

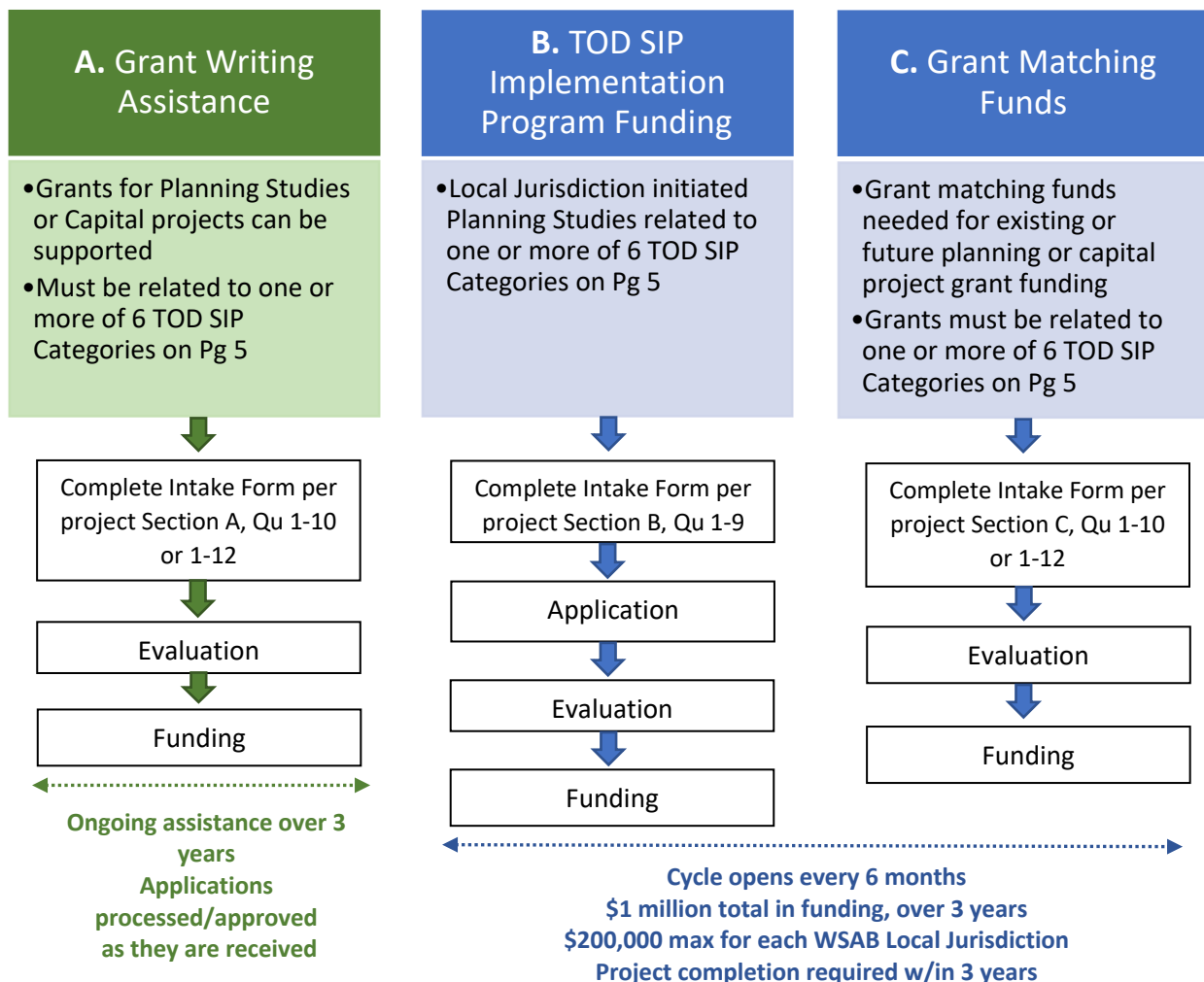
# Metro West Santa Ana Branch TOD SIP Implementation Funding Program

## Program Description & Intake Instructions

**Background:** Metro has facilitated the development of a TOD Strategic Implementation Plan (TOD SIP) for the West Santa Ana Branch (WSAB) transit corridor in order to maximize the transit investment that will be made in the WSAB corridor, and to ensure that communities along the corridor equitably benefit from the investment. The TOD SIP provides an overarching vision and strategic guidance for local WSAB jurisdictions to use as a reference as they develop and implement plans, policies and economic development and mobility strategies in the station areas on the alignment. The Metro Board has authorized staff to enter into funding agreements with WSAB Transit Corridor Cities/ the County to support a three year Implementation Program (Program) to: conduct new planning studies related to TOD SIP recommendations; provide grant matching funds to enable jurisdictions to pursue grant opportunities and provide jurisdictions the cash flow they need to take on typical grant reimbursement requirements. The Board also authorized staff to continue to provide grant writing assistance to WSAB jurisdictions. Any activities funded within this Implementation Program must demonstrate a nexus with the six TOD SIP categories of activities outlined on page 5.

**Who is Eligible to Apply?** Cities and LA County (Local Jurisdictions) with boundaries that encompass some or all of the ½ mile area around any of the 12 identified West Santa Ana Branch Transit Corridor Project Stations.

**What Are the Three Categories of Assistance for the WSAB TOD SIP Implementation Program and What is the Process for Applying?** (See the graphic below and descriptions on the following pages)



## Instructions for Using Intake Form

A. Grant Writing Assistance	
<b>Program Description</b>	Metro will provide grant writers to eligible WSAB jurisdictions to pursue grant funding related to one or more of the 6 TOD SIP categories described on page 5, for either a Planning Study or Capital Project.
<b>Program Timeline</b>	<ul style="list-style-type: none"> <li>■ Intake forms are processed as they are received</li> <li>■ Jurisdictions are eligible for 2 project applications maximum per year</li> <li>■ Funding available to support up to 10 applications per year</li> <li>■ Program funding available for a 3-year period</li> </ul>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>■ Complete the Section A intake form                             <ul style="list-style-type: none"> <li>○ For Planning Projects: Questions 1-10</li> <li>○ For Capital Projects: Questions 1-12</li> <li>○ Signature of City Manager or equivalent required for self-certification agreement</li> </ul> </li> <li>■ Submit to Metro staff at <a href="mailto:wsabtodsip@metro.net">wsabtodsip@metro.net</a></li> <li>■ Intake forms are evaluated by Metro Staff. Forms either “pass” or “fail” based on completeness and consistency with WSAB TOD SIP categories</li> <li>■ Jurisdictions that complete one or more applications will be evaluated based on the following top three weighted criteria: Project Readiness (Scope, budget, schedule and projected start/end date); Project Staff Commitment (City dedicated staff or another contract staff/agency); Project Location within Metro’s Equity Focus Communities boundaries.</li> <li>■ If application is approved, Metro’s Grant Writing Assistance initiated</li> </ul>

B. TOD SIP Implementation Program Funding	
<b>Program Description</b>	Metro will fund Planning Studies located within a half mile radius of a WSAB station. Please note that local jurisdictions can be awarded up to \$200,000 total for (B) Implementation Program Funding and (C) Grant Matching Funds.
<b>Program Timeline</b>	<ul style="list-style-type: none"> <li>■ New funding round opened and advertised, and applications are processed every 6 months</li> <li>■ Program funding available for a 3-year period</li> <li>■ Projects must be completed within a 3-year period</li> </ul>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>■ Complete the Section B intake form                             <ul style="list-style-type: none"> <li>○ For Planning Projects: Questions 1-9</li> </ul> </li> <li>■ Submit to Metro staff at <a href="mailto:wsabtodsip@metro.net">wsabtodsip@metro.net</a></li> <li>■ Intake form evaluated by Metro Staff. Forms either “pass” or “fail” based on completeness and consistency with WSAB TOD SIP categories</li> <li>■ “Passing” applicants then complete an application detailing how the planning study will impact the applicant’s jurisdiction</li> <li>■ Jurisdictions that complete one or more applications will be evaluated based on the following top three weighted criteria: Project Readiness (Scope, budget, schedule</li> </ul>

## Instructions for Using Intake Form

	<p>and projected start/end date); Project Staff Commitment (City dedicated staff or another contract staff/agency); Project Location within Metro’s Equity Focus Communities boundaries.</p> <ul style="list-style-type: none"> <li>■ If selected, a Metro full funding agreement is enacted</li> </ul>
<b>Round 1</b>	<ul style="list-style-type: none"> <li>■ April 14: Round 1 Program initiated, intake form and supporting materials available on website.</li> <li>■ August 31: Intake forms due.</li> <li>■ November 2: Metro review completed.</li> <li>■ November 9: Full applications released to applicants with complete, eligible intake forms.</li> <li>■ December 9: Applications due.</li> <li>■ January 9: Review/ranking of applications complete; funding awards announced.</li> </ul>

### C. Grant Matching Funds

<b>Program Description</b>	<p>Metro will provide grant matching funds for an applicant pursuing funding from another grant source. Please note that local jurisdictions can be awarded up to \$200,000 total for (B) Implementation Program Funding and (C) Grant Matching Funds</p>
<b>Funding Availability</b>	<ul style="list-style-type: none"> <li>■ New funding round opened and advertised, and applications are processed every 6 months</li> <li>■ Program funding available for a 3-year period</li> </ul>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>■ Complete the Section C intake form <ul style="list-style-type: none"> <li>○ For Planning Projects-Questions 1-10</li> <li>○ For Capital Projects-Questions 1-12</li> </ul> </li> <li>■ Submit to Metro staff at <a href="mailto:wsabtodsip@metro.net">wsabtodsip@metro.net</a></li> <li>■ Intake form evaluated by Metro Staff. Forms either “pass” or “fail” based on completeness and consistency with WSAB TOD SIP categories</li> <li>■ Jurisdictions that complete one or more applications will be evaluated based on the following top three weighted criteria: Project Readiness (Scope, budget, schedule and projected start/end date); Project Staff Commitment (City dedicated staff or another contract staff/agency); Project Location within Metro’s Equity Focus Communities boundaries.</li> <li>■ If selected, a Metro full funding agreement is enacted.</li> </ul>
<b>Round 1</b>	<ul style="list-style-type: none"> <li>■ April 14: Round 1 Program initiated, intake form and supporting materials available on website.</li> <li>■ August 31: Intake forms due.</li> <li>■ November 2: Metro review completed.</li> <li>■ November 9: Funding awards announced. Funding to be provided, on a reimbursement basis, as soon as a reporting process is in place.</li> </ul>

# Instructions for Using Intake Form

## Agreement with Metro:

- Self-Certification: When completing the (A) Grant Writing Assistance Intake Form, the jurisdiction's City Manager (or Equivalent) will sign the Intake Form committing to Metro's expressed reporting and implementation processes.
- Formal Agreement: After the (B) Implementation Program Funding Application intake form has been approved, a full application will need to be completed. Once the jurisdiction has been qualified for a planning study, a formal agreement between the jurisdiction and Metro will be executed. After the (C) Grant Matching Funds Intake form with supporting documents has been approved, a formal agreement between the jurisdiction and Metro will be executed.

## Refer to instructions below when answering specific questions on the intake forms:

**Question 1:** Please check the activity for which you are requesting funding or grant assistance. Specific questions that are related to either a Planning Study or Capital Project request are denoted. Note that Implementation Program Funding is only applicable toward a Planning study.

**Question 6 (Question 5 for Intake Form B):** Project Readiness asks the estimated date you will start and complete the actual project (not the grant application in the case of Intake Form A) once the project receives approval by Metro.

**Question 7 (Question 6 for Intake Form B):** Indicate total project amount, and grant request amount. The local match requested amount applies to the Grant Matching Funds Intake Form only. Specific to Implementation Program Funding, administrative costs including staff labor is limited to 10% of the grant funds. Note on Intake Form C: template is provided for the requested project budget and timeline schedule.

# Instructions for Using Intake Form

## TOD SIP Categories for Funding Eligibility

<p style="text-align: center;"><b>Governance</b></p>	<p style="text-align: center;"><b>Equitable Development &amp; Community Preservation</b></p>
<ul style="list-style-type: none"> <li>- Corridor Wide Governance/Economic Development Entity Structuring</li> <li>- Financing/Value Capture Feasibility</li> <li>- Special Districts Development, including TIFs, EIFDs and CRIAs</li> <li>- Corridor Wide Investment and Marketing Strategies</li> </ul>	<ul style="list-style-type: none"> <li>- Community Engagement/Education Initiatives</li> <li>- Affordable/Inclusionary Housing Policies</li> <li>- Rent Stabilization Ordinances</li> <li>- Anti-Displacement Policies</li> <li>- Land Trust/Property Assembly Studies</li> <li>- Equity Screens/Community Benefits Frameworks</li> <li>- Economic and Workforce Development Strategies</li> <li>- Cultural Resource Identification and Development</li> </ul>
<p style="text-align: center;"><b>Transit Supportive Planning</b></p>	<p style="text-align: center;"><b>Placemaking</b></p>
<ul style="list-style-type: none"> <li>- Land Use, Zoning (Form/Use), Infill and Adaptive Reuse Studies</li> <li>- Parking Studies and Environmental Clearance</li> </ul>	<ul style="list-style-type: none"> <li>- Design Guidelines</li> <li>- Public Space Activation Plans, Community Design/Wayfinding/Branding/Identity</li> </ul>
<p style="text-align: center;"><b>Mobility, Access &amp; Connectivity</b></p>	<p style="text-align: center;"><b>Sustainability &amp; Resilience</b></p>
<ul style="list-style-type: none"> <li>- Pedestrian/Bike/Active Transportation Plans</li> <li>- New Mobility/Micro Mobility Technologies Planning</li> </ul>	<ul style="list-style-type: none"> <li>- Renewable Power</li> <li>- Infrastructure/Smart Cities Systems: Capacity Studies, Planning, Financing</li> <li>- Environmental Remediation</li> <li>- Low Impact Development</li> <li>- Green Streets</li> <li>- Urban Greening</li> <li>- Green and Healthy Project Certification Planning</li> </ul>