



Metro®



**METRO ACTIVE TRANSPORT, TRANSIT FIRST/LAST MILE PROGRAM
MEASURE M ADMINISTRATIVE PROCEDURES
SEPTEMBER 2019**

INTRODUCTION

Measure M establishes a regional Metro Active Transport, Transit First/Last Mile (MAT) Program which creates new opportunities to fulfill active transportation policies and objectives. This discretionary funding program exists with other new and on-going funding opportunities that can be used for active transportation-related purposes. These include:

- Measure M Local Return
- Measure M Multi-year Subregional Programs (MSP) geared toward active transportation and related efforts (e.g., Complete Streets);
- California's Active Transportation Program grants, as augmented in 2017 by SB1 and Cap-and-Trade; and
- Other Measure M funding, including the unallocated portion of the 2% Active Transportation Program that is part of Measure M Expenditure Plan, as well as funding committed to specific projects.

The **objectives** of the MAT Program are improving and growing the active transportation network, expanding the reach of transit, and developing a regional active transportation network to increase travel options as established in the Active Transportation Strategic Plan (ATSP, 2016). Metro policy and programs establish active transportation as an integral element to Metro's countywide transportation system and aim to foster greater active transportation usage and safety.

The adopted Measure M Guidelines establish a foundation for the MAT Program by:

- Requiring the development of these Administrative Procedures;
- Providing high level definitions of eligible activities that are further elaborated in these Administrative Procedures;
- Stipulating that the program is to be competitive; and
- Elevating safety by stipulating that projects funded through Measure M should support the protection of pedestrian and bicycle safety in parallel with Vision Zero or equivalent policies.

The MAT Program is intended to be a need-based program, with specific criteria to be determined for each funding cycle. The program will prioritize and emphasize need as demonstrated through socio-economic factors, safety for active mode users, health, and existing conditions of physical infrastructure for active modes.

These procedures apply to the MAT Program (Measure M Expenditure Plan Line 47). The Expenditure Plan identifies \$857 million (2015 dollars) for this program over 40 years.

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The MAT Program will be implemented in cycles of 2-5 years. All considerations specific to each program cycle, including dissemination of a cycle-specific schedule, application process, evaluation criteria, and others are described further below. Cycles will delineate specific focus areas or priorities at the time of development. Metro may further consider areas of focus such as project scale and lead agency, noting that projects that involve partnerships between local agencies and Metro (or other regional agencies) to achieve multiple benefits are anticipated to be an on-going priority.

APPLICABLE POLICY AND USAGE

The following overarching policies are applicable to the MAT Program:

- i. Active Transportation Strategic Plan (ATSP), May 2016
Defines the Regional Active Transportation Network and establishes framework for Metro investment in active transportation. As delineated in the ATSP, the MAT Program will focus investment jointly in: 1) first/last mile networks intended to facilitate transit access; and 2) regional active transportation corridors intended to form a network for active mode travel throughout the County. The ATSP further estimates funding need in implementing a countywide vision, inclusive of first/last mile and corridors. This funding need can be used to inform priorities for each program cycle.
- ii. Equity Platform Framework, February 2018
Establishes equity as an agency priority and defines concepts and approaches for integrating equity considerations into Metro functions. The MAT program places a high emphasis on directing investments to projects prioritized using the need-based project prioritization/selection process developed with each program cycle. Further, the MAT Program will operationalize the "Focus and Deliver" equity policy pillar by placing a strong emphasis on developing and rewarding efficient and innovative delivery of needed improvements.

Supportive Policies/Strategies (listed chronologically):

- i. Countywide Sustainability Planning Policy (CSPP), December 2012
Defines sustainability principles and priorities, key concepts, planning framework, and evaluation metrics.
- ii. First/Last Mile Strategic Plan, April 2014
Defines rationale for first/last mile improvements and provides an approach to plan and design improvements surrounding any transit station.

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- iii. Complete Streets Policy, October 2014
Creates and establishes complete streets commitments and planning process. Of note: requires that local agencies applying for Metro discretionary competitive programs have a complete streets policy in compliance with state law.
- iv. First/Last Mile Motion 14.1, May 2016
Designates 661 station areas from the ATSP as the Countywide First/Last Mile Network and directs several first/last mile planning and implementation activities. Furthermore, requires inclusion of first/last mile implementation as part of new Metro transit projects.
- v. First/Last Mile Motion 14.2, June 2016
Allows locally funded first/last mile improvements to be counted toward the 3% local match requirement for rail transit projects. Policy has been further refined by local match provisions in the adopted Measure M Guidelines and is pending additional provisions in First/Last Mile Guidelines for transit capital projects (to be developed in 2019).
- vi. Design for Safety/Vision Zero
Established by language in Measure M Guidelines (adopted June 2017): "Projects funded through Measure M should support the protection of pedestrian and bicycle safety in parallel with Vision Zero or equivalent policies." Note that this provision does not require adopted vision zero or equivalent policies of fund recipients, but does specify that Measure M funded projects should be designed for safety benefits for active mode users.
- vii. Procurement Policies (various)
Note that any project/procurement led by Metro is subject to Metro's Small Business Enterprise/Disabled Veterans Business Enterprise (SBE/DVBE) and Disadvantaged Business Enterprise (DBE) goals. Non-Metro funding recipients are subject to their own procurement policies, and are strongly encouraged to provide consideration for small, disadvantaged, and veteran-owned firms.
- viii. Other/Future Policies
Any policy adopted by the Metro Board may be applicable to this program by Board action.

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PROGRAM REQUIREMENTS

1. Eligible Uses

As defined in the Measure M Ordinance, Active Transportation consists of “non-motorized transportation via walking, bicycling, or rolling modes”. Eligible projects are comprised of capital expenditures that achieve these program goals. Projects selected through the MAT Program may be funded for work preceding the environmental phase, but such expenditures are limited to .5% of overall program funding within each cycle. Projects receiving funding from the MAT Program need not be funded by the MAT Program for all phases (e.g. may use MAT funds for design/environmental phases and seek other funds for construction). Project readiness provisions established in adopted Measure M Guidelines apply (pages 14, 26, and 28).

Any project funded through the MAT Program will deliver core active transportation infrastructure, such as: sidewalks, crosswalks, bicycle lanes/paths, pedestrian/bike signal improvements, lighting, and transit amenities. Projects which provide active transportation infrastructure, but for which the primary purpose is an unrelated benefit (e.g. utility relocation) are considered ineligible. Other eligible project components may include: shade structures, landscaping, signage, and other improvements that support the aid and comfort of active transportation users. Each program cycle may establish further requirements or limitations regarding permissible project component expenditures.

2. Eligible Recipients

Cities, County of Los Angeles, Caltrans, and transit agencies are eligible to receive funding through this program. Other transportation-related public joint powers authorities (JPAs) must be sponsored by one of the above public agencies.

3. Program Cycles

Program cycles will occur every 2-5 years, with each cycle initiated by the dissemination of a detailed schedule. The “Process” section below further delineates the steps, required components, and considerations for each program cycle.

4. Performance Evaluation/Metrics

Metro will evaluate the effectiveness of the MAT Program through the application of performance metrics. Metro will develop performance metrics within the first program cycle, and subject to revision in future cycles. Metrics developed for the MAT Program will be informed by Measure M goals, applicable policies as listed herein, subsequent policies (such as the Long Range Transportation Plan), and those identified for other Measure M programs, notably MSP (refer to Measure M Administrative Procedures, page 11). Metro will provide retrospective evaluation of each program cycle. Metro may require recipients of MAT Program funds to submit project performance information to contribute to the program cycle evaluation.

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5. Public Participation Plan

Each MAT Program cycle will be informed by a public engagement process subject to requirements determined by the Measure M Public Participation Plan.

6. Readiness

All Measure M programs strongly emphasize efficient project delivery and timely use of funds. As such, projects or programs will obligate Measure M funds at the time they are ready to use them. It is important that project sponsors provide accurate information for evaluating project readiness. Each program cycle will delineate requirements to demonstrate project readiness and expend funds in a timely manner. Requirements may include:

- Narrative description establishing reasonableness of the project schedule;
- Right-of-way acquisition details (if any);
- Utility relocation details (if any);
- Warranty of permit(s) approval;
- Commitment of local agency and community support for the project;
- Identification of all other agencies or organizations that are active participants in the project. Indicate how and when their involvement is required in order to implement the project.
- Demonstrated support of project sponsor's governing body; and
- Certification that all complementary fund sources are committed to the project. Funding is considered committed if it is included specifically in a programming document adopted by the governing board or council responsible for the administration of the funding and recognized by Metro as available for the phase at the time the funds are needed.
- For projects where phases are programmed separately, phase-specific readiness criteria will apply, and will be further delineated in the program cycle, as applicable.

PROCESS

1. Schedule

To initiate each program cycle, Metro will provide potential applicants/recipients with notification and information regarding the program, including a schedule. This information shall be disseminated no less than 3 months in advance of Board adoption of the program cycle (Step 4).

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2. Fund Estimate

Metro will provide an estimate of available funding for the program cycle as a subset of the five-year cashflow forecast.

3. Program Development

Metro will develop a program cycle document, subject to Board adoption, that shall include the following elements:

- a. Schedule;
- b. Priorities;
- c. Criteria for project selection;
- d. Criteria for matching grant program, as applicable;
- e. Program sub-categories, as applicable;
- f. Project requirements (e.g. required project elements, design consideration, minimum/maximum size, etc.);
- g. Application requirements;
- h. Program Evaluation Metrics; and
- i. Public Participation Plan

4. Program Cycle Adoption

The Metro Board shall adopt a program for each cycle inclusive of all elements in (3) above, based on recommendations from Metro staff. The program cycle recommendation for adoption may include authorization to conduct a solicitation process to identify and award project funds, along with authorization to enter into funding agreements with selected project sponsors.

5. Solicitation Process (for competitive/match for local projects):

The adopted program cycle shall establish criteria and a process for awarding projects funds through a competitive solicitation. Note that the competitive process described for the program cycle may be a limited competition open to projects/project locations screened and prioritized according to need-based and other criteria. The competitive solicitation process shall be geared to implementing Metro policies/programs and in consideration of other criteria such as leverage, community support, and benefit to disadvantaged communities. The program cycle may further describe criteria for a matching grant program intended to provide matching funds for projects seeking state or federal grant funds. The priorities, process, and requirements for any matching grant effort shall be delineated in the program cycle.

Following project selection, Metro will publish a final project list using criteria based on MAT Program priorities. The project list will include, at a minimum, the following information:

- Project Sponsor;
- Project Description;

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- Cycle Funding Forecast (by year); and
- Other Measure M Funding Forecast (as applicable).

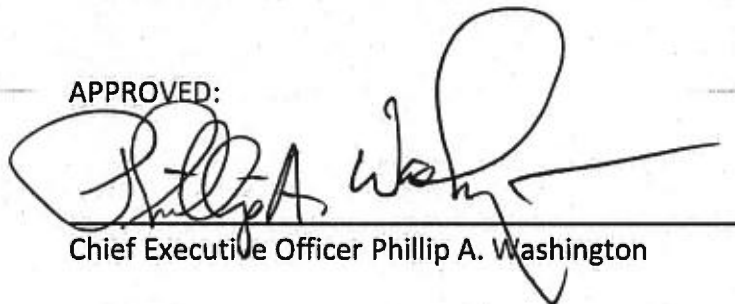
6. Annual Update/Lapsing

Metro staff may propose updates of the project list on an annual basis. Updates are intended to accommodate changes in the project list and/or funding assumptions, including timelines. Projects are expected to expend project phase funds within three years from the date the funding agreement was fully executed. Failure to expend funds as programmed may result in lapsing and Metro may rescind awards. Any project programmed that does not request allocation of funds in the year of programming may, at the discretion of Metro, have its funding deobligated and reprogrammed to other projects either by award to the highest ranked previously unfunded project or through new competitive solicitation. Sponsors may have the opportunity to reapply for funds through these solicitations, but will not be guaranteed any priority if other eligible, ready-to-go project applications are received. Lapsing may also be triggered by additional specific project milestones identified in project funding agreements.

7. Funding Agreement

Metro will enter into funding agreements with awarded agencies. Funding agreements will be authorized as part of the program cycle Board adoption described in (4) above.

APPROVED:



Chief Executive Officer Phillip A. Washington

9/10/2019
Date