum Allowed: 1000 characters

50. How will your city encourage people to access the event other than by personal automobile?

Maximum Allowed: 1000 characters

Post Event Significance

51. Closing the roadway is often one of the most expensive elements of implementing on-street bicycle and pedestrian infrastructure. Do you have any plans to utilize your open street event related road closures to implement any pilot or permanent infrastructure.

Maximum Allowed: 500 characters

52. What measures will your city take increase bicycle and pedestrian mode shares post event?

Maximum Allowed: 500 characters