

**ACTIVE TRANSPORTATION PROGRAM (2%) –  
MEASURE M ADMINISTRATIVE GUIDELINES  
OUTLINE/DISCUSSION DRAFT, JANUARY 5, 2018**

**1. GUIDELINES DEVELOPMENT PROCESS/DISCUSSION WITH POLICY ADVISORY COUNCIL**

- For the January 9, 2018 meeting, staff is sharing a first draft outline in order to introduce intended structure of guidelines and frame key points for discussion
- Focused discussion conference call to be scheduled between January and February PAC meeting
- More detailed PAC discussion in February
- Anticipated Board adoption by June
- Anticipated first program cycle for fall 2018, allowing for results of Cycle 4 State Active Transportation Program to help inform near term priorities

**2. CONTEXT FOR REGIONAL ATP**

- Measure M creates a regional ATP for the first time
- This program exists within the larger realm of funding opportunities for active transportation including:
  - Local Return
  - Multiyear Subregional Programs
  - Other Measure M programs and funds (Transit Capital/First/Last Mile, Highway Program)
  - State ATP
- This program should not be viewed as the sole or even primary funding source for local active transportation. Its purpose is to strategically apply funding for key priorities, and to leverage other available money, notably from State ATP which has been heavily augmented through SB 1 and Cap-and-Trade

**3. KEY POINTS IN DRAFT OUTLINE**

- Potential priorities include:
  - Regional scale active transportation corridor projects
  - First/Last Mile associated with transit capital projects
  - Open competitive program
  - Matching grant program geared toward supporting local applications to State ATP
- Policy framework focusing on:
  - ATSP (regional network inclusive of first/last mile)
  - Safety/Vision Zero
- Procedural considerations similar to MSP
  - Five year fund estimate/prioritization/program development
  - Evaluation/metrics
  - Participation
  - Readiness

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**Introduction**

Measure M establishes, for the first time, a regional Active Transportation Program which creates new opportunities to fulfill active transportation policies and objectives. This program exists in the context of other new and on-going funding opportunities. These include:

- Local Return
- Multiyear Subregional Programs geared toward active transportation and related
- State Active Transportation Program, as recently augmented by SB1 and Cap-and-Trade

As such, the intent of this regional ATP program is to establish priorities on a rolling basis in order to best leverage other available funding to achieve key regional objectives.

The **objectives** of the Active Transportation Program (2%) are to improve and grow transit access through expanding multi-modal connectivity and to improve the regional active transportation network, as established in the Active Transportation Strategic Plan. The program establishes active transportation as an integral element to Metro's countywide transportation system by fostering and supporting greater active transportation usage and improved safety. The adopted Measure M Guidelines elevate 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

**1. Applicable Policy and Usage**

The following policies will be applied to administration of the Metro Active Transportation Program (2%). Policies are cited in the adopted Measure M Guidelines and are listed here for information and to indicate potential program priorities.

**Overarching Policies:**

- I. Active Transportation Strategic Plan (ASTP), May 2016  
Defines the Regional Active Transportation Network and identifies strategies to expand the reach of transit.
- II. Design for Safety/ Vision Zero

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Projects funded through Measure M should support the protection of pedestrian and bicycle safety in parallel with Vision Zero or equivalent policies.

**Supportive Policies/Strategies:**

i. 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 must have a Complete Streets policy in compliance with State law.

ii. First/Last Mile Strategic Plan, April 2014

Defines a rationale for first/last mile improvements and provides an approach to plan and design improvements surrounding any transit station.

iii. Countywide Sustainability Planning Policy (CPSS) December 2012

Defines sustainability principles and priorities, key concepts, planning framework, and evaluation metrics.

iv. 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 over the first half of 2018.

v. First/Last Mile Motion 14.1, May 2016

Designates streets within the Active Transportation Strategic Plan's 661 station areas as the Countywide First/Last Mile network, and directs several first/last mile planning and implementation activities. Requires inclusion of first/last mile implementation as part of new transit projects.

vi. Bike Share Policies/Motion 22.1, July 2015

Describes criteria for funding of local bikeshare programs.

**2. Eligible Uses**

As described in the Measure M Ordinance, Active Transportation consists of "non-motorized transportation via walking, bicycling, or rolling modes." Adopted Measure M

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Guidelines establish eligibility criteria and definitions for Active Transportation programs along with related programs such as first/last mile, mobility hubs, greenways. Eligible projects are comprised of capital expenditures that achieve program goals.

Several major projects listed in the Measure M Expenditure plan may include elements (notably first/last mile components of transit capital projects) that can be funded from this program, as well as from other sources.

The adopted Measure M Guidelines identify the LA River Waterway and Bikepath as being funded through this program.

**3. Fund Estimate**

In order to develop a five year program, as described below, Metro will first provide an estimate of available funding for the five year increment, consistent with process identified for other Measure M programs.

**4. Program Development Prioritization**

The Active Transportation Program may fund any number of eligible activities. Program priorities are expected to shift over time, and as such, a high level program identifying current priorities will be developed and adopted every five years.

Priorities will consist of varying programmatic efforts that may include, but are not limited to:

Metro

- Regional scale active transportation corridor projects (e.g. LA River Waterway and System Bikepath, Rail to River, 710 corridor bike path projects)

Metro and Local

- First/Last Mile implementation for Transit Capital Projects

Local

- Provide Matching Grant Program to local agencies
- Open competitive program, subject to specific criteria/application process TBD

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Projects or programs are subjected to assessment every five years to evaluate the performance and significance to inform future program priorities.

**5. Performance Evaluation/Metrics**

Metro will evaluate the effectiveness of the Active Transportation/First/Last Mile program through the application of performance metrics. Metro will analyze program performance at the time of program adoption and with any subsequent updates. Metrics to be used will be based on those identified for other Measure M programs, notably the Multi-Year Sub-regional Programs.

**6. Participation**

Stakeholders and the public are able to participate in the formation of the five year am and any interim updates through mechanisms identified in the Public Participation Plan.

**7. Program Adoption**

The Metro Board will adopt the five-year program based on a recommendation from Metro staff.

**8. Subsequent Process (for competitive/match for local projects); to include:**

Should the Board adoption include either a competitive call for projects, or a matching grant program, the identification of specific projects will be subject to additional process including project selection criteria and an application process. Timelines and process for any such additional process will be described at the time of program adoption. Potential considerations are listed here for information.

- a. Competitive Application: criteria/considerations likely to include – implementation of Metro policies/programs (e.g. regional Active Transportation Priority Network), leverage, community support, benefit to DACs.
- b. Local Match Application Process: Local Match Program funded through Measure M Active Transportation Program is likely to be focused on maximizing competitiveness for State ATP funding and may proceed in a manner similar to the existing grant technical assistance program favoring well-developed, locally supported projects.

**9. Final Adoption of Project List**

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Following any subsequent process (e.g. competitive process), Metro will propose a final project list for Board adoption. Project list will include, at a minimum, the following information:

- Project sponsor
- Name/description
- Measure M funding amounts by year
- Other funding source funding amounts by year

**10. Annual Update**

Metro staff may propose for Board adoption, updates of the program on an annual basis. Updates are intended to accommodate changes in the project list and/or funding assumptions including timelines.

**11. Funding Agreement**

All funding agreements will be executed between Metro and project sponsors and will be subjected to Metro Board approval.

**12. Readiness**

Project readiness is essential in determining whether a project is ready for funding. Part of the process is built on the assumption that 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.

Provide any or all evidence that project funding will result in timely development and completion of the project including the following:

- Describe how the schedule will enable realistic project completion based on the years funding is requested, and is consistent with any and all regulations and policies for fund use.
- List all owners of the right-of-way where the project is to be constructed and any or all future plans that might affect the project.
- If the project requires the use of Metro-owned right-of-way, the project is responsible for coordinating with all relevant Metro departments to ensure consistency with Metro's policies and processes. The cost of alteration to any Metro right-of-way will be the responsibility of the project sponsor.
- Identify all other agencies or organizations that are active participants in the project.

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- Letters of Support by others agencies or organizations should be included with the application package.
- If there are any adjacent property owners, agencies, jurisdictions, etc., who would be impacted by the propose project, outreach efforts and schedule should be identified in the application package.