ATTACHMENT C

METRO ACTIVE TRANSPORT (MAT) PROGRAM
CYCLE 2 SOLICITATION

GENERAL PROVISIONS

Introduction
The Metro Active Transport, Transit and First/Last Mile (MAT) program is a multi-year discretionary program within Measure M. This Cycle 2 Program establishes goals, process, and criteria for the five-year cycle of the MAT Program for Fiscal Years 2026-2030.

Program Purpose and Goals
The overarching purpose of the MAT Program is to encourage increased use of active modes of transportation, such as biking and walking, and enhance pedestrian and bicycle safety. Specific Cycle 2 goals include:

- Advancing key Metro policies, with a focus on the Active Transportation Strategic Plan (ATSP), First/Last Mile (FLM) policy, and the Equity Platform Framework;
- Initiating implementation of projects in ATSP-identified first/last mile areas, active transportation corridors, and pedestrian districts;
- Jump-starting action on building active transportation networks and building momentum to deliver visible, tangible results;
- Encouraging, testing, and refining project partnerships and innovative delivery approaches; and
- Targeting investments in high-need areas.

A one-time special theme for this cycle is to provide funding support for critical active transportation investments that can be delivered in time for the 2028 Olympic and Paralympic Games through preferential consideration to projects in the Board-adopted 2028 Games Mobility Concept Plan (MCP).

Program Schedule
Table 1 lists the major milestones for the development and adoption of the Cycle 2 program.

Table 1: MAT Cycle 2 Schedule

#	Milestone	Date
1	MAT Program Project Solicitation	February 6, 2025
2	MAT Program Letters of Intent Due	April 7, 2025
3	**Metro Board Meeting** *Metro staff seek approval of programming recommendations and authorization to execute agreements with grantees.*	July 24, 2025
4	MAT Program Agreements/Project Initiation *Metro staff work with grantees to execute agreements and initiate projects.*	August, 2025

Programming Cycle
The MAT Program is a multi-year discretionary program, with a projected total of $857 million (2015 dollars) available through 2057. The second cycle of the MAT Program will commit and program funds for Fiscal Years 2026-2030 (Cycle 2), according to the process described in the

MAT Program Administrative Procedures and further delineated in this Cycle 2 program. The Measure M Ordinance, Guidelines and Administrative Procedures, as well as the specific MAT Program Administrative Procedures apply to this program, establishing definitions, eligible activities, and process. The programming capacity for the MAT Program for this time period is approximately $15 million per year, or $75 million over the full five-year period. Metro may commit funding for all or part of the programming capacity for each year of the programming period. Metro may update the project list, funding amounts for project phases, and timelines on an annual or semi-annual basis. Most projects are expected to expend programmed project phase funds within three years from the date funding agreements are fully executed for that phase. Exceptions will be made for Quick-Build projects that must be completed within 18 months of an executed Funding Agreement and for projects that elect to receive bonus points for being part of the MCP, which must be expended by FY 2028. Failure to expend funds as programmed will result in lapsing and Metro may rescind the award. 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.

Programmatic Categories

As detailed in the ATSP, and established in the MAT Program Administrative Procedures, the MAT Program will fund three major categories of activity:

- Development of a First/Last Mile priority network around major transit stations;
- Development of regionally significant pedestrian districts to support walkability and safety; and
- Development of a regional active transportation corridor priority network supporting travel by active modes countywide.

Funding Limits

The maximum award for any one project in the Active Transportation Corridor, First/Last Mile or Pedestrian District category is $10 million. The maximum award for any one project in the Quick-Build category is $1 million. For non-Quick-Build projects, applicants must indicate whether their project is scalable and, if so, what elements of the project the applicant would propose to remove from the scope and its impact on project efficacy. Because of limited funds, Metro may choose to award an amount less than what is requested if agreed to by the project sponsor. Metro may also choose to award funding for one or two phases of a project without committing funding to all phases.

Matching and Leveraging Funds

Because the award amount for Quick-Build projects is lower than that of non-Quick-Build projects, Metro will prioritize projects that include a funding match for construction and final design costs. A funding match is not considered part of the evaluation criteria for all other projects. However, project administrative support will be required from all jurisdictions for any project in the form of staff time and such costs will not be covered with MAT funds. While a specific funding match is not required at the time of application, project sponsors are responsible for completing the project by identifying additional funding should the cost of constructing it exceed the funding available. Metro may assist project sponsors to obtain additional funding through grant-seeking assistance on a case-by-case basis. If a project receives funding for construction from the MAT program, the project sponsor will need to cover any costs exceeding that funding. Metro will not make additional allocations of funding from Measure M funding to cover cost overruns.

Funding Restrictions
MAT funds shall not supplant other committed funds and are not available to fund cost increases on previously awarded projects. Projects that are already fully funded or projects that are a capital improvement required as a condition for private development approval or permits are not eligible for MAT Program funding.

Ownership, Maintenance and Liability
Project proposer/local jurisdiction agrees to own, maintain, and retain liability over all improvements delivered through the program, unless improvements are located on Metro property and Metro maintenance role is specifically agreed to.

Measure M Recognition Requirement
Projects and services funded by Measure M will publicly acknowledge the use of Measure M funds through websites, flyers, or other promotional and marketing materials. The form of recognition will be left to the discretion of Metro in consultation with the project sponsor.

Complete Streets Requirement
Project sponsors awarded funding through Cycle 2 must have an adopted Complete Streets Policy, an adopted City/County Resolution supporting Complete Streets, or an adopted General Plan consistent with the California Complete Streets Act of 2008 at the time they are awarded MAT funding. For more information and resources, please visit Metro's website: https://www.metro.net/about/complete-streets-trainings-amp-policy/.

ELIGIBILITY

Eligible Recipients
Cities, County of Los Angeles, and Caltrans are eligible to apply for funding through this program. Other transportation-related public joint powers authorities (JPAs) must be sponsored by one of the aforementioned public agencies. Joint applications are welcome but the lead applicant must be a public agency with jurisdiction over the development and maintenance of the infrastructure that is the subject of the grant.

Funding of Metro Activities
As described further below, Cycle 2 of the MAT Program may include significant Metro staff and contractor efforts, in partnership with project sponsors and other entities. Metro-led activities may vary by project as well as by phase within individual projects. Metro's efforts associated with MAT-funded projects will be funded through MAT Program funds, unless otherwise determined at Metro's sole discretion. The program of projects developed for Board approval will specify funding that is allocated to Metro staff time associated with the project as well as Metro consultant/contractor time associated with the project. Similarly, project funds to be granted to recipients, for both staff and consultant/contractor costs, will be specified in the program of projects.

Project Eligibility
Projects must be consistent with Metro's First/Last Mile Strategic Plan (2014) or Active Transportation Strategic Plan (2023).

First/Last Mile and Pedestrian District locations eligible for Cycle 2 funding are listed in Attachment A. These locations were identified and prioritized as part of the development of the Active Transportation Strategic Plan update using screening and prioritization criteria that took into account equity, safety, and mobility/connectivity factors. The First/Last Mile Priority Network defined in this program is consistent with Metro Board Motion 14.1 (May 2016). This motion directed first/last mile planning activities for the existing transit network, including Metro Rail, Busway, and Metrolink stations, as well as the top 100 ridership bus stops in the county. These categories collectively yield 609 station areas, which form the universe of eligible project locations for Cycle 2. Consistent with ATSP methodology, a station area is defined by a 300-foot buffer around the closest major intersection to the actual station or stop and is inclusive of adjacent (e.g. bus-to-rail transfer) stops. 81 Pedestrian Districts were also defined and prioritized in the ATSP. Projects in Pedestrian Districts will be evaluated using the same criteria as for First/Last Mile projects with a strong emphasis on improving safety.

Active transportation corridor projects eligible for Cycle 2 funding are also listed in Attachment A. These projects were also identified using screening and prioritization criteria that took into account equity, safety, and mobility/connectivity factors. The ATSP identified 743 corridor segments eligible for MAT funding. These projects were then prioritized using a variety of factors corresponding to equity, safety, and mobility/connectivity.

Generally, projects that were awarded MAT funding in a previous cycle are not eligible to receive additional funding from MAT Cycle 2. However, applicants may propose a new project within the same eligible project area if it includes new scope and project elements not part of the original award.

Eligible Project Expenditures and Limitations

MAT funds are eligible for planning, design and construction of capital projects on any public road or publicly owned bicycle or pedestrian pathway or trail. Projects shall not require the acquisition of significant rights-of-way (not more than 10% of the MAT-funded construction cost). Similarly, projects shall not use more than 10% of the MAT-funded project construction cost on utility relocation or landscaping elements. Examples of eligible project elements are listed in Table 2. The list is not intended to be exhaustive. Project sponsors should use the recommended design treatments detailed in the National Association of City Transportation Officials (NACTO) Bicycle Design Guide and/or Urban Street Design Guide and projects should be designed for use by individuals of all ages and abilities.

FLM projects must be constructed within a half-mile radius of the transit/rail station. Pedestrian District projects can be any project that addresses critical safety needs within ATSP-defined Pedestrian District areas.

Project elements or costs considered ineligible for MAT funding include but are not limited to non-infrastructure elements such as education, operational costs, and maintenance. Other non-eligible costs include road resurfacing or reconstruction, utility relocation work, traffic signal installation or modification for general purpose lanes for the benefit of motor vehicle travel. The aforementioned list is not intended to be exhaustive.

As Measure M active transportation funds are for design and construction of the capital project elements listed in Table 2 only, MAT-funded projects must lead to the construction of bike and/or pedestrian improvements. In its initial Cycle 2 programming action, Metro may choose to

initially fund earlier project phases of planning and design on some projects that seek funding for those phases without committing to additional funding for construction. Metro may add construction funds to those projects in a later year in its annual or semi-annual programming update. Applicants are required to identify the current status of the project and for which phases funding is being requested and must estimate the cost of construction of the project even if it is in the early planning phase.

Table 2: Examples of Eligible Project Elements

Bicycle Elements	Pedestrian Elements
Bicycle detection loops	Sidewalks
Rumble strips with consideration for bicyclists	Crosswalks
Bicycle-friendly drainage grates	High Visibility Crosswalks
Bicycle rails on bridges	ADA Compliant Curb Ramps
Bicycle-friendly track crossings	Pedestrian-activated control devices (PCS, APS)
Bike boxes	Crossing islands
Bike parking	Curb bulb-outs/extensions
Class I, II, III, IV bike paths	Leading pedestrian interval
Green colored pavement for bikeways	Accommodating pedestrians at interchanges
Bike signals/bicycle signal priority	Pedestrian wayfinding/signage
Roundabouts	Bridge access for pedestrians
Accommodating bicyclists at interchanges	Overpass/underpass for pedestrians
Bicycle signage	Street furniture/seating
Bridge access for bicyclists	Pedestrian scale lighting
Overpass/underpass for bicyclists	Landscaped areas (including trees)
Transit Related Elements*	**Traffic Calming Elements**
Bus pull out or bulb	Speed humps
Transit stop improvements	Speed cushions
Transit shelters	Speed tables
Boarding islands	Raised crosswalks
Transit signage	Median islands
Transit traveler information	Traffic circles

*Transit Related Elements eligible only in FLM program category

PROGRAMMATIC CATEGORIES

ACTIVE TRANSPORTATION CORRIDORS

Program Objectives

Objectives specific to active transportation corridors include:

- Supporting the expansion of the active transportation network through the creation of multi-jurisdictional corridors;
- Encouraging new or strengthened partnerships across jurisdictional boundaries; and

- Advancing projects that can effectively compete for additional funding for future phases of work.

Project Proposers

The Project Proposer should be the eligible recipient with most direct authority to implement the improvements contemplated by the project (typically a local jurisdiction with ownership/authority of the public right-of-way to be improved). At time of application, the project proposer agrees and certifies their ability and willingness to carry out the project improvements (noting optional roles for Metro described later), agrees that any necessary reviews, permit processes, or other discretionary functions will be streamlined to the greatest extent possible, and that key project milestones will be met including completion of each project phase including planning and engagement, design, and construction completion/installation of improvements and initiation of operation in accordance with the terms established in Cycle 2 and the project scope. Timely use of funds provisions are described further below. Given the emphasis of Cycle 2 on rapid deployment of improvements, these provisions will be strictly enforced. If projects are not ready to begin in 2025, project sponsors are encouraged to apply to future cycles.

For multi-jurisdictional projects, a single jurisdiction must be identified as the lead entity at the time an LOI is submitted. The lead entity has primary responsibility for project delivery and compliance with the terms of the program. Support for the project as proposed is required from all jurisdictions. All project partners shall have direct authority to implement the improvements contemplated by the project in their particular jurisdiction (e.g., ownership of the public right-of-way). Metro encourages multi-jurisdictional corridor projects and project sponsors will need to submit evidence of partnership between multiple jurisdictions with the LOI through letters of commitment that defines roles and responsibilities between all partners. Prior to entering into a Funding Agreement for any multi-jurisdictional projects, the jurisdictions must demonstrate an agreement between partnering jurisdictions describing roles, responsibility and coordination for the project.

The Project Proposer will identify and commit a specific project liaison/coordinator or project manager who is responsible for coordinating among functional departments or groups within the jurisdiction and serves as a single point of contact for Metro. The proposal shall describe the decision-making authority of the project manager, with the expectation that they are able to make decisions regarding the delivery of the project and that they are able to confer directly with elected and other decision makers as needed. MAT funds will not cover the cost of staff time for the project liaison/coordinator or project manager or their staff. For multi-jurisdictional projects, project support will be required from all jurisdictions along a corridor in the form of an in-kind match of staff time, which will not be covered with MAT funds. Each additional jurisdiction shall identify and commit its own specific project liaison/coordinator or project manager/project manager who is responsible for working with Metro and other jurisdictions to implement the project. This requirement applies to all entities with ROW control for the project, including special districts, utilities, and other non-municipal entities as applicable. Any changes to the project liaisons/coordinators must be conveyed to Metro within 60 days.

Metro encourages project sponsors to partner with community-based organizations (CBO), and other stakeholder groups to assist with project implementation. CBO participation is particularly important during the planning phase of the project. The project budget should include the

activities of CBOs and identified CBOs should demonstrate their commitment to partner on delivering the project through a letter of commitment.

To the extent that program funds are granted to project sponsors, funding is made available through a project Funding Agreement, carrying specific requirements for adherence to law, regulation and policy. For active transportation corridor projects, Funding Agreements will be executed or amended in advance of each phase of the project that is covered under the grant: a) planning, preliminary engineering and community engagement; b) final design; and c) construction phases. Where project sponsors are requesting technical assistance in planning, preliminary engineering and community engagement, Metro will enter into Cooperative Agreements or Memorandums of Understanding with project sponsors to specify roles and responsibilities for the project.

Metro's Role

Metro, in addition to overseeing the MAT Program and serving as grantor, may support individual project development and delivery in a number of ways. At the time of solicitation, Project Proposers may request Metro to be involved in the project according to the menu below. It should be clearly understood that while Project Proposers may suggest a Metro role at the time of submittal, Metro's commitment to any of the functions below is subject to project-specific discussion and determination in the project development phase. Note: Any Metro activities associated with a MAT funded project will be fully paid for as part of the MAT Program project award, unless otherwise determined at Metro's sole discretion. Projects must apply for project delivery assistance through project design as part of their Letter of Interest and indicate the need for assistance and requested delivery assistance model.

Metro roles may, in partnership with a Project Proposer, include:

- Project scoping – includes location-specific study, community engagement, feasibility review and other activities resulting in a defined scope, specific improvements to be delivered, and budget for the project.
- Environmental review – includes any required environmental study, documentation, and public review to comply with applicable law and regulation, as applicable.
- Design and engineering – includes preparation of project design drawings and construction documents suitable to develop a refined budget and secure permits.

Project Development and Delivery

Applications for eligible projects may be for the a) construction phase only, or b) the design engineering (PS&E) phase and construction phase, or c) for all phases of project development including project scoping, engagement and environmental review. To be considered for construction or PS&E phases, applicants must demonstrate in the LOI that the project will have completed the work of the prior phase before July 2025. Applicants seeking funding for projects for all phases of work may request technical assistance from Metro to lead the project scoping and environmental review, and/or design and engineering phases of the project in close cooperation with the project sponsors.

Metro will allocate funding to the lead project sponsor for each phase of the project according to the established scope and budget defined in a funding agreement or cooperative agreement executed before the end of calendar year 2025. Project sponsors must complete the project within the timeline described in Table 3. Projects only requesting funding for construction are expected

to complete the project within 3 years, and projects receiving credit for being on the MCP must complete construction by FY2028.

Table 3: Project Delivery Timeline Requirements*

Phase	Maximum Time to Complete Project Phase**	Cumulative Project Timeline*	Programming Years
Planning/Environmental	18 Months	18 Months	FY 2026
Design Engineering (PS&E)/ ROW Acquisition	18 Months	36 Months	FY 2026-FY 2028
Construction***	24 Months	60 Months	FY 2027-FY 2030

* Projects receiving credit for being on the MCP must complete construction by the end of FY2028
**Months denote total time within the program years.
***Projects funded through the Quick-Build Category must be completed within 18 months of an executed Funding Agreement.

Projects for which MAT funds will be allocated will be expected to result in a complete work product or deliverable. Table 4 identifies the products expected.

Table 4: Expected Work Products/Deliverables by Phase

Phase	Expected Work Product/Deliverable
Planning/Environmental	15% design package, detailed rough order of magnitude cost estimates, and project report
Design Engineering (PS&E)/ Right-of-Way (ROW) Acquisition	Final design package including contract documents; environmental documentation as applicable
Construction	Constructed improvement

Even if a project is at an early stage, applicants must develop as detailed a cost estimate for design and construction as is feasible considering likely project components based on the objectives of the project. Metro will review these estimates for all selected projects and make refinements as necessary in cooperation with project sponsors. In the first year of the Cycle 2 program, Metro will program funding for the first phase of project development as well as conditional approval to fund subsequent phases, which will be programmed at the conclusion of each phase as defined in the funding agreement. Changes to the scope and/or funds for the construction phase of each project will need to be approved by the Metro Board of Directors during the MAT Program Annual Update. Projects that do not change will not require additional Board approval to program the construction phase of the project. Minor scope changes may be allowed without Board approval if they would still result in a project that meets the intent of the originally awarded project scope of work, including the defined project limits. Projects that have not completed PS&E by the end of FY 2029 will be deobligated and not receive a construction grant award and

those funds may be used to fund other selected projects. Projects that are only for the construction phase must request allocation of funds for construction by the end of FY 2029 or their funds will be deobligated and may be used to fund other projects. Projects that elect to receive additional points for being on the MCP must complete construction by FY 2028 or their funds will be deobligated.

If the cost estimate of the 15% design package that is the result of the first phase of project development is higher than what was originally set aside for the construction phase, Metro will only program the Board approved PS&E phase. Metro will work with project sponsors to identify additional funding, including but not limited to providing grant assistance in seeking State Active Transportation Program (ATP) and other competitive grants should additional funding be necessary to complete the project. Additional funding from the MAT Program may only be made to selected projects should sufficient funding be available because of lapsed projects (see previous paragraph), subject to Board approval.

Letters of Interest

Project sponsors invited to submit an LOI will be required to include the following information in their submission:

1. Lead Project Sponsor Contact Information.
2. Any Additional Project Sponsors - Contact Information.
3. Project Details and Description, including: project name; project location and extents; phase of project delivery, project scope, including improvements/components; and any anticipated project goals, objectives, outcomes, and deliverables, and requested project phase funding.
4. MCP (Bonus Points). The proposal clearly demonstrates that the proposed project is identified within the Mobility Concept Plan (MCP) and is strategically important to increasing accessibility, improving connectivity, and prioritizing safety for users walking, biking, or rolling for Games-related purposes.
5. Demonstration of Need and Benefits. The proposal provides a clear description of the project location, extent, and characteristics affecting safety and access for transit riders. The proposal also clearly describes the intent of proposed improvements, and provides an effective solution to the project objectives along with a generalized description of likely project elements pending the project development phase.
6. Project Delivery Assurances, Funding Plan and Schedule. The proposal describes any likely and/or necessary review, approvals, and permit processes, along with a description of steps and assurances to streamline processes. The proposal describes an overall schedule along with a realistic description of how the schedule can be met and what steps will be taken to mitigate schedule impacts of any unforeseen circumstances. The proposal describes whether it is part of an existing funded project or plan that a jurisdiction wants to extend or enhance.
7. Stakeholder Support and Project Partners. The proposal demonstrates community support. The proposal provides evidence of support from key decision makers and stakeholders. Proposal includes committed and innovative partnerships with thoughtful description of intended partner roles and responsibilities; including Community-Based Organization (CBO) partnerships. If applicant has not completed planning work, it is expected to partner with a CBO. If an applicant is applying for construction, it is encouraged that applicant describes past or future collaborations with a CBO.
8. Alignment with Existing Plans and Projects The project complements other investments in the project area and is one part of a larger project or program. The proposed project's

inclusion in or consistency with an adopted plan shows evidence of support and commitment.

9. Other Factors. "Other factors" considers several factors related to the proposal's quality. Overall, this section seeks to ask if there are other considerations as to why the project/project location is particularly compelling or valuable per the program goals and objectives.

All proposals will also need to submit letters of commitment from the applicant and all project partners, a project budget, and project delivery schedule.

Screening and selection criteria are further described in Attachment B and K.

LOI submittals, including all required elements, are due to Metro before 5 p.m. PST on April 7 2025. LOIs shall be submitted electronically to MATProgram@metro.net.

Prior to entering into any agreement to initiate the project (Cooperative Agreement, Memorandum of Understanding, or Funding Agreement), project sponsors will be required to provide evidence of demonstrated support of governing bodies (e.g., resolutions, City Manager letters of support, funding commitments) with authority for public realm and right-of-way affected by the project agreeing to carry out the project as proposed, and further agreeing to terms as established in the program Administrative Procedures and this cycle program.

FIRST/LAST MILE AREAS AND PEDESTRIAN DISTRICTS

Program Objectives

Objectives specific to First/Last Mile projects include:

- Seeding projects at a readily deployable scale to demonstrate results quickly;
- Focusing efforts on the existing transit network, prioritizing safety and equity;
- Testing specific planning and design concepts including those embedded in Metro's Transfers Design Guide (others including National Association of City Transportation Officials (NACTO) complete streets, and NACTO micromobility), and leveraging a suite of public and private opportunities to improve access to transit and deliver outstanding trip experiences for all users of a multi-modal transportation system;
- Fostering new partnerships and collaboration opportunities with local jurisdictions, JPAs, non-profits, community-based organizations, and the business community in project visioning, permit expediting, construction and long-term maintenance; and
- Building momentum and prompting opportunities for projects to compete for additional funding for future phases of work.
- Prioritizing community needs through partnerships with CBOs and community outreach

Project Proposer

The Project Proposer should be the eligible recipient with most direct authority to implement the improvements contemplated by the project (typically a local jurisdiction with ownership/authority of the public right-of-way to be improved). At time of application, the project proposer agrees and certifies their ability and willingness to carry out the project improvements (noting optional roles for Metro spelled out below), agrees that any necessary

reviews, permit processes, or other discretionary functions will be streamlined to the greatest extent possible, and that key project milestones will be met including completion of each project phase including planning and engagement, design, construction completion/installation of improvements and initiation of operation in accordance with the terms established in Cycle 2 and the project scope. Timely use of funds provisions are described further below. Given the emphasis of Cycle 2 on rapid deployment of improvements, these provisions will be strictly enforced. If projects are not ready to begin in July 2025, project sponsors are encouraged to apply to future cycles.

The Project Proposer will identify and commit a specific project liaison/coordinator or project manager who is responsible for coordinating among functional departments or groups within the jurisdiction and serves as a single point of contact for Metro. The proposal shall describe the decision-making authority of the liaison/coordinator, with the expectation that they are able to make decisions regarding the delivery of the project and that they are able to confer directly with elected and other decision makers as needed. Any changes to the project liaison/coordinator or project manager must be conveyed to Metro within 60 days.

To the extent that the eligible project location includes multiple jurisdictions, a single jurisdiction must be identified as the lead entity at the time an LOI is submitted. The lead entity has primary responsibility for project delivery and compliance with the terms of the program. Support for the project as proposed is required from all jurisdictions. Prior to entering into a Funding Agreement for the construction phase of any multi-jurisdictional projects, the jurisdictions must demonstrate an agreement between partnering jurisdictions describing roles, responsibility and coordination for the project.

Metro encourages project sponsors to partner with CBOs and other stakeholder groups to assist with project implementation. CBO partnerships are expected for the planning phase. The project budget should include the activities of CBOs and identified CBOs should demonstrate their commitment to partner on delivering the project through a letter of commitment.

To the extent that program funds are granted to the project proposer, funding is made available through a project Funding Agreement, carrying specific requirements for adherence to law, regulation and policy. Where project sponsors are requesting technical assistance in planning, preliminary engineering and community engagement, Metro will enter into a Cooperative Agreement or Memorandum of Understanding with project sponsors to specify roles and responsibilities for the project.

Metro Role

Metro, in addition to overseeing the MAT Program and serving as grantor, may support individual project development and delivery in a number of ways. At the time of solicitation, Project Proposers may request Metro to be involved in the project according to the menu below. It should be clearly understood that while Project Proposers may suggest a Metro role at the time of submittal, Metro's commitment to any of the functions below is subject to project-specific discussion and determination in the project development phase. Note: Any Metro activities associated with a MAT-funded project will be fully paid for as part of the MAT Program project award, unless otherwise determined at Metro's sole discretion. Projects must apply for project delivery assistance through project design as part of their Letter of Interest and indicate the need for assistance and requested delivery assistance model.

Metro roles may, in partnership with a Project Proposer, include:

- Project scoping and community engagement– includes location-specific study, community engagement, feasibility review and other activities resulting in a defined scope, specific improvements to be delivered, and budget for the project.
- Environmental review – as applicable, includes any required environmental study, documentation, and public review to comply with applicable law and regulation.
- Design and engineering – includes preparation of project design drawings and construction documents suitable to develop a refined budget and secure permits.

As a complement to proposed project improvements, Metro intends to leverage other ongoing initiatives on Metro Property and right-of-way in the vicinity of the eligible project locations, to improve customer safety, comfort and overall transit journey, with particular emphasis on the transfer experience. All complementary components will be considered to the extent feasible as determined by Metro, but may include any number of multi-mobility, traveler convenience and information, and safety/security enhancements.

Project Development and Delivery

Applications for eligible projects may be for the a) construction phase only, or b) the design engineering (PS&E) phase and construction phase, or c) for all phases of project development including project scoping, engagement and environmental review. To be considered for construction or PS&E phases, applicants must demonstrate in the LOI that the project will have completed the work of the prior phase before project funds are programmed. Projects for construction grants that show substantial completion of the prior phases will be prioritized. Applicants seeking funding for projects for all phases of work may request technical assistance from Metro to lead the project scoping and environmental review, and/or design and engineering phases of the project in close cooperation with the project sponsors.

Metro will allocate funding to the lead project sponsor for each phase of the project according to the established scope and budget defined in a funding agreement or cooperative agreement. Project sponsors must complete the project within the timeline described in Table 3 with a cumulative timeline no longer than 5 years. Projects only requesting funding for construction are expected to complete the project within 3 years of an executed funding agreement, and projects receiving credit for being on the MCP must complete construction by FY2028.

Table 3: Project Delivery Timeline Minimum Requirements*

Phase	Maximum Time to Complete Project Phase**	Cumulative Project Timeline*	Programming Years
Planning/Environmental	18 Months	18 Months	FY 2026
Design Engineering (PS&E)/ ROW Acquisition	18 Months	36 Months	FY 2026-FY 2028
Construction***	24 Months	60 Months	FY 2027-FY 2030

* Projects receiving credit for being on the MCP must complete construction by the end of FY2028

**Months denote total time within the program years.

***Projects funded through the Quick-Build Category must be completed within 18 months of an executed Funding Agreement.

Projects for which MAT funds will be allocated will be expected to result in a complete work product or deliverable. Table 4 identifies the products expected.

Table 4: Expected Work Products/Deliverables by Phase

Phase	Expected Work Product/Deliverable
Project Scoping, Community Engagement and Environmental Review	15% design package, community engagement, detailed rough order of magnitude cost
Design Engineering (PS&E)/ROW Acquisition	Final design package including contract documents; environmental documentation as applicable
Construction	Constructed improvement

Even if a project is at an early stage, applicants must develop as detailed a cost estimate for design and construction as is feasible considering likely project components based on the objectives of the project. Metro will review these estimates for all selected projects and make refinements as necessary in cooperation with project sponsors. In the first year of the Cycle 2 program, Metro will program funding for the first phase of project development as well as conditional approval to fund subsequent phases, which will be programmed at the conclusion of each phase as defined in the funding agreement. Changes to the scope and/or funds for the construction phase of each project will need to be approved by the Metro Board of Directors during the MAT Program Annual Update. Projects that do not change will not require additional Board approval to program the construction phase of the project. Minor scope changes may be allowed without Board approval if they would still result in a project that meets the intent of the originally-awarded project scope of work, including the defined project limits. Projects that have not completed PS&E by FY 2029 will be deobligated and not receive a construction grant award and those funds may be used to fund other projects. Projects that are only for the construction phase must request allocation of funds for construction by the end of FY 2029 or the funds will be deobligated and may be used to fund other projects. Projects that elect to receive additional points for being on the MCP must complete construction by FY 2028 or the funds will be deobligated.

If the cost estimate of the 15% design package that is the result of the first phase of project development is higher than what was originally set aside for the construction phase, Metro will only program the Board approved PS&E phase. Metro will work with project sponsors to identify additional funding, including but not limited to providing grant assistance in seeking State Active Transportation Program (ATP) and other competitive grants should additional funding be necessary to complete the project. Additional funding from the MAT Program may only be made to selected projects should sufficient funding be available because of lapsed projects (see previous paragraph), subject to Board approval.

Letter of Interest

METRO ACTIVE TRANSPORT (MAT) PROGRAM
CYCLE 2 SOLICITATION

Project sponsors invited to submit an LOI (Attachment C-E) will be required to include the following information in their submission:

1. Lead Project Sponsor Contact Information.
2. Any Additional Project Sponsors - Contact Information.
3. Project Details and Description, including: project name; project location and extents; phase of project delivery, project scope, including improvements/components; and any anticipated project goals, objectives, outcomes, and deliverables, and requested project phase funding.
4. MCP (Bonus Points). Proposal demonstrates whether the project is identified within the Mobility Concept Plan (MCP) and is strategically important to increasing accessibility, improving connectivity, and prioritizing safety for users of walking, biking, or rolling for Games-related purposes.
5. Demonstration of Need and Benefits. In this section the proposal provides a clear description of the project location, extent, and characteristics affecting safety and access for transit riders. The proposal also clearly describes the intent of proposed improvements and provides an effective solution to the project objectives along with a generalized description of likely project elements pending the project development phase.
6. Project Delivery Assurances, Funding Plan and Schedule. In this section the proposal describes any likely and/or necessary review, approvals, and permit processes, along with a description of steps and assurances to streamline processes. Proposal describes an overall schedule along with a realistic description of how the schedule can be met and what steps will be taken to mitigate schedule impacts of any unforeseen circumstances. Proposal describes whether it is part of an existing funded project or plan that a jurisdiction wants to extend or enhance.
7. Stakeholder Support and Community Engagement. The proposal demonstrates community support. Proposal provides evidence of support from key decision makers and stakeholders. Proposal includes committed and innovative partnerships with thoughtful description of intended partner roles and responsibilities.
8. Alignment with Existing Plans and Projects. The proposal complements other investments in the project area and is one part of a larger project or program. The proposed project's inclusion in or consistency with an adopted plan shows evidence of support and commitment.
9. Other Factors. "Other factors" considers several factors related to the proposal's quality. Overall, this section seeks to ask if there are other considerations as to why the project/project location is particularly compelling or valuable per the program goals and objectives.

All proposals will also need to submit letters of commitment from the applicant and all project partners, a project budget, and project delivery schedule.

Screening and selection criteria are further described in Attachment B and K.

LOI submittals, including all required elements, are due to Metro before 5 p.m. on April 7, 2025. LOIs shall be submitted electronically to MATProgram@metro.net.

Prior to entering into a Funding Agreement, project sponsors will be required to provide evidence of demonstrated support of governing bodies (e.g., resolutions, City Manager letters of support, funding commitments) with authority for public realm and right-of-way affected by the project

agreeing to carry out the project as proposed, and further agreeing to terms as established in the program Administrative Procedures and this cycle program.

QUICK-BUILD CATEGORY

Program Objectives

- Quickly construct improvements addressing critical safety needs in FLM Areas, Pedestrian Districts or Active Transportation Corridors
- Implement Vision Zero or Street Safety Action Plans

Project Eligibility

Projects eligible for the Quick-Build category must be located in one of the three categories of project areas identified in the ATSP (FLM Areas, Pedestrian Districts, Active Transportation Corridors). Projects must have completed design and be ready to construct at the time of entering a funding agreement by July 2025. Projects must be delivered within 18 months of an executed funding agreement. It is anticipated that projects selected for Quick-Build awards will be constructed no later than June 2027.

All project elements eligible for the regular program categories are eligible as capital expenses for Quick-Build projects. Projects must consist of the construction and installation of durable materials. While the materials can change after implementation, projects funded with MAT Program funding must be permanent. Metro will not fund pilot projects. MAT funding is limited to the construction phase of the project only.

Unique to the Quick-Build category, projects will receive additional credit if project sponsors provide a non-MAT match equal to or greater than 50% of the total project cost. The maximum MAT funding award for any individual Quick-Build project is $1 million. For a project to receive the maximum award, the total project cost must be equal to or greater than $2 million.

Project Proposer

The Project Proposer should be the eligible recipient with most direct authority to implement the improvements contemplated by the project (typically a local jurisdiction with ownership/authority of the public right-of-way to be improved). At time of application, the project proposer agrees and certifies their ability and willingness to carry out the project improvements (noting optional roles for Metro spelled out below), agrees that any necessary reviews, permit processes, or other discretionary functions will be streamlined to the greatest extent possible, Timely use of funds provisions are described further below. Given the emphasis of Cycle 2 on rapid deployment of improvements, these provisions will be strictly enforced. If projects cannot be completed by June 2027, project sponsors are encouraged to apply to future cycles or through the other programmatic categories.

The Project Proposer will identify and commit a specific project liaison/coordinator or project manager who is responsible for coordinating among functional departments or groups within the jurisdiction and serves as a single point of contact for Metro. The proposal shall describe the decision-making authority of the liaison/coordinator, with the expectation that they are able to make decisions regarding the delivery of the project and that they are able to confer directly with

elected and other decision makers as needed. Any changes to the project liaison/coordinator or project manager must be conveyed to Metro within 60 days.

To the extent that program funds are granted to the project proposer, funding is made available through a project Funding Agreement, carrying specific requirements for adherence to law, regulation and policy.

Project Development and Delivery

Following selection, Metro will enter into a Funding Agreement with the project sponsor that will describe specific requirements. This agreement will include a requirement to complete construction of the project within 18 months of execution. Execution of a funding agreement must be completed no later than December 31, 2025. Project sponsors must submit evidence of project readiness including design documents and detailed cost estimates at the time of application and a schedule for carrying out the constructed project. If an applicant intends to contract the construction work, the project should be advertised for bidding no later than three months after the execution of the funding agreement. Applicants may also use their own staff resources to construct the project and should describe the process for scheduling that work in the application. If the project is not complete at 18 months after execution of the Funding Agreement, the funds will be deobligated and made available to other projects upon Board approval. Projects that elect to receive additional points for being on the MCP must complete construction by FY 2028 or their funds will be deobligated.

Letter of Interest

Project sponsors invited to submit an LOI (Attachment C-E) will be required to include the following information in their submission:

1. Lead Project Sponsor Contact Information.
2. Any Additional Project Sponsors - Contact Information.
3. Project Details and Description, including: project name; project location and extents; phase of project delivery, project scope, including improvements/components; and any anticipated project goals, objectives, outcomes, and deliverables, and requested project phase funding.
4. MCP (Bonus Points). Proposal demonstrates whether the project is identified within the Mobility Concept Plan (MCP) and is strategically important to increasing accessibility, improving connectivity, and prioritizing safety for users of walking, biking, or rolling for Games-related purposes.
5. Local Match. A local match is not required but projects with local match will be prioritized. Local contribution of 50% or more of the total project cost will receive all points in this criterion with reduced points for lower match amounts.
6. Safety. The proposal provides a clear description of the project location, extent, and characteristics affecting safety, and access for transit riders. The proposal also clearly describe the intent of the proposed improvements, and provides an effective solution to the project objectives.
7. Project Delivery. The proposal describes the materials to be used for construction and how they will be procured and any and/or necessary review, approvals, and permit processes, along with a description of steps and assurances to streamline processes. Proposal describes an overall schedule that can be met and what steps will be taken to mitigate schedule impacts of any unforeseen circumstances. The project has or will have secured all necessary ROW by the time of award.

8. Stakeholder Support and Community Engagement. The proposal demonstrates community support. Proposal provides evidence of support from key decision makers and stakeholders. Proposal describes community engagement that has informed the project any CBOs that were included as part of that process.

All proposals will also need to submit letters of commitment from the applicant and all project partners, a project budget, and project delivery schedule.

LOI submittals, including all required elements, are due to Metro before 5 p.m. on April 7, 2025. LOIs shall be submitted electronically to MATProgram@metro.net.

Selection criteria are further described in Attachment B and K.

Prior to entering into a Funding Agreement, project sponsors will be required to provide evidence of demonstrated support of governing bodies (e.g., resolutions, City Manager letters of support, funding commitments) with authority for public realm and right-of-way affected by the project agreeing to carry out the project as proposed, and further agreeing to terms as established in the program Administrative Procedures and this cycle program.

Selection Process:

Each LOI will be evaluated and scored by a panel of at least three (3) people. A proposed list of selected projects will be presented to the Board according to the program schedule above for approval.

PROJECT AND PROGRAM EVALUATION

Project Evaluation/Reporting Requirements

Ongoing Project Reporting

Project sponsors will submit Quarterly Progress Reports within 60 days after the close of each quarter on the last day of the months of November, February, May and August. Annually with the 4th quarter Progress Report, project sponsors also will submit photos of key components and milestones demonstrating project progress or completion.

Project Closeout Reporting

Metro will require all project sponsors to establish project goals and to identify basic performance indicators (refer to Performance Metrics at the Project Level in the ATSP) to be collected in order to measure the effectiveness of the projects. Project sponsors will be asked to collect and submit data and an overall report to Metro upon completion of the project. Evaluations will need to be completed before and after projects are constructed. The costs for project evaluation shall be included in the project budget. At minimum, projects will be evaluated for their effectiveness in improving pedestrian and bicyclist safety and enhancing connectivity and mobility. Additionally, projects will be evaluated against the specific goals and objectives established in this program, including those related to innovative partnership and project delivery. Examples of the methods of evaluation are detailed below.

- Safety: Projects will aim to reduce the occurrence and severity of vehicle-pedestrian and vehicle-bicyclist crashes. Progress towards this goal can be measured by evaluating collisions and the details surrounding them, including where they occurred, when they

occurred, who was involved, and what precipitating actions took place. Progress towards this goal also can be evaluated qualitatively through user interface surveys (e.g., assessing perceived safety of walking and bicycling). Resources: Transportation Injury Mapping System (TIMS) and Statewide Integrated Traffic Records System (SWITRS).

- Connectivity/Mobility: Projects will aim to increase the number and percent of people walking or bicycling, and/or accessing transit on foot or bike. Progress towards this goal can be measured by counting the number of pedestrians and bicyclists using the constructed facilities. Bicycle and pedestrian counts should be 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. Bicycle and pedestrian count data should be uploaded to the SCAG/Metro Bike Count Data Clearinghouse. Progress towards this goal also can be measured by counting the number of households within a quarter-mile of a low-stress bicycle facility, the number of jobs within a quarter-mile of a low-stress bicycle facility, and the number of destinations (e.g., schools, medical centers, parks, etc.) within a quarter-mile of a low-stress bicycle facility. Progress towards this goal also can be evaluated qualitatively through user interface surveys.

- Project Partnerships and Delivery Approaches: Cycle 2 places a strong emphasis on innovative/experimental project partnerships and delivery. This priority can be evaluated through the assessment of project delivery timelines, as well as compiling and analyzing qualitative input from project sponsors and participants.

Program Evaluation Process and Metrics

Metro staff will deliver an annual Program Evaluation Report to the Measure M Independent Taxpayer Oversight Committee on progress in accomplishing program objectives. Metro staff will evaluate the program in terms of its ability to achieve the program's goals, as described above.

Metro staff also will evaluate the program's timely use of funds. The report will include a summary of program activities relative to the administration of MAT, including projects programmed, projects allocated, projects completed to-date by project type, projects completed to-date by geographic distribution, and projects completed to-date by benefit to disadvantaged communities.

PUBLIC PARTICIPATION

Requirements for Project Sponsors

Project-Specific Public Participation Plan (PPP)

As part of the project development phase, recipients will develop a project-specific PPP (Attachment H), which will demonstrate an inclusive and extensive outreach process and is representative of a wide variety of stakeholders. The PPP shall be comprehensive, with a description of the full range of participatory activities, including, but not limited to the following:

- Overall strategic vision;
- Schedule;
- Anticipated audiences;
- Roles and responsibilities of project partners;
- Potential local partners (e.g., community-based organizations);
- Event type (e.g., workshops, focus groups, surveys, telephone calls); and

- Format for soliciting input.

The Plan will ensure projects are vetted and supported by the community through a robust and credible process. The Plan will identify specific touch-points and opportunities for the public to provide input to help shape the project. The Plan will further delineate how public participation is to be documented.

For projects led by Metro, the Public Participation Plan will be developed in collaboration with the project team, inclusive of all project partners with roles and responsibilities clearly delineated in the Plan.

Application Documentation
It is not expected that project sponsors will have engaged in broad based outreach at the time of submission. To the extent that there may have been prior public, stakeholder involvement, and/or established partnerships, project sponsors must provide evidence within the LOI submittal pursuant to the project readiness requirements.

PROJECT READINESS

At the time of LOI submittal, all proposed projects will be evaluated for their demonstrated readiness to begin the work and ability to complete the project, noting that, with the exception of Quick-Build category projects, projects requesting funding only for construction, or projects receiving credit for being on the MCP, it is not required for Cycle 2 MAT projects to have completed prior planning work at the time of solicitation. Any known impediments to completing the project will be taken into consideration, including, but not limited to, failure to provide evidence of necessary inter- and/or intra-agency coordination, issues with community support, anticipated issues with securing approvals for work relating to right-of-way acquisition and utility relocation, or any pending or threatened litigation.

Prior to the execution of a Cooperative Agreement, Memorandum of Understanding (MOU), or Funding Agreement (FA), project sponsors will be required to provide certification that any 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 at the time the funds are needed.

Programming of MAT funds for project phase work will be contingent on evidence of prior phase completion (Table 5). Exceptions will be considered on a case-by-case basis. Note: No prerequisite work is required for programming for work on the project initiation phase, including location-specific studies, community engagement, feasibility reviews and other activities resulting in a refined scope, specific improvements to be delivered, and budget for the project. If an application is for only the construction phase or for the final design and construction phases, evidence of completion of scoping, planning, and conceptual engineering must be provided with the application.

Table 5: Milestones for Allocation

Phase	Prerequisite Milestone(s) for Allocation
Planning/Environmental Review	None
Design Engineering (PS&E)/ROW Aquisition	Inclusion in 5-Year Program of Projects (if applicable) Conceptual Engineering Report
Construction	Inclusion in 5-Year Program of Projects (if applicable) Approved environmental document ROW certification (if applicable) 100% PS&E All applicable permits

TIMELY USE OF FUNDS

MAT funds will be programmed on a phase-by-phase basis (vs. for the project in its entirety).

Project sponsors must demonstrate timely use of funds and effective implementation of each project phase by:

- Executing an Agreement or Funding Agreement (FA) within 60 days of receiving formal transmittal of the Agreement or FA from Metro.
- Meeting the project milestone and deliverable due dates as stated in the project schedule and budget, and scope of work.
- Timely submitting of the quarterly progress/expense reports.
- Procuring contract/consultant to complete project phase scope of work within six months of Agreement or FA execution with Metro.
- Expending at least a portion of MAT funds within 12 months of the date of Agreement or FA execution. Use of funds includes issuance of an award of a consultant contract, or encumbrance of staff labor charges by project sponsor.
- Expending all project phase funds granted within 36 months from the date the Agreement or FA was fully executed.

For projects or project phases led by Metro, project sponsors are required to ensure that they will facilitate timely implementation by adhering to the following milestones:

- Executing a Cooperative Agreement or MOU within 60 days of receiving formal transmittal of the Cooperative Agreement or MOU from Metro.
- Maintaining a staff liaison and adequate staff capacity as described in the project proposal and MOU.
- Adhering to any other terms in the MOU.

Failure to comply with these requirements may result in deobligation of project funding.

A sample project timeline is included in Table 6. This timeline represents Metro's expectation of project sponsors of capital projects using funds in a timely manner. Table 3 includes the maximum amount of time that Metro will allow to complete project phases and is 2 years longer than this timeline.

Table 6: Sample Project Timeline

Phase	Duration	
Planning/Conceptual Engineering/Environmental Studies (if applicable)	12	months
ROW Activities/Acquisition		
Design Engineering	6	months
Advertise Construction	1	months
Award Construction Contract	5	months
Construction	12	months
	36	months

If a project is inactive (no expenditures for 12 months for a project phase from the date of Agreement or FA execution), projects may have their funds deobligated and reprogrammed to another project in the appropriate programmatic category in the current cycle (i.e., First/Last Mile, Pedestrian Districts, and Active Transportation Corridors). Additionally, if a project has not met the minimum timeline requirements stated in Table 3, its funds may be deobligated. Projects experiencing deobligation may compete in future MAT funding cycles or they may pursue alternative funding sources. Deobligated funds may be reprogrammed to support the unfunded construction phase of a project that has received funding for pre-construction activities.

Metro may extend the deadlines for expenditures of funds if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and will in no event be for more than 20 months per project phase. No deadline may be extended more than once for each project phase.

It is imperative to the success of the MAT program that project sponsors work with Metro representatives in a cooperative process. It is the project sponsor's responsibility to keep Metro apprised of significant issues affecting project delivery and costs. Ongoing communication resolves issues, facilitates compliance with Metro policies and contributes greatly toward ensuring that adequate funds will be available when they are needed.

ATTACHMENTS

- Attachment A: Project List (Active Transportation Strategic Plan) including MCP Projects
- Attachment B: ATSP Screening and Prioritization Methodology and Selection Criteria
- Attachment C: Letter of Interest Form I – First/Last Mile and Pedestrian District
- Attachment D: Letter of Interest Form II – Active Transportation Corridor

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- Attachment E: Letter of Interest Form III – Quick-Build
- Attachment F: Bicycle Facility Design Guide (NACTO)
- Attachment G: Sample Complete Streets Self-Certification Form (only required if awarded funding)
- Attachment H: Public Participation Plan Worksheet (only required if awarded funding)
- Attachment I: MAT Program Administrative Procedures
- Attachment J: Community-Based Organization (CBO) Partnering Strategy (Metro)
- Attachment K: Evaluation Criteria