


Metro

 Los Angeles County
 Metropolitan Transportation Authority

 One Gateway Plaza
 Los Angeles, CA 90012-2952

 213.922.2000 Tel
 metro.net

Open Streets Cycle Three 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, biking, rollerblading or pushing a stroller in a car-free environment. The goals of the program are to encourage sustainable modes of transportation (biking, 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

Applicants must be a city/county/council of government office within Los Angeles County. Funding may be distributed to more than one event per city/jurisdiction until the city/jurisdiction maximum funding allocation is reached. Applicants shall rank applications in order of priority with 1 being the most important, 2 being the second most important, etc.

Funding

There is up to \$4 million available for grants for the Open Streets Grant Cycle Three. Each city/jurisdiction can apply for the greater of a. \$167,000 OR b. population share (see chart). If an event is in multiple cities, jurisdictions may combine population shares and add to the base of \$167,000. Funds will be available starting in January 2019, pending Metro Board approval and events must be staged by December 31, 2020. Funding sources may be federal and cities/jurisdictions will be required to comply with all federal funding procedures and requirements.

See Chart A for maximum eligibility

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.

General Event Information – 10 points

Project Feasibility – 25 points

Proposed partnerships and demonstration of potential for event success*	10
Event readiness (Funds will be required to be expended by December 31, 2020)	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 – 35 points

Route is innovative (Examples include evening events, events that encourage increased retail/stakeholder participation, and events that deviate from previous LA County Open Street events)	5
Event cost per mile and value of connections to destinations along the route	5
Proximity and access to commercial and retail corridors	5
Connections to cultural, architectural, historical and/or important destinations in the community	4
Route includes disadvantaged communities*	4
Route is along or intersects with existing bicycle infrastructure**	3
Activities for pedestrians (dance classes, yoga, concessions, information booths)	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 - 30 points

Route includes multiple cities	10
Ability to attract participants from surrounding and countywide jurisdictions	5
Accessibility to Metro Rail	5
Connections between multiple central business districts or retail corridors	5
Applicant jurisdiction has not had a previous Open Street event in their community	5

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. 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 staff 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 as provided by the Metro's Open Street Evaluation Study contractor. Data should be provided to Metro in a post implementation report 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 and its Evaluation Study contractor. 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 impact on local retailers.

General and Administrative Conditions Lapsing Policy

Open Streets Cycle Three events must be staged by December 31, 2020 and funds not expended within this time 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 their requests will be prioritized after new applicants and previously successful applicants.

Grant Agreement

Each awarded applicant must execute a grant agreement with Metro. 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 request events may be rescheduled to avoid overlapping events.

Chart A

Los Angeles County Metropolitan Transportation Authority Open Streets Grant Funding Eligibility

Forecasted shares are based on population percentage as of 1/1/14.

Subregion	Jurisdiction	Population 1/1/14 per State Dept of Finance	% of County	Pop Share Funding	Max eligible
	FY17 & FY18			\$4,000,000	
AV	Burbank	105,543	1.051%	\$42,041	\$167,000
AV	Glendale	195,799	1.950%	\$77,994	\$167,000
AV	La Canada Flintridge	20,535	0.204%	\$8,180	\$167,000
Central	Los Angeles	3,904,657	38.884%	\$1,555,362	\$1,555,362
Gateway	Artesia	16,776	0.167%	\$6,682	\$167,000
Gateway	Avalon	3,820	0.038%	\$1,522	\$167,000
Gateway	Bell	35,972	0.358%	\$14,329	\$167,000
Gateway	Bell Gardens	42,667	0.425%	\$16,996	\$167,000
Gateway	Bellflower	77,741	0.774%	\$30,967	\$167,000
Gateway	Cerritos	49,741	0.495%	\$19,814	\$167,000
Gateway	Commerce	13,003	0.129%	\$5,180	\$167,000

Gateway	Compton	98,082	0.977%	\$39,070	\$167,000
Gateway	Cudahy	24,142	0.240%	\$9,617	\$167,000
Gateway	Downey	113,363	1.129%	\$45,156	\$167,000
Gateway	Hawaiian Gardens	14,456	0.144%	\$5,758	\$167,000
Gateway	Huntington Park	59,033	0.588%	\$23,515	\$167,000
Gateway	La Habra Heights	5,420	0.054%	\$2,159	\$167,000
Gateway	La Mirada	49,178	0.490%	\$19,589	\$167,000
Gateway	Lakewood	81,224	0.809%	\$32,354	\$167,000
Gateway	Long Beach	470,292	4.683%	\$187,334	\$187,334
Gateway	Lynwood	70,980	0.707%	\$28,274	\$167,000
Gateway	Maywood	27,758	0.276%	\$11,057	\$167,000
Gateway	Montebello	63,527	0.633%	\$25,305	\$167,000
Gateway	Norwalk	106,630	1.062%	\$42,474	\$167,000
Gateway	Paramount	55,051	0.548%	\$21,929	\$167,000
Gateway	Pico Rivera	63,873	0.636%	\$25,443	\$167,000
Gateway	Santa Fe Springs	17,349	0.173%	\$6,911	\$167,000
Gateway	Signal Hill	11,411	0.114%	\$4,545	\$167,000
Gateway	South Gate	96,057	0.957%	\$38,263	\$167,000
Gateway	Vernon	122	0.001%	\$49	\$167,000
Gateway	Whittier	86,538	0.862%	\$34,471	\$167,000
LV/M	Agoura Hills	20,625	0.205%	\$8,216	\$167,000
LV/M	Calabasas	23,943	0.238%	\$9,537	\$167,000
LV/M	Hidden Hills	1,901	0.019%	\$757	\$167,000
LV/M	Malibu	12,865	0.128%	\$5,125	\$167,000
LV/M	Westlake Village	8,386	0.084%	\$3,340	\$167,000
North	Lancaster	159,878	1.592%	\$63,685	\$167,000
North	Palmdale	155,657	1.550%	\$62,004	\$167,000
North	Santa Clarita	209,130	2.083%	\$83,304	\$167,000
SFV	San Fernando	24,222	0.241%	\$9,648	\$167,000
SGV	Alhambra	84,697	0.843%	\$33,738	\$167,000
SGV	Arcadia	57,500	0.573%	\$22,904	\$167,000
SGV	Azusa	48,385	0.482%	\$19,273	\$167,000
SGV	Baldwin Park	76,715	0.764%	\$30,558	\$167,000
SGV	Bradbury	1,082	0.011%	\$431	\$167,000
SGV	Claremont	35,920	0.358%	\$14,308	\$167,000
SGV	Covina	48,619	0.484%	\$19,367	\$167,000
SGV	Diamond Bar	56,400	0.562%	\$22,466	\$167,000
SGV	Duarte	21,668	0.216%	\$8,631	\$167,000
SGV	El Monte	115,064	1.146%	\$45,834	\$167,000
SGV	Glendora	51,290	0.511%	\$20,431	\$167,000
SGV	Industry	438	0.004%	\$174	\$167,000
SGV	Irwindale	1,466	0.015%	\$584	\$167,000
SGV	La Puente	40,478	0.403%	\$16,124	\$167,000
SGV	La Verne	32,228	0.321%	\$12,838	\$167,000
SGV	Monrovia	37,162	0.370%	\$14,803	\$167,000
SGV	Monterey Park	61,777	0.615%	\$24,608	\$167,000

SGV	Pasadena	140,879	1.403%	\$56,117	\$167,000
SGV	Pomona	151,713	1.511%	\$60,433	\$167,000
SGV	Rosemead	54,762	0.545%	\$21,814	\$167,000
SGV	San Dimas	34,072	0.339%	\$13,572	\$167,000
SGV	San Gabriel	40,313	0.401%	\$16,058	\$167,000
SGV	San Marino	13,341	0.133%	\$5,314	\$167,000
SGV	Sierra Madre	11,094	0.110%	\$4,419	\$167,000
SGV	South El Monte	20,426	0.203%	\$8,136	\$167,000
SGV	South Pasadena	26,011	0.259%	\$10,361	\$167,000
SGV	Temple City	36,134	0.360%	\$14,393	\$167,000
SGV	Walnut	30,112	0.300%	\$11,995	\$167,000
SGV	West Covina	107,828	1.074%	\$42,952	\$167,000
South Bay	Carson	92,636	0.923%	\$36,900	\$167,000
South Bay	El Segundo	16,897	0.168%	\$6,731	\$167,000
South Bay	Gardena	60,082	0.598%	\$23,933	\$167,000
South Bay	Hawthorne	86,644	0.863%	\$34,513	\$167,000
South Bay	Hermosa Beach	19,750	0.197%	\$7,867	\$167,000
South Bay	Inglewood	111,795	1.113%	\$44,532	\$167,000
South Bay	Lawndale	33,228	0.331%	\$13,236	\$167,000
South Bay	Lomita	20,630	0.205%	\$8,218	\$167,000
South Bay	Manhattan Beach	35,619	0.355%	\$14,188	\$167,000
South Bay	Palos Verdes Estates	13,665	0.136%	\$5,443	\$167,000
South Bay	Rancho Palos Verdes	42,358	0.422%	\$16,873	\$167,000
South Bay	Redondo Beach	67,717	0.674%	\$26,974	\$167,000
South Bay	Rolling Hills	1,895	0.019%	\$755	\$167,000
South Bay	Rolling Hills Estates	8,184	0.081%	\$3,260	\$167,000
South Bay	Torrance	147,706	1.471%	\$58,836	\$167,000
Westside	Beverly Hills	34,677	0.345%	\$13,813	\$167,000
Westside	Culver City	39,579	0.394%	\$15,766	\$167,000
Westside	Santa Monica	92,185	0.918%	\$36,721	\$167,000
Westside	West Hollywood	35,072	0.349%	\$13,970	\$167,000
Unincorporated	County unincorporated	1,046,557	10.422%	\$416,880	\$416,800
	TOTAL	10,041,797	100.000%	\$4,000,000	NA

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, yoga in the street, booths from local community organizations, and an art show 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. 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

14. Describe the pavement quality along the route and any considerations that will be made for poor quality pavement.

Maximum Allowed: 150 characters.

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

If "YES" for Question 15

15A. 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

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

If "YES" for Question 16

16A. How many grade crossing 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

17. 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

18 Estimated Month & Year of Event (Funds will be available starting in January 2019, pending Metro Board approval. Event must be staged by December 31, 2020)

Maximum Allowed: 6 digits

19. Does your City's General Plan or other planning program support open street events and/or active transportation?

(Examples include: adopted a 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, and Implementation of Parking Management Programs to encourage more efficient use of parking resources)

Maximum Allowed: 500 characters

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

Demonstration of Event Success

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

If "YES" for question 21

21a. List your proposed partners and their role in the event planning and implementation:

Maximum Allowed: 600 Characters

If "NO" for question 21

21b. What is your city 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*

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

Maximum Allowed: 800 Characters

If "YES" for question 22

22a. What lessons has your city learned from previous open street (or similar) events that will increase the success of the proposed event? *Maximum Allowed: 800 Characters*

Event Budget

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

Maximum Allowed: 10 characters.

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

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

Maximum Allowed: 10 characters.

26. What are the estimated outreach costs?

Maximum Allowed: 10 characters.

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

Maximum Allowed: 10 characters.

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

Maximum Allowed: 7 characters.

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

1. In-kind
2. Local Fund Match

30. What is the event cost per mile (Answer to #23 / Answer #11)?

31. 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

32. Will the route connect multiple cities? Y/N List partner cities.

If "YES" to question 32

32a. How will your city insure connectivity throughout the route, coordination between multiple agencies and a sense of one contiguous event?

Maximum Allowed: 1000 characters.

33. Will the route be along or connect to commercial corridors? Y/N Explain.

Maximum Allowed: 1000 characters.

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

Maximum Allowed: 1000 characters

If "YES" to question 34

34a. How will your city ensure connectivity throughout the route, a sense of one contiguous event through residential areas, and that participants do not feel isolated from the more active commercial areas of the event?

Maximum Allowed: 1000 characters.

35. 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 35

35a. How will your city insure connectivity throughout the route, a sense of one contiguous event through industrial/institutional areas, and that participants do not feel isolated from the more active commercial areas of the event?

Maximum Allowed: 1000 characters.

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

Maximum Allowed: 1000 characters.

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

38. What is the elevation change 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).

39. Will the event be innovative? Y/N

If "YES" to question 39

39a. List ways that the event will deviate from previous LA County Open Street events and how it will attract new participants (examples include afternoon or evening events, events that celebrate holidays or other special occasions such as Valentine's Day and Halloween, events that encourage increased retail/stakeholder participation, etc.).

40. Provide an outline of the general programming elements/ideas/goals that will be represented in activities along the route the day of the event (an example is public health goals will be highlighted by fitness classes such as yoga along the route).

Maximum Allowed: 1000 characters.

41. Use EnviroScreen score to determine the average score of the combined census tracts that are located directly adjacent to the route.

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

Maximum Allowed: 4 digits

Regional Significance

42. Will the event route connect directly to a Metro Rail Station? Y/N List stations.

If "NO" to question 42

42a. How will your city transport people to the event other than by personal automobile? Explain how you will use organized bike trains/feeder rides (groups of people who travel by bike together), bike-bus shuttles (that carry a minimum of 10 bikes each) or other multi-modal options to transport people to the event.

Maximum Allowed: 1000 characters

43. List all other transit stations within ½ mile radius of the proposed event (including Metrolink, Amtrak and Metro) and describe how you will coordinate with the stations transit operators and why they will not be connected to the event route.

Maximum Allowed: 1000 characters

Marketing and Outreach

44. Briefly describe the marketing strategy you will employ to encourage event participation from nearby jurisdictions and throughout the county. *Maximum allowed: 150 characters*

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

46. 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).

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

48. 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.