



**Board Report**

**File #:** 2017-0280, **File Type:** Policy

**Agenda Number:** 38.

**4th REVISION**  
**PLANNING AND PROGRAMMING COMMITTEE**  
**JUNE 14, 2017**  
**EXECUTIVE MANAGEMENT COMMITTEE**  
**JUNE 15, 2017**

**SUBJECT: MEASURE M MASTER GUIDELINES**

**ACTION: ADOPT MEASURE M MASTER GUIDELINES**

**RECOMMENDATION**

CONSIDER:

- A. RECEIVE AND FILE report from the Policy Advisory Council (PAC) on the Draft Measure M Master Guidelines (Attachment A);
- B. ADOPT the Measure M Master Guidelines; and
- C. AUTHORIZE the Chief Executive Officer to enter into Memorandums of Understanding (MOUs) and Assurances and Understandings with Included and Eligible Municipal Operators, Metrolink, Access Services and Los Angeles County jurisdictions for Measure M funding allocations and distribution, consistent with applicable Measure M Guideline provisions.

**Amendment by Solis** to remove the following text under “3% Local Contribution to Major Transit Projects” (page 4, bullet 4 of the report):

*“...this may include assignment of this obligation to the Supervisorial District in which the project is located.”*

**ISSUE**

The Measure M Ordinance requires guidelines to be developed. On March 23, 2017, the Metro Board of Directors approved the release of the draft Measure M Master Guidelines for public review for a period of 60 days during April and May, concluding May 26, 2017. The revised Measure M Master Guidelines (Attachment B) are presented for adoption in anticipation of the initiation of the Measure M sales tax collection on July 1, 2017. Adoption of the Measure M Guidelines will enable recipients (i.e. Included and Eligible municipal operators, Metro, Metrolink, Access Services, the 88 cities and Los Angeles County) of the sales tax revenues to move forward with expenditure of funds to support planning and development of their programs.

## **BACKGROUND**

At the December 1, 2016 Board Meeting, Chief Executive Officer Phillip A. Washington presented an overview on development of the Measure M Ordinance Guidelines, where he indicated that draft Master Guidelines would be developed internally by Metro staff, for subsequent review and comment by the public, with a target date for Board adoption of final Measure M Guidelines at the June 2017 Board meeting, in advance of the initiation of the additional sales tax revenue collection on July 1, 2017.

To support the public review of the draft Guidelines, the CEO also announced the formation of the Metro Policy Advisory Council (PAC), comprised of 27 members representing three major areas: Consumers, Providers, and Jurisdictions. Metro has held 3 meetings with the PAC and PAC leadership. The PAC has submitted a report (Attachment A) to the Board summarizing their views on the draft Guidelines.

## **DISCUSSION**

Responsible and accountable administration and oversight of Measure M is essential to respect the trust of LA County taxpayers, and provide the necessary framework to support the requirements established in the Ordinance for the Independent Measure M Taxpayer Oversight Committee. In response, staff has prepared a Master Guidance document to provide direction for all elements of Measure M. Primary elements include: Administration and Oversight; Audits; Assessments and Amendments; Cashflow; Transit Operations; Metro Rail; Regional Rail; ADA Paratransit/Metro Discounts for Seniors and Students; Multi-year Subregional Programs; Active Transportation; Local Return; and State of Good Repair.

### **A. OUTREACH PROCESS**

All comments received by the public were submitted to Metro through a web portal located at [ThePlan.Metro.net](http://ThePlan.Metro.net) or via email to [ThePlan@Metro.net](mailto:ThePlan@Metro.net) (the Portal). All comments received were documented as an official record. Staff attended more than 20 public meetings with key stakeholders to provide additional information, and received more than 60 submissions, encompassing over 300 comments on various topics.

This outreach and public comment coordination is distinct from, and complementary to, the outreach facilitated through the newly implemented PAC. The PAC had its first meeting on April 5, 2017, which started its review and outreach process. On May 2, 2017, the PAC had its second meeting, and as a result, the PAC officers presented to the Metro Board on May 26, 2017 initial comments reflecting the three represented constituencies of transportation consumers, transportation providers, and jurisdictions. That report grouped comments and related findings into five major subject areas:

- Local Return Distribution
- ADA/Paratransit and Senior/Student Discounts;
- 3% Local Contribution for Transit Projects;

- Project Readiness; and
- Multi-year Subregional Programs Administration.

These subjects are also the primary topic areas for the majority of comments received through the Portal.

The PAC held its third meeting on June 6, 2017, and presents its subsequent comments and findings directly to the Board as a Receive and File report (included as Attachment A).

## **B. COMMENTS AND RESPONSES**

Staff summarized the written comments submitted to Metro into primary topics that generally align with the PAC categories from its May report. The comments are also indexed by source. The summary table, which includes policy considerations and resulting decisions, is included as Attachment C.

As a result of comments received, grammatical corrections and technical clarifications have been made throughout the document. More substantive comments, as noted above, are aligned with five major topics of Local Return, ADA Paratransit/Senior and Student Discounts, 3% Local Contribution, Project Readiness, and Multi-year Subregional Programs. Staff responses to those themed comments are also summarized in Attachment C; and are flagged as red line changes in the revised Guidelines (Attachment B). High profile responses and revisions in these areas have been selected for further discussion below, for the Board's particular attention.

### **Local Return Distribution**

The draft Guidelines approved for release at the March Board meeting included a staff recommendation of a Local Return distribution with a minimum allocation of \$100,000 per jurisdiction. At the same meeting, Directors Garcia, Hahn, and Garcetti introduced a motion directing staff to evaluate an array of distribution alternatives with the intent of providing an increased level of Local Return for smaller cities. The Board received the evaluation report at its May 26<sup>th</sup> meeting and the PAC reported that its consensus position was that no minimum floor be established.

Considering the totality of public comments received on this topic since the release of the draft Guidelines, including comments from local agencies, staff is recommending that Measure M Local Return distribution to cities and the county be consistent with the other sales tax measures, based on population and in compliance with the Measure M Ordinance and be implemented as follows:

- No minimum allocations to be established by Metro;
- Reallocation of Local Return distributions can be subsequently pursued at the subregional level among the cities and county areas within subregional boundaries, to support smaller cities, at the discretion of those parties;
- Measure M Multi-year Subregional funds can be used to supplement Local Return allocations to support smaller cities subject to the eligibility, process, and availability of funds as described in the Multi-year Subregional Measure M guidelines.

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### **ADA Paratransit for the Disabled/Metro Discounts for Seniors and Students**

Within this fund category, clarification was requested on the eligible uses for this fund. In May, the Board adopted the New Low Income Program, which combined current fare subsidy programs to create an enhanced program that serves low-income riders. The program creatively leverages the limited Measure M 2% funds to help more riders. This program provides low income seniors and students deep discounts (70%-88%) on their monthly passes, showing their Measure M dollars at work.

In addition, regional Travel Training/Mobility management programs and/or similar programs/technology improvements geared towards bridging the mobility gap for seniors and people with disability will be eligible uses for these funds.

### **3% Local Contribution to Major Transit Projects**

Within this fund category, clarification was requested as to what could constitute the local contribution (i.e. in-kind contributions and betterments). Staff has provided clarity regarding the Ordinance provision, which is specific as to the timing of the calculation for the 3% local contribution.

- 3% contributions must be calculated on a project scope determined at a 30% design level.
- “In kind” contributions are allowed from the local agency provided that they are included as eligible expenses in the project scope and cost at the time 30% of the final design is completed.
- Once individual calculations for all affected jurisdictions are completed based on the Ordinance’s stated distribution formula, the aggregate of those contributions can be redistributed among the affected agencies, at their discretion. This is consistent with the practice under Measure R.
- Contributions for calculations assigned to the County of Los Angeles are to be determined by the County; ~~this may include assignment of this obligation to the Supervisorial District in which the project is located.~~
- Clarity is also provided that the 3% provision only applies to rail projects.

As well, commentary sought clarity on the definition of betterments, and their application under the 3% policy. The definition as presented in the Draft Guidelines has been slightly revised, to be consistent with existing policy adopted by the Metro Board on Supplemental Modifications to Transit Projects (October 2013). A “betterment” is defined “as an upgrade of an existing city or utility’s facility or the property of a Third Party, be it a public or private entity, that will upgrade the service capacity, capability, appearance, efficiency or function of such a facility or property of a third party.” Once the 30% design project scope and cost have been determined as the basis of the 3% contribution calculation, subsequent betterments cannot be included in that calculation, nor counted toward a jurisdiction’s eligible contribution. However, they may be included in the project scope if carried at the jurisdiction’s expense.

### **Multi-year Subregional Programs**

Within the Multi-year Subregional Program (MSP) category, several key comment areas were noted and addressed, as listed in Attachment C. Two of major note are:

- **MSP funds should have an equal funding priority to other capital items.**
  - Consistent with the Ordinance's assignment of funding purposes to capital subfund accounts, the availability of funds for MSP investment is prioritized equal to other Highway and Transit Capital subfunds. Actual disbursements of capital funding irrespective of subfund is subject to Cash Flow policies established in the Guidelines.
  - NOTE: Capital subfunds are sourced **after** the Transit Operating Maintenance Subfund, and the Local Return Subfund. By Ordinance, revenues to these two subfunds are directly proportional to the percentage of net sales tax collected from Measure M. Therefore, they are "taken off the top" of Measure M sales tax revenue generated in a year. The balance of sales tax revenue is then assigned to the Capital subfunds. At any point in time, Capital subfunds amounts, including those for MSP, can vary based on proceeds from bonds issued to manage actual capital resource needs. Any issuance of debt for Measure M purposes, however, remains at the exclusive discretion and authority of Metro, and will be conducted consistent with Board debt policy.
- **MSP projects should derive from a specific subregional planning process.**

In response to comments received by the PAC and local agencies, a new process has been inserted into the Guidelines to coordinate projects within the framework of five-year plans. Plans will be developed for each MSP listed in the Expenditure Plan to ensure accountable and responsive subregional project identification, selection and delivery. The plans will:

  - Build on prior Mobility Matrix projects as a foundation; with provisions to reconsider the relevance and performance of existing Matrix projects, and the addition of new ones;
  - Include meaningful public outreach, which is essential to the success of Multi-year Subregional program development; Metro will develop baseline parameters for effective community engagement;
  - Be adopted by the Metro Board, with provisions for periodic updates/modifications; and
  - Up to 0.5% of MSP funding per year, per individual MSP program, is eligible for program development by the subregion.

## Project Readiness

There were many comments regarding clarification of project readiness and eligibility of funds at various phases of project development. This definition is specific to each MSP program type; that is, project readiness thresholds will be designated for capital project phases leading up to and including construction, separately designated for specific programs (Highway, Transit, Active Transportation, etc.). Additional clarifications will be made as part of the administration procedures to be developed according to the schedule in Attachment D.

## Other Topics

### *Regional Rail*

Establishing a consensus for key performance metrics was the focus for this fund category. The metrics developed will establish the evaluation basis allowing the Regional Rail allocation to increase

from 1% to 2% in FY 2039.

The draft guidelines have been revised to reflect a change from a specific attainment of criteria to an evaluative judgment that the Board would consider in its determination of whether to increase the Regional Rail allocation from 1% to 2%. Metro acknowledges the significant time frame over which the performance of the system will be judged and the related inherent uncertainty. However, specifically because of that uncertainty, Metro's Board retains the authority to evaluate the performance of any commuter rail system in place, and to determine the most appropriate investment strategy that will serve the overall county mobility objectives.

#### *Countywide BRT*

The draft guidelines have been revised to expand the eligibility to municipal operators.

### **DETERMINATION OF SAFETY IMPACT**

The proposed approval will not have any adverse safety impacts on employees and patrons.

### **FINANCIAL IMPACT**

Adoption of the Guidelines will provide Metro with an administrative framework for Measure M. This is required for the agency to proceed with Measure M funding distributions.

#### Impact to Budget

Approving the staff recommendations will have no impact on the FY 2017 Budget. This is required for the agency to proceed with Measure M subfund distributions, and delay in approval of the Guidelines could have an impact on availability of funds for the FY 2018 Budget, as approved by the Metro Board in May 2017.

### **ALTERNATIVES CONSIDERED**

The Draft Guidelines released for public review in March 2017 could remain as is or additional outreach could be conducted. This is not recommended as substantial public outreach has occurred which generated substantive public comments that have been considered and incorporated into the recommended Guidelines.

If the Guidelines are not approved, or approval is delayed, FY 18 Measure M funding for operational purposes eligible under Transit Operations, Metro Rail, Metro State of Good Repair, ADA Paratransit for the disabled/Metro Discounts for Seniors and Disabled, Regional Rail and/or Local Return programs will be withheld from Metro, Included and Eligible Municipal Operators, Metrolink, and the 89 local jurisdictions that are eligible recipients of those resources.

### **NEXT STEPS**

Measure M sales tax collection begins on July 1, 2017.

**Attendant Technical/Administrative Procedures.** As revised, the Master Guidelines embody a

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comprehensive, complete framework to be adopted and enforced by the Board. For some elements, administrative details are required to assist in actual implementation of the Guidelines, and will be addressed as procedures are developed. These elements and the timelines are noted in Attachment D. Appropriate stakeholder input with the PAC will be sought and considered in the development of these procedures, with final approval by the CEO. The CEO may bring any specific issues regarding these procedures to the Board for information or action, if circumstances warrant.

### **Responses to Policy Advisory Council and Committee Testimony**

As reported orally last week at the Planning and Executive Management Committee meetings, staff has prepared responses to the final report from the Policy Advisory Council (PAC), and other testimony presented at that time. All written letters have been submitted into the public comment portal established for the guidelines, as official documentation. Per its advisory capacity, the PAC submittal has been attached as a formal record to the Board as Attachment A.

Staff's responses are presented as a compendium in Attachment E. They fall into three main categories:

- A) **Concurrence.** Actual changes to the language in the Draft Guidelines. These reflect factual corrections, as well as clarifications or modifications that are critical, in our view, to the overall framework that the Measure M guidelines establish. These were fairly limited, and are flagged "Metro concurs."
- B) **Administrative Procedures.** Referrals to the Measure M Guideline Administrative Procedures. Many of the comments were important, and point directly to technical or administrative procedures that will aid in the actual implementation of the guidelines, as compared to the overall framework. In many cases, this will involve applications to specific projects, or steps that must be crafted in more detail than is appropriate for the Guidelines themselves. The Policy Advisory Council, complemented with additional stakeholders as necessary, will play an active role in these procedures, as listed in Attachment D. As noted, comments and responses in Attachment E will be carried over into these administrative procedures, which will begin this summer and fall.
- C) **Future Policy Deliberations**  
In some cases, observations offered demand a policy level discussion and decision beyond the Guidelines per se. Fundamentally, the Guidelines are intended to direct Measure M investments consistent with the language of the Ordinance, but also consistent with existing Metro Board policy. To the extent that Board policies could or would change or be augmented in the future, Measure M implementation would need to adjust accordingly.

It is anticipated that development and adoption of the new , comprehensive Long Range Transportation Plan (LRTP) will affect not only Measure M, but many other Metro investment programs. As a result the LRTP is the logical starting point to take up Policy challenges forwarded as part of the review and response to Measure M including:

- further considerations of the intersection between affordable housing and transit
- the definition and role of “equity” in the policy development, project identification, and investment priorities
- the role of performance measurement and metrics in determining not only the success of Measure M, but the performance of the transportation system of which M is a single (albeit major) part.

In some instances, targeted policies may be pursued alongside the LRTP effort, for expediency, scale, or other reasons, though the overall LRTP effort itself remains a central point of coordination and consistency.

With that in mind, staff offers Attachment B as the Final Measure M Guidelines, with the further commitments noted in Attachment E.

## **ATTACHMENTS**

Attachment A - Recommendations from Policy Advisory Council

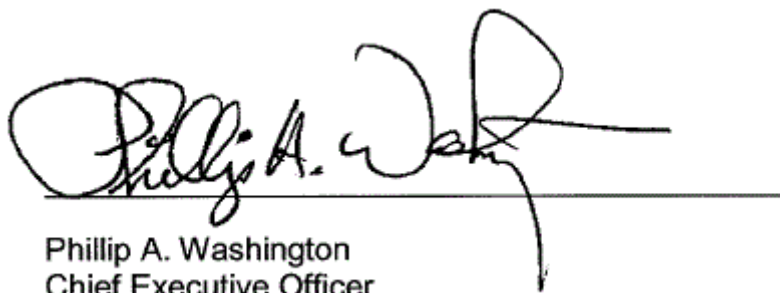
Attachment B - Measure M Master Guidelines

Attachment C - Public Comments Summary

Attachment D - Timeline for Completion of Administrative Processes

Attachment E - Metro Responses to Policy Advisory Council Comments and to Public Speaker Comments

Prepared by: Kalieh Honish, Executive Officer, (213) 922-7109  
Michelle Navarro, Senior Director, (213) 922-3056  
Reviewed by: Therese W. McMillan, Chief Planning Officer, (213) 922-7077  
Nalini Ahuja, Chief Financial Officer, (213) 922-3088  
Stephanie Wiggins, Deputy Chief Executive Officer, (213) 922-1023  
Phillip A. Washington, Chief Executive Officer, (213) 922-7555



Phillip A. Washington  
Chief Executive Officer



June 13, 2017

Honorable John Fasana  
Chair, Board of Directors  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012

**RE: Project Advisory Council Comments on Revised Measure M Guidelines**

Dear Chair Fasana:

On behalf of the Policy Advisory Council (PAC), we are pleased to submit this letter regarding the revised Measure M Guidelines (Guidelines). We would like to commend Metro staff for convening the PAC to gather substantive comments on Metro policies from across a broad spectrum of diverse stakeholders. We appreciate the strong staff support that Metro has provided to the PAC over the last several weeks of intensive review and discussion.

On May 16, 2017, we presented to the Metro Board a summary of the comments submitted by PAC members grouped into five general categories of issues. We identified the key areas of consensus and noted other areas where additional clarification or discussion was necessary to arrive at consensus. In the main, Metro staff has revised the draft Guidelines to address most of the major consensus issues identified by the PAC. In some cases, Metro has outlined the process and timing for resolving issues through the development of further administrative procedures. Metro staff has worked hard to answer questions, consider solutions and collaboratively work with the PAC to resolve concerns.

Following our last PAC meeting on June 6, members of the PAC submitted close to 35 additional comments on the revised Guidelines by the June 9 deadline we set for ourselves. This letter highlights concerns that remain unresolved regarding the major areas of consensus that we listed in our May 16 summary. We also note comments about points that were important to some stakeholders but needed additional clarification or discussion. Finally, we have attached an appendix that contains all the comments submitted by PAC members by the June 9 deadline to give the Metro Board the benefit of the full range of comments provided by individual PAC members.

Remaining Concerns About Consensus Issues

- Local Return, Transit Oriented Communities (TOCs) – On page 85, Metro added a reference to “Metro’s Transit Oriented Communities Program.” No such program exists. Instead, the language should state “as described in Metro’s Transit Oriented Communities Policy. In the absence of official Policy, jurisdictions should refer to the TOC Demonstration Program.” In addition, language should be added to clarify that all TOC activities described by the TOC policy (or Demonstration Program) are included in the definition of transportation purposes.
- Program Eligibility, Bus Rapid Transit – The Guidelines should be changed to explicitly state that municipal operators are eligible for BRT funds.

- Performance Metrics – The Guidelines should give clear direction to sub-regional entities to develop performance metrics as part of the Multi-Year Subregional Programs. Performance metrics are critical to being able to communicate back to voters whether these investments have been successful.

#### Points Raised By Some Stakeholders But Needing Additional Process /Discussion

- Potential expansion of eligibility for “Green Streets” beyond just stormwater improvements – On pages 42, and 78, “green infrastructure” or “green streets” should not be limited to only describing stormwater management benefits derived from natural processes. The definition should be expanded to include urban heat island mitigation, cooling benefits, shade and highly-reflective/less-heat-radiating materials. Incorporating cooling into transportation infrastructure delivers health benefits, and makes active transportation and waiting for the bus more viable options.
- Eligibility for 2% Highway Connectivity Programs – As criteria are developed for this program during the Administrative updates to the guidelines, the program guidelines should clarify the allocation between “earmarked” projects and discretionary projects. A preference for a more explicit tie to existing Goods Movement initiatives was suggested.
- Procurement goals – The Guidelines should set forth specific minimum procurement goals for Small Business Enterprises, Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises.

A summary of comments provided by PAC members to the Draft Final Guidelines is provided in an Attachment.

In closing, the members of the PAC have worked diligently over the last two months to surface major issues, arrive at consensus where possible and highlight areas where additional discussion is needed to resolve questions. We appreciate the opportunity to work with Metro staff in a collegial, collaborative forum to bring greater mobility and a higher quality of life to our region. We look forward to continuing our efforts during the development of further administrative procedures and the preparation of other important policy documents.

Very truly yours,

Roderick Diaz  
Cecilia V. Estolano  
Jessica Meaney

## **Summary of Comments on the Metro Revision to the Measure M Guidelines (5 June 2017)**

MINOR concern – a concern related to specific aspects of the Revised Measure M Guidelines and the commenter feels can be addressed through either:

- (a) Metro's planned revisions according to their Administrative Development Timeline (Attachment D),
- (b) Clarifications/refinements on how Metro will interpret or apply the guidelines as currently written, or
- (c) Minor revisions that can wait for future PAC discussion or a future Metro process to revise the Guidelines at a later date.

MAJOR concern -- a concern significant enough to cause apprehension by the commenter about Metro adopting a portion of the Guidelines as currently written, either because an original comment was not addressed or because the revision created a new significant issue.

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
1	Kerry Cartwright	Port of Los Angeles (City of LA Harbor Dept.	Provider	<p>2% System Connectivity Projects (Highway Construction Subfund) (p. 43 of draft guidelines) The projected amount of annual funding for the "Highway – System Connectivity 2%" category is lacking in the program info and guidelines. The approved measure also listed "earmarked" projects that are within this subfund, thus diminishing the total available amount for a competitive process. Thus, the "Highway – System Connectivity 2%" program should be limited to solely goods movement projects, justified for the following reasons:</p> <ul style="list-style-type: none"> <li>• Draft guidelines emphasizes goods movement</li> <li>• Significant program earmarks for all other modes/needs, except ports/goods movement</li> <li>• Local return formula funds not accessible by the Ports of LA/LB on behalf of goods movement sector</li> <li>• Alameda Corridor East has Measure M (and R) earmarked projects</li> <li>• Difficulty obtaining formula subregional funds (via Gateway COG, South Bay COG, etc.)</li> <li>• Limited amount available in "2% Highway" program.</li> </ul> <p>The development of the "Highway – System Connectivity 2%" program guidelines should be done collaboratively, and solely with the goods movement sector and pertinent public agencies and private sector entities. This should be done concurrently with the development of METRO's Goods Movement Plan. The goods movement sector has collaborated for many years at the federal, State, and regional level, and has already identified needs and projects. Hence, a minimal amount of time needs to be spent on this plan development. Additionally, a few to several critical, high priority projects should be earmarked initially, as done with numerous other Measure M projects as part of the approved ordinance. The Ports, SCAG, and METRO have collaborated for many years on such</p>	

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
				<p>priority projects, and identified them via numerous studies. Such projects include then Ports of Los Angeles/Long Beach rail projects that reduce truck trips throughout the region, as a few interchange projects on I-110 and SR 47.</p>	
2	Jess Romo	Long Beach Airport	Provider	N/A	
3	KeAndra Dodds	Enterprise Community Partners	Consumer		<p>Local Return: TOC Investments (Revised Guidelines Pg. 85) - While I appreciate the attempt by Metro staff to respond to our comments, the changes did provide more clarity. The new reference to Metro's Transit Oriented Communities Program is not helpful because there is no program with that title. There is a TOC Demonstration Program, TOC Planning Grants, Joint Development Program, the MATCH program, and affordable housing policies, all of which relate to TOCs, but none which clearly delineate specific activities or investments that will be considered TOC investments, and thus eligible for local return. We recognize the need to not be overly prescriptive and to allow for innovation, but there must be clearer guidance on what types of investments are eligible. Given Metro's Board adopted policies and programs, we recommend that eligible investments include those that: 1. Support the development and preservation of affordable housing, as defined in Metro's joint development policy, in TOCs; 2. Support the inclusion of small businesses in mixed use buildings in TOCs; 3. Help remove land use barriers to transit-oriented development; 4. Implement best practices and policies for sustainable and transit-supportive land uses across a variety of neighborhood typologies; and 5. Otherwise ensure inclusive and equitable transit-oriented communities for those at all income levels.</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
4	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Thank you for the timeline, and we'd like to see item XIX be advanced to 6 months consistent with item IX-XII.	
5	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Page 7, No. 5 Stated the addition of "Subregional funding reductions". What does this mean? Please clarify.	
6	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Regarding Contingency Subfund creations, it's not clear how these can be established if the minimum revenues are not achieved. Will the contingency be funded by % similar to the other subfunds?	
7	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Although advancing MSP projects is mentioned, using metro bonding as a tool is not specific to this section.	
8	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Now that the TFP has been removed as the funds forecasting methodology, what cash flow determination will be used?
9	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		The I-5 has been determined to be a local project yet self financing is not an option. This doesn't appear to be feasible. Please clarify the potential options outside of advancing the project via Metro Bonding or outside leveraged funds.
10	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		In order to ensure that betterments are including by the 30% final design it's imperative that jurisdictions be credited for work done in advance, to be prepared and have the items incorporated into the appropriate documents (EIR, design plan etc.). Retroactive work by the jurisdictions that gets incorporated into the Final 30% design should count as 3%.
11	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		There has not been any changes to the SC transit projects to provide relief for the 3% contribution, as these projects aren't attributed to our subregion. These projects should be Exempt from 3% local contribution. Additionally, if exemption of 3% is denied, and there are savings on the project, it's not

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					clear that the savings, if 3% is collected, that it won't go to a different subregion.
12	Seleta Reynolds	Los Angeles Department of Transportation	Jurisdiction (City or COG)	<p>1. The guidelines are still missing either a) performance metrics for each program or b) a clear direction to sub-regional entities to develop their own. It is important to be able to measure and communicate back to the voters whether or not the investments they agreed to are successful and how we plan to measure success.</p> <p>2. The guidelines must align better with the Office of Planning and Research's direction to incorporate Vehicle Miles Traveled either instead of or in addition to Level of Service as an evaluation methodology for highway projects. The highway program in particular (p. 35) references roadway widening as a tool to improve Level of Service, a notion that has been debunked repeatedly. As cities in Los Angeles County work to comply with OPR's deadline for changing the analysis methodology and mitigations for transportation projects, Metro's guidelines will create confusion and potentially legal uncertainty.</p> <p>3. (At the request of the Mayor's office) All mentions of green infrastructure and green streets (pg. 42 and 78) only refer to stormwater management benefits and leave out important urban heat island (UHI) mitigation / cooling benefits, which really should be addressed in our built streetscape environment, since asphalt is such a large contributor to the UHI effect. Instead, these definitions should be expanded to include shade and highly-reflective / less-heat-radiating materials to at least create the opportunity for investments that could make active transportation and waiting for the bus more appealing.</p>	

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13	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Page 30 under MSP Highway (Construction Activities), the last sentence states "It is expected that local jurisdictions will contribute to total project costs", which isn't mandatory per the Ordinance. Please remove the statement or change the language to "encourage".
14	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Regarding HOT Lanes and the Tier Funding, the issue requires further clarification of how the project will pay for them.	
15	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Regarding the removal of eligible projects within the Highway MSP specifically Two-Way left turns or right turn lanes, and intersection and street widening. The removal of these options within the guidelines are limiting options to improve safety and traffic flow. Street widenings specifically are capacity enhancements that have a direct nexus to freeway operations. It appears that arterials are being eliminated from eligibility altogether. In many cases safety and traffic improvements are necessary to improve access to freeways. These removals need to be placed back into the guidelines, and need to be eligible uses, as options for congestion relieve need to be maximized and not limited.
16	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Add I-5 JPA to Eligible Recipients as part of the 2% System Connectivity Projects (Highway), as other agencies including ACE Authority are eligible.
17	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Language needs to be softened, removed or suggested as an example (verses in alignment) regarding City of LA policies for Streetscape Enhancements and Great Streets. It's seems inappropriate for subregions to conform with the City of LA policy.	
18	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Regarding the definition of Active Transportation, "rolling modes" should be detailed or more definitive as there are many new mainstream modes such as e-	



	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
				bikes, Segway's, skateboards, motorized wheelchairs, scooters, etc. Please expand the definition.	
19	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	Clarification is still required regarding if MSP's and Major projects assigned to a subregion are eligible for the 2% SC Project (HWY Subfund) competition?	
20	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Regarding Visionary Project Seed Funding, the 40% match isn't reasonable. A 20% and/or In-Kind match should be considered.
21	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Regarding Subregional Equity Program, the considerations should mirror the funds availability dates accorded to the SFV.
22	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)		Regarding the SEP, the statement regarding funds available "if any" is concerning, and these funds should be bonded against, as the SFV is going to be funded ASAP. The Board added the funds, so the subregions should receive it, verses leaving an "if any" option.
23	Yvette Kirrin	GCCOG	Jurisdiction (City or COG)	2% ADA Paratransit Eligible Recipients should be broadened to be any transportation agency providing ADA services, including local operators, such as dial a rides.	

24	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
	Hilary Norton	FAST	Consumer	<p>Page 6 - Project Acceleration, Third Bullet, "Elements that determine eligibility of matching funds from available federal/state discretionary funding sources.</p> <p>Page 22 - Eligible Fund Contributions, End of section paragraph, add language "...amount by the conclusion of thirty percent (30%) of final design, Asset management portfolios, Performance Incentive Grants."</p> <p>Page 37 – Intelligent Transportation Systems, Eligible uses category Add Bullet "Coordinate with Countywide BRT program to optimize on time performance and improved bus speed operations"</p>	<p>Page 10 - Performance Metrics definition. Need clarity on the definition of performance metrics. Does that reflect the December 2015 Performance Metrics for the Mobility Matrix or will these be a new set of Metrics? Will the PAC be advised on how to define them or will that be up to the Metro Board? Does this mean transit and highway programs will have performance on whether or not they are moving more people or are they moving more goods that essential to the consumer driven sales tax receipts which fund our Measure M program? For example, according to LAEDC, 78% of the volume and 64% of the value of the Regions goods move through our streets and highways so should one project be jeopardized over a subjective definition. With this aspect of Performance Metrics, please consider the following definitions as this is consistent with the Mobility Matrix has now been replaced with the Multi-Year Subregional Program (MSP) Project Development process;</p> <ul style="list-style-type: none"> <li>• Projects with the broadest economic benefit that increases sales tax revenue receipts;</li> <li>• That leverage current and future sources of state and federal funding (and must be timely in their request for matching funds);</li> <li>• Based on project readiness;</li> <li>• Projects that optimize opportunities for TOCs/TODs;</li> <li>• Consider communities with the highest need;</li> <li>• Project prioritization should be made in the context that we are expecting an economic downturn and must optimize the revenue that we collect, while being able to most effectively leverage private and public resources in a manner that would expedite major projects to meet or exceed timelines promised to Measure M voters.</li> </ul> <p>Page 21 - 3% Local Contribution Need Clarity How</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>does this definition reflect new stations that intersect existing lines, an example would be the Northern Crenshaw Extension with the Purple Line on Wilshire. Would that be considered a retrofit of an existing or the building of something new? The goal should be to incentivize ridership increases through Multi-modal connectivity so outside of Active Transportation if a local jurisdiction uses and encourages private funding to construct a transit center or Mobility Hub adjacent to a rail station, Does that count towards a city's 3% match?</p> <p>Page 47 – Metro Active Transportation, Reporting requirements, typo? "Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M system connectivity projects (Highway construction) (replace with Active Transportation) funds are contributing to accomplishing the program and strategic plan objectives."</p> <p>Page 55 – Countywide BRT, Eligible projects first paragraph, language amended "...potential for ridership increases including station amenities, restrooms for health, safety and quality of life,"</p> <p>Page 57 in Subregional Equity Funds. Need Clarity. A detailed explanation should identify where this fund is located relative to the Measure M pie slice, as we recall back in the June 2016 Board meeting through a motion by Director John Fasana, this Subregional Equity pot was to be incorporated as part of the 2% system connectivity, Is this still true?</p> <p>Page 67 – 20% Transit Operations, Eligible uses category. Last sentence "Metro will develop policies that will define and establish criteria for implementing pilot programs that increases ridership and improves operational reliability" Page 67 – 20% Transit</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>Operations, Maintenance of effort. Second sentence (add language) In addition to implementing new transit services programs that improve headways and hours of operation, eligible recipients may use Measure M 20% funds...</p> <p>Page 72 – ADA Add Bullet: "C) Community outreach to identify and ensure that performance metrics as outlined per contract for this program fund are adhered to and are followed."</p> <p>Page 74 – State of Good Repair Add Bullet: Station improvements that increase ridership and transit system capacity to handle more riders</p> <p>Page 92 – Local Return, Audit Requirements, First Sentence A financial and compliance audit will be conducted annually as part of Metro's Consolidated Audit Program to verify adherence to the Measure M guidelines and be subject to review by the Independent Taxpayer Oversight Committee.</p> <p>Pages 98 and 99. Appendix A - Potential 3% jurisdictions. There are examples per the Measure M ordinance and Expenditure plan, where the project explicitly does not assume a specific mode or technology of corridor (LRT vs HRT) that has not had a proper vetting through an environmental impact report. The problem with such assumption is that it prejudices the Environmental Review Process and could place Metro in a litigious pickle albeit innocently. Those examples include on the list: East San Fernando Valley Transit Corridor, Sepulveda Pass Corridor, Vermont Corridor, Lincoln Blvd Corridor. All specific technological (LRT or HRT) references should be removed from the list and simply explained "All 3% corridors are all assumed (funding permitted) as rail corridors. Whereas past or currently under environmental review planned definitions, distinction</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>of phasing or branching or logical extensions of existing Metro Rail lines or under constructed corridors to establish a consistency in definition Examples are; West Santa Ana Corridor, Eastside Phase 2 (SR 60 or Washington Blvd), Green Line extension to Torrance or Orange Line Conversion to Rail where there is specific language included in both the expenditure plan and attachment explanation.</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
25	KeAndra Dodds	Enterprise Community Partners	Consumer	<p>While the guidelines reference alignment with "Vision Zero" or equivalent policies, Metro does not have its own Vision Zero policy to guide investments. We recommend investing in the development and adoption of regional Metro Vision Zero guidance (policy, toolkit or framework) simultaneous to developing sub-guidelines for the 2% Active Transportation category. While specific investments and Vision Zero policies will likely be implemented by local jurisdictions rather than Metro, a regional Vision Zero policy would encourage local jurisdictions to adopt their own policy or provide guidance in the absence of such local policy.</p>	
26	KeAndra Dodds	Enterprise Community Partners	Consumer		<p>The final guidelines should anticipate a transportation equity policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance social equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs. While there were some changes to address this, the revised guidelines still do not include explicit mention of social equity nor the recognition that social equity will be considered in the implementation of Measure M once the LRTP is adopted. It makes the most sense to add it to the administration and oversight section.</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
27	Jacki Bacharach	South Bay Cities Council of Governments	Jurisdiction (City or COG)		<p>Page 7 – At the bottom of Page 7, #5 – Sub-regional funding reductions should come from the sub-region in which the shortfall is happening. It is not clear in the document. Sub-regional funding should be used only with the concurrence of the responsible “sub-regional entities”.</p> <p>Acceleration of projects must not: 1) Reduce the potential funding available for addressing cost containment using the methods listed on page 7; or 2) delay current regional and sub-regional projects due to redirecting funding for acceleration.</p> <p>Page 10 – 1) Sub-regional entities should be consulted before the Metro Board is asked to approve all performance metrics through its 5-year assessment process in consultation with the Measure M Independent Taxpayer Oversight Committee. Particularly with respect to the sub-regional program and project criteria, the sub-regional entities should also be consulted. 2) Requiring approval only during the 5-year assessment may delay project readiness. There should be a process to accelerate approval changes more often than every 5 years.</p> <p>Page 11 – Any change in subregional boundaries should only be made with consensus of all the sub-regional entities affected.</p> <p>Page 12 – In 2nd group of bullets – the new one re: Changes in Technology should also include better service to the customer/consumer. Bottom of page 12 – The guidelines allow the Metro Board to amend the “Schedule of Funds Available” to accelerate an Expenditure Plan Major Project at any time but changes in commitments to current projects will only be evaluated every 10 years. The two policies are in conflict. Funds from a project that is completed with cost savings or a project that is no longer viable should</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>be available for re-programming in the following fiscal year.</p> <p>Page 16 – 2nd paragraph from the bottom –Metro should request notice from the responsible sub-regional entity which will compile the 5-year MSPs on behalf of the project sponsors. Sponsors should not be allowed to bypass the sub-regional planning process where there is one.</p> <p>Page 17 – MSP borrowing needs to be approved by the sub-regional entity.</p> <p>Page 26 – Metro allowed .5% of the annual cost of the sub-regional programs to be drawn from the MSP.</p> <p>Sub-regional entities and local jurisdictions should be explicitly eligible for these funds.</p> <p>Page 26 – Parameters from the Mobility Matrices should be developed with concurrence of sub-regional entities. In the 2nd sentence referring to the Mobility Matrices, the word ‘using’ should be replaced with the word ‘considering’.</p> <p>Page 30, 31, 33, 34 – Highway Operational Improvement project funding begins with the Project Identification Document rather than program development. To be consistent with Page 29, this guideline should not preclude use of funding from this category to prepare the project development matrix described on page 26.</p> <p>Page 30, 31, 33, 34 – Metro added a provision that is in Measure R SBHP guidelines that requires Intersection or street widening/improvements to be “on a State Conventional Highway or within one mile of a state highway.” This restriction should be eliminated from the Measure M guidelines to allow projects to be implemented in areas like the Palos Verdes Peninsula that are not within 1 mile of a state highway and yet have major arterials.</p>



	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>Page 30, 31, 33, 34 – Signal synchronization and other intelligent transportation system improvements are not included as eligible projects in any of the Highway MSP categories. They should be explicitly included in the respective lists even though they are generally eligible in their own section beginning on page 37.</p> <p>Page 37 – The guidelines do not currently include broadband or fiber-optic projects as eligible expenditures. Inter-city, sub-regional fiber-optic and broadband projects should be included in the ITS section and justified as a TSM strategy.</p> <p>Page 42 – 1st/last mile should acknowledge eliminating travel through travel demand management strategies or projects. These types of projects should be eligible in the ITS section. The Greenway project category should be broadened slow speed electric transportation.</p> <p>Page 44, 55 – BRT Capital improvements – Metro staff told the PAC that municipal operators would be included, but the guidelines do not yet reflect the change. Included and Municipal Operators and Metro should be explicitly eligible as lead agencies for BRT funded projects within a BRT program coordinated by Metro.</p> <p>Page 48 – Allocation Methodology – It is unclear whether Metro taking an additional .5% here for administration from subregional programs over and above what they are already getting off the top. To avoid Metro double dipping, it should be clarified that Metro's administrative costs do not exceed the %0.05 that taken off the top.</p> <p>Page 53 – Visionary Seed Funding eligibility is still restricted to transit in the revised guidelines. It should be available for other mobility and sustainability ideas beyond transit. The eligible applicants should include</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
					<p>transit operators and other entities rather than relegating others to "partners" for visionary seed funding applications that do not include transit operators.</p> <p>Page 79 – Fiber optic installations are limited to "signal-related electrical system and/or fiber-optic in the roadway." Consistent with the comments on page 37, fiber-optic and broadband programs should be eligible as a transportation demand management projects and should not be limited to installations in the roadway since use of existing utility poles and underground conduits outside the roadway might be more cost-effective.</p> <p>Page 102, 103 – Refocused Taxi Element – Although the guidelines are more inclusive in earlier sections of the document, this section should be expanded to include options to taxi operators such as car sharing and ride sharing providers and autonomous vehicle fleets.</p> <p>Page 103 – Implementation Timeline – On the 4th line, in addition to taxi service, the timeline should include comparable options that exist or may emerge.</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
28	Moises Cisneros	Los Angeles Latino Chamber of Commerce	Consumer		<p>Pulling from the business and small business recommendations, I am concerned that our recommended Business Interruption Fund for small businesses was not addressed. Small businesses in the path of construction have been known to go bankrupt due to the loss of pedestrians and foot traffic caused by construction chokeholds. Find below our original recommendation: <b>INCREASE LOCAL JOB AND ENTREPRENEURSHIP OPPORTUNITIES, AND MITIGATE TRANSIT CONSTRUCTION IMPACTS FOR SMALL BUSINESS</b> .... "We also recommend that the Business Interruption Fund, to assist businesses impacted due to Metro construction, be implemented for all transit, major highway and arterial projects. Beyond the Business Interruption Fund, Metro should provide small businesses with economic tools to help offset economic losses or assist in overcoming loss of clientele due to construction obstructions. These tools can be provided by Jurisdictions or third party providers of small business advisory services" ....</p>

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
29	Moises Cisneros	Los Angeles Latino Chamber of Commerce	Consumer		<p>Two major issues that are of concern include: 1. No procurement goals or statement for a specific minimum is highlighted for Small Business Enterprises, Disadvantaged Business Enterprises. It's not enough to simply say there will be a goal. That goal needs to be reflective of the surrounding community and capacity for providing a service. 2. Disabled Veteran Business Enterprises are not mentioned at all for procurement goals. We strongly recommend Metro considers the following statement from both the business and small business community represented: "Measure M can be a turning point for the economic empowerment of small business in Los Angeles County. Metro has done a very good job of inviting small and local businesses to do business with Metro but more can be done to expand small business opportunities in Measure M. We recommend that Metro follow the example of the Port of LA to include local businesses in all projects, and report to the Metro Board regularly as to how those goals are being met. For Major projects and Local Return funds, we recommend guidelines of: 25% SBE, 17% DBE/MBE/WBE and 10% DVBE. We recommend prioritizing local small business and retail entrepreneurship opportunities in each Transit Oriented Community/Development, including support and preservation of businesses impacted by Metro project construction. In cases where jurisdictions do not have the capacity to implement the above percentage goals, we recommend that Metro administers the program on behalf of the jurisdiction."</p>

30	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
	Bryn Lindblad	Climate Resolve	Consumer	<p>1.) Administrative development for multi-year subregional programs -- especially highway subfunds - needs to include performance criteria that ensure investments are in alignment with climate goals, multi-modal safety and equitable accessibility priorities. This important process can go a long way in preventing Measure M dollars from doing more harm than good to EJ communities in particular, and should not be rushed through in a non-meaningful way. The 6-month timeline that is currently proposed may be too rushed and should potentially be lengthened to 12 months to create more of an opportunity for developing performance criteria mechanisms that ensure Measure M dollars achieve results that are better than the historical business as usual.</p> <p>2.) Will the supplemental funds provision trigger the State ATP restrictions that do not allow urban greenery to be funded in active transportation projects? If so, this remains a critical gap, that instead Measure M funds should try to fill.</p>	<p>1.) In defining eligible expenditures in the highway subfund, (on pg. 35) the 'Traffic Congestion Relief Investments' program description should not include the outdated level of service (LOS) metric nor misguided road widening as a method to relieve congestion. Instead, it should be replaced with a VMT-reduction metric, as instructed by SB743.</p> <p>2.) "Green", as referred to in the terms 'green infrastructure' and 'green streets' (on pgs. 42 and 78), should not be limited to only describing the stormwater management benefits that come from natural project elements. The definition should be expanded to include urban heat island mitigation / cooling benefits brought about by shade and innovative materials that radiate less heat.</p> <p>Incorporating cooling into transportation infrastructure not only delivers public health benefits, but it also makes active transportation and waiting for the bus more viable options for people who are otherwise deterred from doing so.</p> <p>3.) Operations subfunds (including Metro Rail Operations, pgs. 63-5 and Transit Operations, pgs. 66-9) should include eligibility for: a.) maintenance of green infrastructure, to ensure full life-cycle benefits are achieved. (Often funding for this maintenance piece is overlooked, and doing so in Measure M guidelines could similarly prevent intended environmental and community outcomes.) b) recreational transit service to open space. (This is an important social determinant of health, which Metro is currently studying, and should have an opportunity to receive adequate Measure M funding.) Currently, this is only listed as an eligible expense in the Local Return section, but it should also be in these other categories that support transit service expansion.</p>

31	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
	Thomas Yee	LA THRIVES/ Low Income Investment Fund	Consumer	<p>Section 3: The addition of performance metrics is a good step, however the timing of the approval of metrics (as well as evaluation areas and criteria) need to be adopted in advance of the new MSP project development process, and the timeline should be specified in Section 3.</p> <p>Section 8. The Consumer perspective should be explicitly referenced in the introduction. The rationale for the contribution should include language setting forth a goal to maximize multimodal access to all transit stations in every jurisdiction.</p> <p>Section 14. The reference to Vision Zero in Section 14 (page 46) already states "Projects funded with Measure M funds, including Active Transportation 2%. should support the protection of pedestrian and bicycle safety in line with "Vision Zero" or equivalent policies. Since this is to be globally applied, it is more appropriate to be placed in either Section 1, 3, or 9 so that it is clearly a global policy goal, and not just limited to 2% ATP. In addition, in the absence of a Metro Vision Zero policy, the guidelines should allow for the development of Metro Vision Zero guidance as part of administrative and performance procedures. 25.</p> <p>pg 85 - The revision to TOC needs some additional clean-up language. The memo to the PAC refers to a "TOC manual", whereas the revised guidelines refer to the Transit Oriented Communities Program". Neither of these are discrete Metro policy documents. We recommend language that clarifies this reference, and suggest the following: "as described in Metro's Transit Oriented Communities Policy. In the absence of official Policy, jurisdictions should refer to the TOC Demonstration Program." Additionally, the revised guidelines introduce new language on page 93 requiring adherence to expend funds "for</p>	<p>Section 10. The Policy Considerations listed in Section 12, which have been revised to "shall comply with the" ATSP, Complete Streets Policy, CSPP, First/Last Mile Strategic Plan , etc, is more appropriate to be placed in Section 10 covering all of the MSP programs, and should be either moved in entirety into that section. All of the approved MSP categories would include relevant infrastructure improvements that should comply, not just the programs listed in section 12.</p>

		Commenter Name		Organization		Role on the PAC		MINOR Concern	<p>transportation purposes, as defined by these guidelines." Because TOC by definition extends the definition of traditional transportation purposes, this creates uncertainty around expending funds for TOC activities. Clarifying language should be included on either page 85 or 93 clearly stating that all TOC activities described by TOC policy (or Demonstration Program) are included in the definition of transportation purposes. Attachment D. The phrase "including performance metrics" in Section XVIII should be mirrored in other MSP sections, specifically IX-XII, XIII, XIV, XV, XVI, XVII, and XIX</p>	MAJOR CONCERN	

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
32	Jessica Meaney	Investing in Place	Consumer		<p>The revised guidelines still lack an affirmative statement that Metro's Complete Streets Policy applies to all funding programs. This leaves project sponsors and stakeholders uncertain as to which policies will apply to what projects, with differing interpretations potentially subjecting projects to administrative and political delays unless the issue is resolved. Metro's Complete Streets Policy itself is clear about its application to all projects and all programs, yet the guidelines only reference the policy under the active transportation programs, which are--by definition--in compliance with complete streets. The revised guidelines include a Metro-administered eligibility screen for all projects funded by the Multiyear Subregional Programs. This is the appropriate place for Metro to evaluate each project's compliance with its Complete Streets Policy, including the local jurisdiction mandate. The final guidelines should be revised to include this requirement unambiguously. The revised guidelines did not change the objectives for any of the highway programs. Traffic safety is still not integrated into the core purpose of investments in the street and freeway system and no specific procedures are proposed to make safety analysis a routine part of highway program administration.</p> <p>The revised guidelines continue to consider state of good repair, maintenance, and beautification projects ineligible for highway program funding, without clearly defining these terms to ensure that complete streets improvements are not inadvertently excluded. The revised guidelines continue to hold projects on city streets to the same objectives as freeway projects. The application of Metro's Complete Streets Policy to these programs remains unclear, despite these programs being the one of the primary funding programs for</p>



		Commenter Name		Organization		Role on the PAC		MINOR Concern		MAJOR CONCERN	
										street improvements in Los Angeles County moving forward.	

	Commenter Name	Organization	Role on the PAC	MINOR Concern	MAJOR CONCERN
33	Joana Hankamer	City of West Hollywood	Jurisdiction (City or COG)	<p>The voters approved Measure M based on promoted programs and projects to be funded by the sales tax; however, many capital projects listed on the Expenditure Plan are not fully funded and many projects were also under-estimated for probable cost*. Metro is therefore urged to engage the Policy Advisory Council (PAC) in discussions about filling the funding gaps in Measure M in order to fulfil the promises of Measure M; and engage the PAC in the development of a comprehensive action plan focused on:</p> <ol style="list-style-type: none"> <li>1. updating the Expenditure Plan based on accurate cost assumptions,</li> <li>2. competing effectively and successfully in Sacramento for SB 1 funds, and</li> <li>3. accessing other non-Measure M revenue sources, including federal funds and private sector revenues</li> </ol> <p>*For example, the Northern Extension of the Crenshaw/LAX Line was assigned a project cost of \$2.3 billion in the Expenditure Plan based the shortest alignment only, thereby under-estimating all but one alternative before any study has been done to identify a locally preferred alignment. Such insufficient cost estimate assumptions in Measure M create unanticipated budget shortfalls and unrealistic expectations for projects approved by the voters in Measure M. (In 2010 Metro identified more than four possible alignments for the Northern Extension of the Crenshaw/LAX Line, varying in length between 6 and 10 miles).</p> <p>The Draft Guidelines contain many references to the necessity to leverage the revenues generated from the Measure M program. One of the significant leveraging opportunities available to Metro is the recent</p>	

		Commenter Name		Organization		Role on the PAC		MINOR Concern	<p>enactment of "The Road Repair and Accountability Act of 2017", SB 1 (Beall, Chapter 5, Statutes of 2017). The State has projected that over the next 10 years this new funding program will provide an estimated \$50.0 billion supporting both competitive and formula based transportation programs. Eligible expenditures include, among other activities, transit development, intercity rail, active transportation, local streets, freight projects, local planning, and work force development. For example, Metro has projected that approximately \$260.0 million annually will be available to Los Angeles County jurisdictions for improvements to local streets including "complete streets." One of the key objectives in pursuing SB 1 generated funds is to access the maximum of new state funds to leverage Measure M revenues and accelerate the implementation of "Shovel Ready Projects."</p>	MAJOR CONCERN	



**MEASURE M**

~~**DRAFT**~~

**FINAL**

**GUIDELINES**

## Introduction

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*On June 23, 2016, the Metro Board of Directors approved the Los Angeles County Traffic Improvement Plan Ordinance (#16-01, the “Ordinance”). This Ordinance, known as Measure M, was approved by more than 71% of voters at the November 8, 2016 general election. As a result, the projects and programs in the Expenditure Plan of the Ordinance have been approved and must now be implemented accordingly.*

*Measure M is far more comprehensive and ambitious than Measure R. The Guidelines must address all aspects of administering and overseeing Measure M. For this reason the oversight of Measure M is also more complex. The attached master guidance was prepared for a comprehensive and balanced approach for all elements of Measure M. Primary topics include: Administration and Oversight; Audits; Assessments and Amendments; Cashflow; Transit Operations and Other Designated Operational Funding; Multi-year Subregional Programs; Local Return; and State of Good Repair.*

*The success of Measure M will be built upon the diverse and committed coalition that supported its passage, and efficacy of the Measure M plan provisions as they impact our various constituencies. The Metro Board and its staff are ultimately accountable to the people of Los Angeles County. It is with this consideration, that we present these Measure M Guidelines.*

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## I. ADMINISTRATION & OVERSIGHT

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### **Evolving framework**

As master guidance, this document provides the overarching framework for the management and oversight of Measure M and its component elements. In several cases, more detailed processes and/or procedures will need to be developed for the actual administration of the program elements, and timelines for those details are noted throughout. Those detailed processes/procedures will be developed and revised ~~amended~~ separately, as required to adjust to changing circumstances over time.

The Guidelines recognize the potential cross benefits and synergies between the different funding programs and will encourage a comprehensive approach to project development and delivery to ensure maximum benefits.

### **Ordinance background**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance #16-01.

### **OVERSIGHT**

Metro staff developed a Selection Process to address the Measure M Ordinance requirements for the Independent Taxpayer Oversight Committee, comprised of seven voting members representing the following areas of expertise:

- A. A retired federal or state judge.
- B. A professional from the field of municipal/public finance and/or budgeting with a minimum of ten (10) years of relevant experience.
- C. A transit professional with a minimum of ten (10) years of experience in senior-level decision making in transit operations and labor practices.
- D. A professional with a minimum of ten (10) years of experience in management and administration of financial policies, performance measurements, and reviews.
- E. A professional with demonstrated experience of ten (10) years or more in the management of large-scale construction projects.
- F. A licensed architect or engineer with appropriate credentials in the field of transportation project design or construction and a minimum of ten (10) years of relevant experience.
- G. A regional association of businesses representative with at least ten (10) years of senior-level decision making experience in the private sector.

Additional information is available on the Metro website.

## TIMELY USE OF FUNDS

Given the objective of Measure M to improve transportation, transit service and ease traffic congestion in the region, the timely use of funds is a foundational principle throughout these Guidelines. It is the fiscal responsibility of Metro to ensure that Measure M sales tax revenues are spent according to the requirements of the Ordinance as quickly as possible to realize the benefits of the Measure M Expenditure Plan as promised for the people of Los Angeles County.

### Project Readiness

Part of Metro's obligation to ensure timely use of Measure M funds is to define and encourage project readiness in order to move projects forward in a timely manner. Because sales tax revenues are accrued over time, the capacity to fund multiple projects and programs necessitates sequencing over multiple years. This sequencing is reflected in the project and programs lists that comprise the Measure M Expenditure Plan.

That said, individual projects will need to move forward within a managed cashflow process as outlined in the Cashflow Management section of these Guidelines. Part of that process is built on an assumption that projects or programs will obligate Measure M funds at the time they are ready to use them. As a result, "project readiness" criteria have been established for several Measure M programs, and are noted as such in the Guidelines.

~~The most direct way to incorporate **additional** acceleration to deliver projects more quickly relates to Metro's "Operation Shovel Ready," detailed in January 2016. As part of this program, Metro will aggressively move forward in bringing transit, highway and regional rail projects closer to the implementation stage. Bringing these projects to a "shovel ready" state allows Metro to take advantage of potential opportunities that may develop and allow the projects to advance into the design and construction stages sooner rather than later. As stated in the report to the Board:~~

~~*"Operation Shovel Ready" potential opportunities may include those related to funding, grants, private sector participation and local community support. If these projects are not advanced to a shovel-ready state, Metro may not be able to take advantage of future, unexpected opportunities. Moving these projects closer to a shovel-ready state does not necessarily mean that they will all move immediately into the construction stage. However, they will get done sooner when funding becomes available and are ready to start quickly."*~~

### Lapsing Requirements

Once funds are obligated, they need to be expended for the purposes assigned. Recipients must comply with specific lapsing requirements, like those set forth in the Local Return Guidelines. When not specifically set forth in the Guidelines, fund-lapsing rules will be adopted by the Metro Board hereafter. Processes for lapsing will also include an option for extensions



on a case-by-case basis, accompanied by adequate documentation of justification of the need for the extension request. .

## PROJECT ACCELERATION

The Ordinance allows for project acceleration. As compared to projects that are delayed due to unavailable funding, environmental clearance issues, litigation, or other considerations ~~Project acceleration can be considered by the Metro Board based upon~~ may consider project acceleration ~~considerations, as compared to projects that are delayed due to funding, environmental clearance issues, litigation, or other considerations which, include~~ based on, but not limited to the following:

- Available local funding such as supplemental local sales tax ballot measure, local toll/farebox revenues or special district tax increment financing;
- Available private investment when funding assumes such P3 investment;
- Elements that determine use of available federal/state discretionary funding;
- Opportunity to combine two or more projects to achieve economy of scale and minimize impacts of multiple back-to-back construction over a long period of time;
- ; and
- Ease of property acquisition or use due to available rights-of-way and/or municipal or Metro-owned properties.

Additional acceleration, discussed hereinafter, requires the approval by 2/3 vote of the Metro Board and cannot delay any other Expenditure Plan project or program beyond the dates contained in the Expenditure Plan.

The most direct way to incorporate **additional** acceleration to deliver projects more quickly than the schedules listed in the Ordinance Attachment A relates to Metro's "Operation Shovel Ready," detailed in January 2016. As part of this program, Metro will aggressively move forward in bringing major transit and highway projects closer to the implementation stage. Bringing these projects to a "shovel-ready" state allows Metro to take advantage of potential opportunities that may develop and allow the projects to advance into the design and construction stages sooner rather than later. As stated in the report to the Board:

*"Operation Shovel Ready' potential opportunities may include those related to funding, grants, private sector participation and local community support. If these projects are not advanced to a shovel-ready state, Metro may not be able to take advantage of future, unexpected opportunities. Moving these projects closer to a shovel-ready state does not necessarily mean that they will all move immediately into the construction stage. However, they will get done sooner when funding becomes available and are ready to start quickly."*

This concept will also be used as part of these Measure M Guidelines.

## **COST CONTAINMENT POLICY FOR EXPENDITURE PLAN MAJOR PROJECTS**

It is essential that costs be managed and controlled to ensure delivery of Measure M Major Projects. It is expected that all Major Projects are managed to the approved budget and schedule within the Expenditure Plan.

The objective of the cost management policy and process is to ensure the prompt development and consideration of project cost alternatives that genuinely address the cost controls necessary to successfully deliver all Measure M transit and highway Major Projects. First and foremost is that no project will receive Measure M funds over and above the amount listed in the expenditure plan except under the following circumstances:

- A) The cost is related to inflationary pressures, and meets the requirements for the Inflation related Contingency Fund provisions provided under the Ordinance. These are addressed in the Contingency Fund Guidelines Section VII.
- B) Additional Measure M funds are provided for and consistent with amendments permitted in tandem with the Ten-Year Comprehensive Program Assessment permitted under the Ordinance. This process is addressed in the Comprehensive Program Assessment Process & Amendments Section III.
- C) Redirection of Measure M subregional funds aligned with the project's location, so long as the project satisfies all subregional program eligibilities and procedures consistent with these guidelines, and with the agreement of jurisdictions otherwise eligible for those subregional funds.

In all of these cases, a specific Metro Board action is required to address the shortfall prior to the project proceeding.

When the aforementioned processes are not appropriate or applicable, according to these Guidelines, the shortfall will then first be addressed at the project level prior to evaluation for any additional, non-Measure M resources using these methods in this order:

1. Value Engineering/Scope Reductions—these must be consistent with any prior related requirements or limitations attached to the project scope;
2. New Local Agency Funding Sources;
3. Shorter Segmentation—these must be consistent with any prior related requirements or limitations attached to the project scope;
4. Corridor Cost Reductions;
5. Subregional funding reductions from the affected subregion; and then
6. Countywide Cost Reductions.

If recommended sources involve any funds that are not from locally controlled sources, the planned reduction must conform to the priorities of the Long Range Transportation Plan (LRTP).

## **AUDIT REQUIREMENTS**

Use of Measure M funds will be subject to audit and oversight, and all other applicable state and local laws.

## **MEASURE M RECOGNITION**

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 recipient agency.

## **SMALL BUSINESS ENTERPRISE PROGRAM**

Measure M projects and programs are encouraged to comply with the Metro Board adopted Small Business Enterprise (SBE) Program and the Prohibition against Discrimination or Preferential Treatment by State and Other Public Entities.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## II. AUDITS

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### **Annual Financial and Compliance Audit and Independent Audit Firm Solicitation**

Per the Measure M Ordinance, Metro shall contract for an annual audit, to be completed within six (6) months after the end of the fiscal year being audited, for the purpose of determining compliance by Metro with the provisions of the Ordinance relating to the receipt and expenditure of Sales Tax Revenues during such fiscal year. The audit should include a determination as to whether recipients of Net Revenues allocated from these Subfunds have complied with the Ordinance and any additional guidelines developed by Metro for these Subfunds.

### **Annual Audit Workshop**

Metro will facilitate an annual collaborative audit workshop that will be attended by the selected independent audit firms and fund recipients for the purpose of providing insight into the audit process, documentation requirements and important audit due dates. The workshop will give attendees a chance to meet representatives from the CPA Firms conducting the audits, who will provide an overview of the audit process and timelines. In addition, pertinent Metro staff will provide background information on the various funding programs included in the annual audit.

### **Review of Annual Audit Results and Public Hearing**

Results of the annual financial and compliance audits will be presented to the Independent Taxpayer Oversight Committee which will make findings as to whether Metro is in compliance with the terms of the Ordinance. Such findings shall include a determination as to whether recipients of Net Revenues allocated and funds were expended for all the Subfunds (outlined in the Expenditure Plan) and have complied with this Ordinance and any additional guidelines developed by Metro. Audit results will also be available on the Independent Taxpayer Oversight Committee webpage which is linked to the Measure M website.

The Independent Taxpayer Oversight Committee will cause a summary of each audit to be available and accessible to the public (through various types of media) prior to the public hearing and upon request. The Independent Taxpayer Oversight Committee shall hold an annual public hearing to obtain the public's input on the audit results. All Independent Taxpayer Oversight Committee meetings shall be in accordance with the Ralph M. Brown Act.

### III. COMPREHENSIVE PROGRAM ASSESSMENT PROCESS & AMENDMENTS

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#### Five-Year Assessment

Commencing in calendar year 2022, and every five (5) years thereafter, the Metro Board of Directors shall adopt a Five-Year Comprehensive Program Assessment. These assessments shall be coordinated with Metro's Short Range Transportation Plan (SRTP) and/or the Long Range Transportation Plan (LRTP) and provide a comprehensive review of all projects and programs implemented under the Measure M Expenditure Plan to evaluate the performance of the overall program and make recommendations to include, but not be limited to:

- Improvements on current practices;
- Best practices; and
- Organizational changes to improve coordination.

Specific evaluation areas, performance metrics and criteria of the Five-Year Comprehensive Program Assessment will be approved by the Metro Board of Directors in consultation with the Measure M Independent Taxpayer Oversight Committee.

Prior to adoption, the Measure M Independent Taxpayer Oversight committee shall review the Five-Year Comprehensive Program Assessment and make findings and/or provide recommendations for improving the program. The results of the Committee's review shall be presented to the Metro Board of Directors as part of the adoption of the Comprehensive Program Assessment.

#### Ten-Year Assessment

Commencing in calendar year 2027, and every ten (10) years thereafter, the Metro Board of Directors shall adopt a Ten-Year Comprehensive Program Assessment. These assessments shall be coordinated with Metro's Long Range Transportation Plan (LRTP) updates, including LRTP performance metrics, and provide a comprehensive review of all projects and programs implemented under the Measure M Expenditure Plan to evaluate not only all areas of the Five-Year Comprehensive Program Assessment, but those impacting the ability to amend the Measure M Ordinance and Expenditure Plan. These evaluation areas include, but are not limited to:

- Projects/programs completed;
- Projects/programs anticipated for completion in the next ten years; and
- Changes in circumstances affecting the delivery of projects/programs within their schedules as identified in the Measure M Expenditure Plan.

Specific evaluation areas, performance indicators for project delivery, and criteria of the Ten-Year Comprehensive Program Assessment will be developed by the Metro Board of Directors

through the Long Range Transportation Plan in consultation with the Measure M Independent Taxpayer Oversight Committee.

### Amendment Opportunities

As part of its approval of the Ten-Year Comprehensive Program Assessment the Metro Board of Directors may adopt amendments to the Measure M Ordinance and Expenditure Plan to: (1) add Major Projects and/or Multi-Year Subregional Programs; (2) transfer funds between capital project/program subfunds; and (3) change subregional boundaries (limited to no earlier than 2047 by the Measure M Ordinance). The Measure M Independent Taxpayer Oversight Committee shall review and provide comment on the assessment to the Metro Board of Directors. Prior to action on any amendment the Metro Board of Directors shall hold a public meeting on proposed amendments. Notice of the public meeting shall be provided at least 60 days in advance of the meeting to the Los Angeles County Board of Supervisors, the city council of each city in Los Angeles County, and the public, and shall include a copy of the proposed amendments. All amendments must be passed by a 2/3 vote of the Metro Board of Directors.

1. Add Major Projects and/or Multi-Year Subregional Programs – “Expenditure Plan Major Projects” and “Multi-Year Subregional Programs” may be added to the Expenditure Plan provided that such additions do not delay the “Groundbreaking Start Date,” “Expected Opening Date,” or amount of “Measure M Funding 2015\$” of any other “Expenditure Plan Major Projects” or “Multi-Year Subregional Program.” Changes in circumstances affecting the delivery of projects/programs will be evaluated through the Ten-Year Comprehensive Program Assessment to confirm and update actual project delivery schedules.
2. Transfer Funds Between Capital Project/Program Subfunds – The Metro Board of Directors may adopt an amendment transferring Net Revenues between the Transit, First/Last Mile (Capital) Subfund and the Highway, Active Transportation, Complete Streets (Capital) Subfund. The Metro Board of Directors shall not adopt any amendment to the Measure M Ordinance or Expenditure Plan that reduces total Net Revenues allocated to the sum of the Transit, First/Last Mile (Capital) Subfund and the Highway, Active Transportation, Complete Streets (Capital) Subfund.
3. Change Subregional Boundaries – Not sooner than 2047, the Metro Board of Directors may amend the boundaries of the subregional planning areas as identified in Attachment B of the Measure M Ordinance.

#### IV. MAJOR PROJECT ACCELERATION AMENDMENTS

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The Metro Board of Directors may consider an amendment of the “Schedule of Funds Available” to accelerate an “Expenditure Plan Major Project” at any time over the Measure M program provided that such amendment shall not:

- Reduce the amount of funds assigned to any other project or program as shown in the “Measure M Funding 2015\$” column of the Measure M Expenditure Plan;
- Delay the “Schedule of Funds Available” for any other project or program; or
- Negatively impact Metro ability to meet FTA requirements for maintaining existing service levels.

Acceleration is defined as advancing major projects ahead of the identified “Groundbreaking Start Date” identified in the Measure M Expenditure Plan. Acceleration of projects may be triggered by events including, but not limited to:

- Unsolicited proposals from the private sector deemed to have technical or financial merit;
- Changes in technology that reduce project costs and improves project delivery;
- Unforeseen state and/or federal funding opportunities; and
- Unanticipated, unmitigated, and unavoidable delays in other project/program delivery schedules.

The Metro Board of Directors shall perform an assessment of any major project acceleration proposal, including financial feasibility and other performance metrics. Major projects proposed for acceleration can be considered “Shovel Ready” such that they:

- Have attained all required state and federal environmental clearances as applicable; and
- Have attained 30% design plans if to be delivered under design-build procurement; or
- Have attained 100% design plans, permits essential to begin construction, and all right-of-way clearances\* if to be delivered under design-bid-build procurement; or
- Have a full funding plan, including an appropriate contingency, of committed/reasonably assumed funds consistent with the proposed acceleration schedule.

\*Right-of-way clearance includes right-of-way work-arounds during construction as certified by the California Department of Transportation.

Changes in circumstances affecting the delivery of other projects/programs will be evaluated through the Ten-year Comprehensive Program Assessment to confirm and update actual project delivery schedules.

The Measure M Independent Taxpayer Oversight Committee shall review and provide comment on the Ten-year Comprehensive Program Assessment to the Metro Board of Directors. Prior to action on any amendment the Metro Board of Directors shall hold a public meeting on proposed amendments. Notice of the public meeting shall be provided at least 60 days in advance of the meeting to the Los Angeles County Board of Supervisors, the city council of each city in Los Angeles County, and the public, and shall include a copy of the proposed amendments. All amendments must be passed by a 2/3 vote of the Metro Board of Directors.

### **General Amendments**

The Metro Board of Directors shall develop procedures for general amendments to the Measure M Ordinance and Expenditure Plan in consultation with the Measure M Independent Taxpayer Oversight Committee, and will be included as an addendum to these Guidelines within one year of adoption of these Guidelines. The procedures will cover all other areas of amendments beyond those identified in the 2017 Measure M Guidelines and be added to the 2017 Measure M Guidelines by adoption of the Metro Board of Directors. These areas include, but are not limited to:

- Timing of amendments;
- Exclusions – Ordinance provisions that cannot be amended without vote of the public;
- Exceptions – Ordinance provisions that change without amendment requirements; and
- Metro Board action requirements, including public outreach and Measure M Independent Taxpayer Oversight Committee involvement.



## V. DEBT POLICY

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### **INTRODUCTION**

In April 2015, the Metro Board adopted Metro's Debt Policy, incorporating affordability policy limits, types of financing products, structural features and the debt issuance process at Metro. This policy covers local sales taxes and debt related to Proposition A, Proposition C, and Measure R.

### **PROGRAM OBJECTIVES**

The guidelines for Measure M debt will be included in the next iteration of Metro's Debt Policy which is scheduled for 2017. Once completed, the 2017 Metro Debt Policy will provide formal guidance for debt issuance under Measure M.

### **PROGRAM AMOUNT AND ALLOCATION PERIOD**

The debt guidelines and affordability targets for Measure M will be developed by Finance/Treasury with input from Planning as part of the 2017 update for the Metro Debt Policy and various guidelines related to Measure M. Debt issued will determine cashflow priorities according to bond covenant requirements. No language set forth in these Guidelines is meant to circumvent bond obligations related to these funds.

### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how funds associated with the Measure M debt are contributing to accomplishing the program objectives.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable federal, state and local laws. Metro will retain all documents and records related to this program and the use of funds according to Metro's records and disposition policies in force at the time of the debt issuance.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors, including by adoption of future revisions to Metro's Debt Policy.

## VI. CASHFLOW MANAGEMENT

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### INTRODUCTION

The purpose of the Cashflow Management Guidelines is to identify the forecasted five-year cashflow availability and needs for operating and capital uses on an annual basis. ~~This will be done through the Transportation Finance Plan (TFP) Model, originally developed to support the LRTP and SRTP.~~ The annual needs for all operating and capital uses are determined in coordination with the Metro Office of Management and Budget, Metro Program Management and Construction, Caltrans, and other project sponsors and service providers as appropriate. The TFP model is Cashflow determinations will consider a comprehensive forecast for the duration of the Long Range Transportation Plan period. ~~This model forecasts all revenue sources available to Metro needed to finance the costs of operating and maintaining the transit system, as well as the capital program and project commitments made over that period, including all voter approved expenditure plans. The TFP directly supports and satisfies the analytical requirements imposed by the Federal Transit Administration for full funding grant agreements. It also supports the Southern California Association of Governments (SCAG) Regional Transportation Plan and similar requirements from the State of California.~~

### PROGRAM OBJECTIVES

On an annual basis, Metro will develop a five-year forecast to identify how much revenue will be generated from Measure M tax receipts. Measure M receipts can be calculated for funding Transit Operating & Maintenance, and the Local Return/Regional Rail subfund as a percentage of this revenue number, net of administration (1.5%). Surplus or deficit amounts will be adjusted based on financial year actual receipts as reported in Metro's Comprehensive Annual Financial Report (CAFR). Cashflow needs for the project and program purposes included within the Transit and Highway Capital Subfunds defined in the Ordinance programs will be forecast identified in the Long Range Transportation Plan, Program Management Plan, Annual Budget, or other appropriate processes. ~~Cashflow in the TFP Model, and~~ may include funding from other local, state, federal sources, including revenue from debt issuance instruments.

### PROGRAM AMOUNT AND ALLOCATION PERIOD

~~The TFP Model outputs identify annual programmed funding for the LRTP period, as defined above.~~ Cashflow will be identified to fund these projects and programs within those capacities after allocations to the Transit Operating & Maintenance, and the Local Return/Regional Rail subfunds, per the Ordinance. All Highway and Transit Capital projects and programs will be funded based on the schedules established in the Measure M Expenditure Plan as supported by the Program Management Plan and Ten-Year Capital and annual Metro budget processes. If Measure M cash receipts for capital projects or programs are insufficient based on the annual receipts then bond proceeds may be used to maintain the schedule set forth in the Expenditure Plan. If bond proceeds are insufficient to maintain the Expenditure Plan schedule, then other local, state, and federal funding may be programmed for project completion ~~in the TFP Model.~~ The Expected Opening Date identified in the Expenditure Plan

represents the first year of a three-year window, so Measure M funding may extend beyond the Expected Opening Date.

### **ALLOCATION METHODOLOGY**

Shortages in the cashflows will need to be addressed by borrowing (i.e., debt issuance) or delaying capital projects to later in their three-year opening date range permitted by the Ordinance. Other cashflow shortages will be addressed at the project level and will require Board approval as appropriate. Surpluses in the cashflow profile may be used to fund the Highway and Transit Contingency subfund or any other uses permitted by the Ordinance, and consistent with the TFP Model forecast developed for use with the LRTP and other long-term capital planning needs.

### **RESERVE/CARRYOVER REQUIREMENTS**

Given the objective of the program to identify cashflow needs, Metro encourages capital projects to draw down these funds in a timely manner for transportation improvements and services for the traveling public. However, Metro may reserve or carryover any excess surplus to the next fiscal year, provided such carryover is coordinated and consistent ~~with the TFP Model,~~ with the purposes of achieving its Long Range Transportation Plan goals.

### **ADVANCING MULTI-YEAR SUBREGIONAL PROGRAM PROJECTS WITH LOCAL FUNDS**

One of the major challenges in accessing the Multi-Year Subregional Measure M funding is that the Measure M Expenditure Plan identifies the availability of these funds (“Groundbreaking Start Date”) broadly over the first 40 years. Across all nine subregions, there are 45 Multi-Year Subregional Programs covering multiple categories/modes of transportation investments. In many cases the “Groundbreaking Start Date” and “Expected Opening Dates” stretch from 2018 to 2057; and the “Groundbreaking Start Date” can vary from as early as fiscal year 2018 to as late as fiscal year 2048.

Multi-Year Subregional projects will be identified in a five year plan, pursuant to Section IX. At the start of each year included in the 5 year plan, Metro will request notice from Multi-Year Subregional Program (MSP) project sponsors seeking funding to identify project readiness together with funding requests, no less than four months prior to the beginning of each Metro fiscal year. When notice is not provided, project sponsors will be “subject to a first-come, first-served” fund availability requirement within each fiscal year.

However, where funds may not yet be available, and to support the immediate delivery of high priority projects within the Multi-Year Subregional Programs, the Metro Board of Directors will consider various tools to promote delivery of these projects as quickly as possible, including, but not limited to subregional requests for a Letter of No Prejudice (LONP), allowing the local project sponsor to move forward with the delivery of the project using other local funds while requesting eligibility for future reimbursement of Measure M funds when such funding is available.

Another available tool will allow subregional project sponsors to elect to borrow from one MSP fund amount to accelerate a project in another MSP fund of a different type that may not be available until a later year. This type of inter-program borrowing within the MSP requires Metro Board approval and consent by the affected subregion(s). The process for this, as well as the process for requesting funds will be developed within ~~one year~~ six months of the adoption of these Guidelines. The process will include criteria for resolving conflicting requests for funding in any given fiscal year.

### **REPORTING REQUIREMENTS**

Metro will provide as needed reports to the Measure M Independent Taxpayer Oversight Committee describing how cashflow management is contributing to accomplishing the overall program objectives. Measure M funds may be used to supplement existing state, federal and local transit funds in order to maintain the provision of the existing highway and transit services in the event of a current or projected funding shortfall.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## VII. CONTINGENCY SUBFUNDS

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### INTRODUCTION

The Measure M contingency subfunds are established to help identify resources necessary to accommodate the requirements of the Transit and Highway Contingency Subfunds as identified in the Measure M Ordinance. Specifically, the Ordinance states:

**Section 7 (2) A:**

*Metro may expend funds from the Contingency Subfunds for inflation adjustments for any project identified in the "Expenditure Plan Major Projects" section of Attachment A if less than two-thirds (2/3) of the amount allocated in the "Measure M Funding 2015\$" column has been expended prior to the first day of Fiscal Year 2027. Such expenditures shall be deducted from the Highway Contingency Subfund if the project is coded "H" in the "modal code" column of Attachment A or from the Transit Contingency Subfund if the project is coded "T" in the "modal code" column of Attachment A. Such expenditures shall not exceed the actual amount of inflation since 2015 as determined by an index selected by the Metro Board of Directors.*

### PROGRAM OBJECTIVES

The contingency subfund is designed to allow greater funding flexibility for projects that are programmed later in the Expenditure Plan (i.e., after FY2026). Qualifying Major Projects have a super-majority (more than 2/3) of their funding programmed after FY2026 and Multi-Year Programs that extend past FY2026. The post FY2026 Projects and Programs can use contingency funds to help pay for cost increases due to inflation. The Cashflow Management guidance in Section VI provides additional details regarding the methodology for determining how much money should be set aside for the contingency subfund each year.

### PROGRAM AMOUNT AND ALLOCATION PERIOD

~~Projects that occur in the first 10 years are to be identified in the Transportation Finance Plan (TFP) Model. The TFP Model with annual updates and five year forecasts will be used to make contingency fund eligibility determinations described herein.~~ The Expenditure Plan identifies the following Major Projects that may be eligible for contingency funding in the first 10 years, in so far as their projected Measure M funding needs in the first 10 years are equivalent to 1/3 or less of the amounts listed in the Expenditure Plan:

#### Major Projects

- SR-57/SR-60 Interchange Improvements
- Green Line Extension to Crenshaw Boulevard in Torrance

- I-710 South Corridor Project (Phase 1)
- I-105 Express Lane from I-405 to I-605
- Sepulveda Pass Transit Corridor (Phase 2)

For the first 10 years of Measure M, projects eligible for contingency will be reassessed with annual cashflow forecasts and as part of the five-year assessments~~updates of the TFP Model~~.

All other Major Projects are eligible for contingency funds based on the Schedule of Funds Available timeline identified in the Expenditure Plan. Major Projects that are accelerated for any reason may risk access to the contingency funds if more than 2/3 of the project funding is advanced prior to FY2027.

### **Multi-Year Programs**

Projects funded from All Multi-Year Programs in the Expenditure Plan are eligible for contingency funds starting in FY2027. Exceptions include: (1) Street Car and Circulator Projects; (2) North San Fernando Valley Bus Rapid Transit Improvements; and (3) Countywide BRT Projects Phase 1, since their programming allocations end prior to FY2027 as identified in the Expenditure Plan. Within the Contingency Subfunds no money is available for inflation until after FY2026 at which time funds for inflation may be available. Metro Planning and Finance staff will identify the escalation amount associated with construction costs annually using an index which is to be approved by the Metro Board of Directors. The Expenditure Plan identifies the following Multi-Year Programs whose projects may be eligible for contingency funding in the first 10 years:

### **Multi-Year Programs**

- Metro Active Transportation, Transit 1st/Last Mile Program
- Visionary Project Seed Funding
- Street Car and Circulator Projects
- Transportation System and Mobility Improvement Projects
- Active Transportation 1st/Last Mile Connections Program
- Active Transportation Program (nc)
- Active Transportation Program (Including Greenway Projects)
- Active Transportation, 1st/Last Mile, & Mobility Hubs
- Active Transportation, Transit, and Technology Program
- Highway Efficiency Program
- Bus System Improvement Program
- First/Last Mile and Complete Streets
- Highway Demand Based Program (HOV Extention & Connection)
- I-605 Corridor "Hot Spot" Interchange Improvements
- Modal Connectivity and Complete Streets Projects
- South Bay Highway Operational Improvements
- Transit Program (nc)

- Transit Projects (av)
- Transportation System and Mobility Improvement Program

~~Note: Additional projects funded from these multi-year programs that draw down funds in advance of 2027 will not be eligible to utilize contingency funds.~~

### **RESERVE/CARRYOVER REQUIREMENTS**

Given the objective of the program to address capital needs, Metro intends to spend these funds in a timely manner. However, Metro may reserve or carryover its allocation to the next fiscal year or to pay down other debts related to Measure M project delivery.

### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of the Contingency Funds are contributing to accomplishing the program objectives.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors. Details about how these Contingency Subfund accounts will be created and accessed will be further developed and adopted within one year of the adoption of these Guidelines.

## VIII. 3% LOCAL CONTRIBUTION TO MAJOR TRANSIT PROJECTS

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### INTRODUCTION

The Measure M Ordinance includes a provision for 3% local contribution to major rail transit capital projects. The rationale for the contribution is that local communities with a ~~fixed guideway~~ rail station receive a direct benefit due to the increased access to high-quality transit service that is above and beyond the project's benefit to the County as a whole. Countywide, the 3% local funding contribution represents approximately \$1 billion in funding to support the project delivery identified in the Expenditure Plan. The 3% local funding contribution is a critical element of a full funding plan for these rail transit projects. The Ordinance includes provisions that allow development of a mutual agreement between a jurisdiction and Metro, and a default penalty if such an agreement cannot be reached. The agreements shall be in accordance with these guidelines.

### PROGRAM METHODOLOGY

The Ordinance calculates the local contribution based on the centerline track miles within a local jurisdiction with a new station in those jurisdictions. These guidelines reflect the nexus between mobility benefits provided to a jurisdiction based on the location and proximity of a new station. The local contribution will be calculated by dividing 3% of the project's total cost, estimated after the conclusion of ~~preliminary engineering (30% plans)~~ thirty percent (30%) of final design, by the number of new rail stations constructed on the line. For purposes of this section, determination of the local jurisdiction borders will be a new station located within one-half mile of the jurisdiction. Building on the Metro Board adopted First/Last Mile policy in 2016, which defines the "walk-shed" around each station as a half-mile radius, the 3% local contribution requirement will be proportionately shared by all local agencies based upon the local agency's land area within a one-half mile radius of a new station. Other arrangements agreed upon by every local jurisdiction in a project corridor with a local contribution obligation are also acceptable, provided that the total of all jurisdictions' contributions equals 3% of the estimated project cost. A list of jurisdictions that may be affected, subject to changes determined by the environmental process, is included as Appendix A.

An agreement approved by both Metro and the governing body of the jurisdiction shall specify the total project cost as determined at the conclusion of ~~preliminary engineering (30% plans)~~ thirty percent (30%) of final design, the amount to be paid by the local jurisdiction, and a schedule of payments. Once approved, the amount to be paid by the local jurisdiction shall not be subject to future cost increases. ~~The jurisdiction may request a betterment for a project. The jurisdiction, however, shall incur the full cost of any such betterment without credit towards the required 3% local contribution. A betterment is defined as a change that will improve the level of service and/or capacity, capability, appearance, efficiency or function over that which is required by the Metro Design Criteria and the environmental document at the time the project is advertised for any construction related bid. This definition can be revised by the Metro Board through revisions to these Guidelines.~~



## Eligible Fund Contributions

Eligible fund sources to satisfy 3% local contribution include any funds controlled by the local agency or local agencies (e.g., General Fund, State Gas Tax Subventions, Prop. A, Prop. C and Measure R and M Local Return Funds, Measure M Subregional Program Funds), or any funds awarded from non-Metro competitive grant process funding. Measure M Subregional Program Fund contributions must be accompanied by documented agreement from all jurisdictions that would otherwise be eligible for those sub-regional funds. In-kind contributions eligible to satisfy 3% local contribution include, but not limited to, project specific right-of-way and waiver of permitting fees, local agency staff time (incurred and forecast) if, those costs are specifically included calculated in the project cost and contribution amount by the conclusion of thirty percent (30%) of final design.

## Betterments

Betterments are defined consistent with existing policy adopted by the Metro Board on Supplemental Modifications to Transit Projects ( October 2013). A “betterment” is defined “as an upgrade of an existing city or utility’s facility or the property of a Third Party, be it a public or private entity, that will upgrade the service capacity, capability, appearance, efficiency or function of such a facility or property of a third party.” Once the 30% design project scope and cost have been determined as the basis of the 3% contribution calculation, subsequent betterments cannot be included in that calculation, nor counted toward a jurisdiction’s eligible contribution. However, they may be included in the project scope if carried at the jurisdiction’s expense.

## Active Transportation Capital Improvement Contributions

These guidelines reflect provisions adopted by the Board that allow for local jurisdictions to meet all or a portion of their 3% local contribution obligation through active transportation capital improvements and first/last mile investments that are included in the project scope and cost estimate at the conclusion of ~~preliminary engineering (30% plans)~~ thirty percent (30%) of final design. All local first/last improvements must be consistent with station area plans that will be developed by Metro in coordination with the affected jurisdiction(s). The criteria for local first/last mile investments for first/last mile contributions are being developed by Metro, specifically to carry out integration of first/last mile within transit capital projects. First/Last mile improvements consistent with this section and included in project scope at conclusion of 30% of final design will not be considered “betterments” for the purposes of these Guidelines, and are eligible for local contribution obligations.

## Local Contribution Limits

The 3% local contribution will only be calculated against the overall project scope and cost determined at the conclusion of ~~preliminary engineering (30% plans)~~ thirty percent (30%) of

final design. Local agencies cannot count other transportation investments that are not included in the project scope and cost estimate after the conclusion of ~~preliminary engineering (30% plans)~~ thirty percent (30%) of final design. Metro staff will provide written notice to the affected jurisdiction(s) and a report to the Metro Board at the completion of thirty percent (30%) of final design ~~30% engineering.~~

Contributions for calculations assigned to the County of Los Angeles are to be determined by the County; this may include assignment of this obligation to the Supervisorial District in which the project is located.

#### Opt-Out Option

Metro will withhold up to 15 years of Measure M Local Return Funds for local agencies that fail to reach a timely agreement with Metro on their 3% contribution prior to the award of any contract authorizing construction of the project within the borders of that jurisdiction. Local return funds from Proposition A, Proposition C, and Measure R are not subject to withholding. In some cases, principally in smaller cities, the default withholding of 15 years of local return from only Measure M Local Return Funds will be less than a formal 3% contribution. In these cases, the cities which default on making their full 3% contribution will suffer no further impact.

#### **AUDIT REQUIREMENTS**

Use of Measure M funds will be subject to audit and oversight, and all other applicable state and local laws.

#### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of the Measure M Funds are contributing to accomplishing the program objectives.

#### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## IX. MULTI-YEAR SUBREGIONAL PROGRAMS

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### INTRODUCTION

Multi-Year Subregional Programs are included in Measure M on page 3 of Attachment A, known as the Expenditure Plan. Measure M requires Guidelines for the Multi-Year Subregional Programs (MSP), including definitions for specific types of these projects, pursuant to Section 7c of the Ordinance. Projects submitted for these programs are subject to these definitions, which are provided in these Guidelines. All of the Multi-Year Subregional Program funds are limited to capital projects.

### READINESS

~~Given the objective of the Measure M to improve transportation, transit service and ease traffic congestion in the region, the timely use of funds is a foundational principle throughout these Guidelines. As previously stated, it is the fiscal responsibility of Metro to ensure that the taxpayer funds are spent according to the requirements of the Ordinance, but also as quickly as possible to realize the benefits of the Measure M Expenditure Plan as promised for the people of Los Angeles County.~~

~~The Timely Use of Funds principle also applies to the Multi-Year Subregional Programs, where amounts vary over a series of years, depending on sequencing in the Expenditure Plan. They are subject to Measure M Cashflow parameters, and require establishing project readiness to be able to access program funds. In general, project funds can be requested for pre-construction and construction phase of a project. Criteria that will indicate project readiness include:~~

~~For both the pre-construction and construction phase:~~

- ~~○ Project Location/Physical limits – enumeration of the exact intersections, street or other appropriate locations in which work will be performed. The pre-construction phase may include exploratory examinations of such, if applicable and appropriate.~~
- ~~○ Project description – description of deficiency or issue the project will address, including work to be performed, existing constraints to be addressed and identification of the relevant parties or jurisdictions involved in the project.~~
- ~~○ Funding plan – funds to complete the project including phases that will be funded by Measure M funds and those that will be funded by any other fund sources to complete the project.~~
- ~~○ Community/Council Support – Inclusion in a current local agency adopted CIP or equivalent. Documentation must be provided.~~

For the Construction Phase, the following additional criteria will also apply:

- ~~○ Have attained all required state and federal environmental clearances as applicable; and~~
- ~~○ Have attained 30% design plans if to be delivered under design-build procurement; or~~
- ~~○ Have attained 100% design plans, permits essential to begin construction, and all right-of-way clearances\* if to be delivered under design-bid-build procurement; or~~
- ~~○ Schedule – list of phases completed, and proposed schedule for funded phases.~~

~~Procedures for determining project readiness will be established within one year of the adoption of these Guidelines. Procedures will include a requirement that project sponsors notify Metro by last day of February of each year of the amount of Measure M subregional funding they plan to use, by project, in the subsequent fiscal year, which for Metro begins July 1 each year. When notice is not provided, fund availability will be on a first-come, first-served basis in the subsequent fiscal year.~~

#### **USE OF MEASURE M FUNDS**

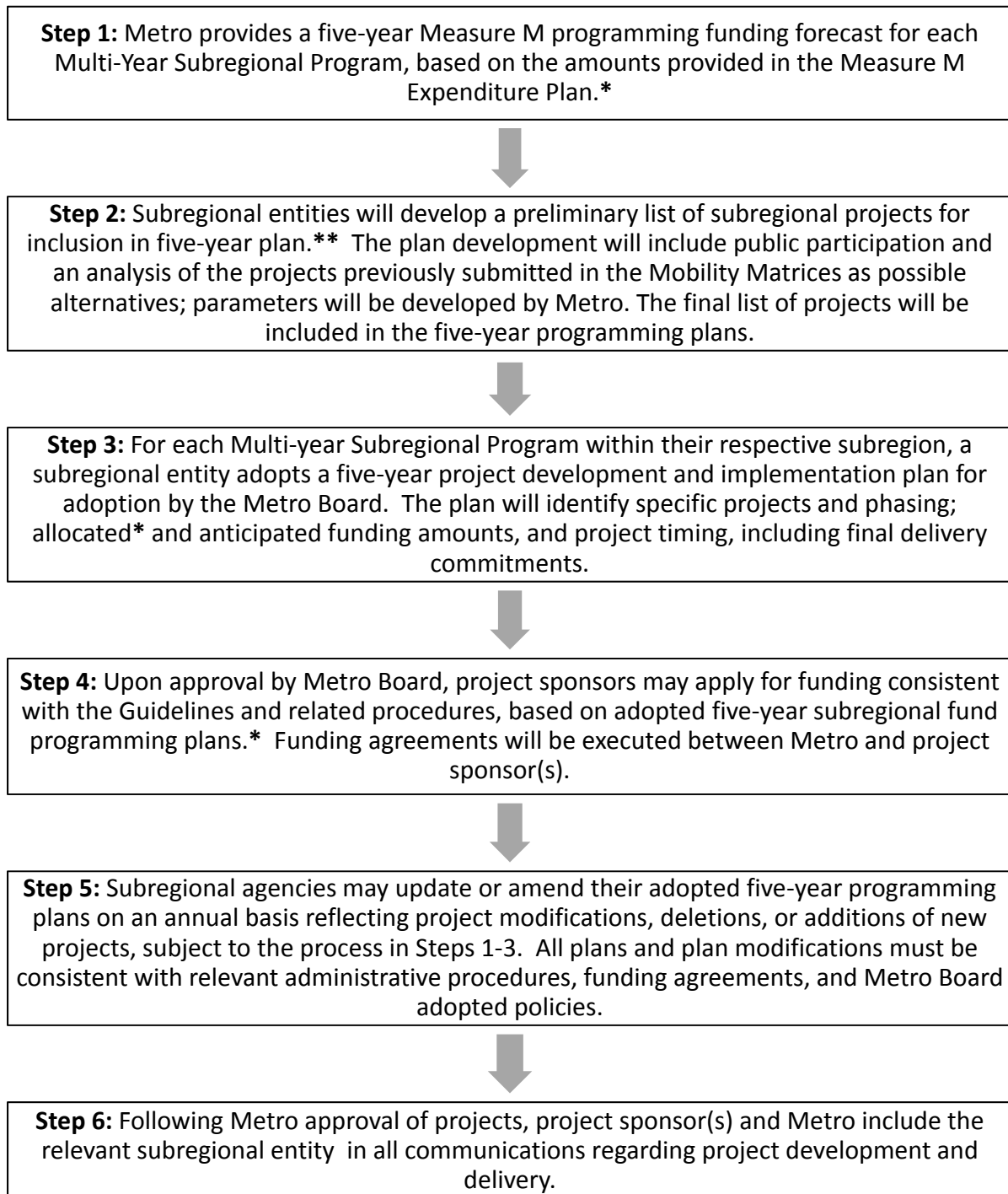
~~The subregional funds within the MSP are subject to the cashflow parameters within these Guidelines. Per the Cashflow provisions in Section \_\_\_\_, Metro Board will consider tools that allow for expediting projects within and among subregional programs. Subregional project sponsors can elect to borrow from one MSP fund amount to accelerate a project in another MSP fund of a different type that may not be available until a later year. This type of inter-program borrowing within the MSP requires approval from Metro and the affected subregion(s).~~

The Multi-year Subregional Programs were based, in part, on projects identified during the Mobility Matrix process prior to the passage of Measure M. Those projects submitted to the Mobility Matrix process are still ~~considered~~ foundational considerations to the Multi-year Subregional Program. Specifically, the projects submitted to the Mobility Matrices are eligible, and the subregions or jurisdictions within the subregions are considered eligible project sponsors. MSP funds can be used to supplement Local Return allocations to support smaller cities subject to the eligibility, process, and availability of funds as described hereafter.

#### **Process**

Unless otherwise indicated in these Guidelines, any Multi-year Subregional Program not coded “SC” in Measure M on page 3 of the Expenditure Plan will go through a subregional program development process. The administrative and procedural details for the process will be developed within six months of the adoption of these Guidelines, and will be included with other MSP administrative requirements, including “Readiness” detailed hereafter. However, generally, the development process will follow the steps provided in the following table:

**Table IX: Multi-Year Subregional Program (MSP) Project Development Process**



*\*Actual funds disbursement will be based on cashflow policy in the Guidelines. Fund estimates may be adjusted annually by Metro for accuracy. \*\* Coordination with Metro staff is required to ensure project eligibility in each category. Administrative review procedures will be developed specific to each MSP program area (e.g., Highways, Active Transportation, Transit, etc.), to include plan requirements and eligible use of funds within each MSP program area.*

The plans will:

- Build on prior Mobility Matrix projects as a foundation; with provisions to reconsider the relevance and performance of existing Matrix projects, and the addition of new ones;
- Include meaningful public outreach, which is essential to the success of Multi-year Subregional program development; Metro will develop baseline parameters for effective community engagement; and
- Be adopted by the Metro Board, with provisions for periodic updates/modifications.

Resources to support the steps listed in Table IX can be drawn from MSP funds, not to exceed 0.5% of the amounts for any single year determined in Step 1 of Table IX. Any additional resources to support the steps in Table IX must be drawn from resources under the control of the subregion or its constituent cities.

### **Supplemental Funds Requirements**

If project sponsors are able to fully fund use the Multi-Year Subregional Program funds for projects identified in their 5 year plans, consistent with procedures established within these Guidelines a Mobility Matrix project that is within the available planned funding, and matches the definitions within these Guidelines, then with MSP funds, the project sponsor may proceed to request disbursement of those funds with the project. However, if the project requires supplemental Metro support or funding, including Metro staff resources, then the project must comply with all requirements attached to Metro-sponsored or controlled fund sources and policies, as appropriate. For example, if a project using Measure M subregional funds is matched with discretionary fund programs managed by Metro, the project is subject to all evaluation criteria, reporting requirements or other provisions of that discretionary program. This includes any Metro-sponsored Measure M programs identified in these Guidelines (coded as "SC"), as set forth herein. There is no minimal amount of additional Metro investment that would prevent additional Measure M policy requirements. The only exception to this rule is use of Local Return funding from Measures A, C, R or M. Once the Metro supplemental funding request is made, staff will notify project sponsors of policy implications.

As an example an illustration, subregional Active Transportation Programs projects that would request supplemental funds from a Metro managed ATP eligible funding source would need to be consistent with board-adopted/approved policies in mobility, accessibility, safety, community, and sustainability. These include:

- Complete Streets Policy
- Active Transportation Strategic Plan (ATSP)
- First/Last Mile Strategic Plan (FLMSP)
- Urban Greening Plan

Projects and programs utilizing additional assistance or funding are encouraged to comply with the Metro Board adopted Small Business Enterprise (SBE) Program and the Prohibition against Discrimination or Preferential Treatment by State and Other Public Entities.

## **READINESS**

The merits and priority of any project funded by the Multi-year Subregional Program funds not coded “sc” will be determined by the process outlined in Table IX. However, the timing of the actual availability of funds will be determined based on project readiness. The Timely Use of Funds principle applies to the Multi-Year Subregional Programs, where amounts vary over a series of years, depending on sequencing in the Expenditure Plan. They are subject to Measure M Cashflow parameters, and require establishing project readiness to be able to access program funds.

Project readiness will apply to separate phases of a project. Readiness thresholds will be determined for planning, environmental, right of way, and construction, and will be defined as appropriate for each funding category (i.e., Highway, Transit, Active Transportation, etc.). Administrative procedures for determining project readiness will be established within six months of the adoption of these Guidelines.

## **PROGRAM MANAGEMENT CONSIDERATIONS**

The subregional funds within the MSP are subject to the cashflow parameters within these Guidelines. Procedures will include a requirement that project sponsors notify Metro by last day of February of each year of the amount of Measure M subregional funding they plan to use, by project, in the subsequent fiscal year, which for Metro begins July 1 each year. When notice is not provided, fund availability will be on a first-come, first-served basis in the subsequent fiscal year.

Per the Cashflow provisions in Section VI, Metro Board will consider tools that allow for expediting projects within and among subregional programs. Subregional project sponsors can elect to borrow from one MSP fund amount to accelerate a project in another MSP fund of a different type that may not be available until a later year. This type of inter-program borrowing within the MSP requires approval from Metro and the affected subregion(s).

All MSP program areas are subject to the following requirements: Audit(s); Measure M Recognition; Reporting; and Revision of Program Guidelines.

## **AUDIT REQUIREMENTS**

Use of Measure M funds will be subject to audit and oversight, and all other applicable state and local laws.

## **MEASURE M RECOGNITION**

Projects and services funded by Measure M will publicly acknowledge the use of Measure M funds through websites, flyers, signs at projects sites and/or other promotional and marketing materials. The form of recognition will be left to the discretion of Metro in consultation with the recipient agency.

## **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of the Measure M Funds are contributing to accomplishing the program objectives.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors at any time.



## X. MULTI-YEAR PROGRAMS (HIGHWAY SUBFUNDS)

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~~Multi-Year Highway Subfund Program categories of The Measure M Ordinance under Section 7.c. (Page 13, Lines 13 through 24), identified in the Expenditure Plan (Attachment A to the Ordinance), directs the Metro Board of Directors to “adopt guidelines regarding Multi-Year Subregional Programs identified in Attachment A.” Pertinant to the purposes attached to the Highway Subfund, this section provides detailed definitions for the categories below: The guidelines shall, at a minimum, specify definitions.” for the categories below~~

Highway Subfund Program	Subregion
Highway Efficiency and Operational Improvements	AV, SG, LVM NC, SB
Highway Demand-Based programs (such as HOV connections/extensions)	SG
Multi-Modal Connectivity Projects	AV
Freeway Interchange Improvements	CC
Arterial Street Improvements	NC
Transportation System and Mobility Improvements	SB

~~Detailed definitions are provided in this section. There are several overlapping themes within the Multi-Year Subregional Programs (MSP) and individual projects are not defined in the Ordinance. The Guidelines assign a uniform eligible project definition when applicable to MSP programs with consistent or similar themes. The following activities will need to be undertaken to better define the scope and schedule of future Measure M projects, and must be incorporated into the 5 year plan detailed in Section IX:~~

~~**Pre-construction activities** such as preliminary studies, project initiation documents, environmental clearance, design and right of way, to define the purpose and need, project limits and actual total project cost. In the case of highway projects, preliminary/planning studies are limited to development of Project Initiation Documents (PID) for focused projects with the intent to complete the subsequent phases: PAED, PS&E, and complete construction.~~

~~**Construction-activities** derived from completed pre-construction activities. In many cases, total project costs will not be covered by the allocated multi-year subregional program amounts. There may also be insufficient financial resources identified in the expenditure plan to fund all the needs of the proposed subregional improvements. It is expected that local jurisdictions will contribute to total project costs.~~

~~Subfunds can be used for both pre-construction and construction activities. Highway subfunds are eligible for pre-construction and construction related project phases as referenced in Section IX, and are subject to eligibility criteria and phasing thresholds that will be developed within 6 months as part of the applicable administrative procedures. State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds.~~

### **Submittal, review, and approval of projects**

All MSP projects (not coded “sc” in the Ordinance Attachment A) funded from the Highway Subfund must be included in the 5 year plans to be developed under the process in Section IX.

In order to conform to project readiness requirements under the Timely Use of Funds provisions of these Guidelines, information will be sought in the following areas prior to programming funds from the Highway Subfund.

- Project sponsor must define the following:
  - Project Location/Physical limits - enumeration of the exact intersections, street or other appropriate locations in which work will be performed.
  - Project description - description of deficiency or issue the project will address, including work to be performed, existing constraints to be addressed and what relevant parties or jurisdictions will be involved in the project.
  - Funding plan – funds to complete the project include phases that will be funded by Measure M funds and those that will be funded by any other fund sources to complete the project.
  - Community/Council Support – Inclusion in a current local agency-adopted CIP or equivalent. Documentation must be provided.
  - Schedule – list of phases completed, and proposed schedule for funded phases.
- ~~Project must have been included on the subregions mobility matrix ; or~~
- ~~If not included on the Mobility Matrix, council of government must adopt the project as a subregional project eligible for Measure M funding;~~
- Metro will review the project application and clarify any items necessary with the project sponsor to determine project readiness and eligibility for pre-construction or construction activities.

#### A. “Highway Efficiency and Operational Improvements” definition:

Highway Efficiency and Operational Improvements includes those projects, which upon implementation, would improve regional mobility and system performance; enhance safety by reducing conflicts; improve traffic flow, trip reliability, travel times; and reduce recurring congestion and operational deficiencies on State Highways. Similarly, improvements on major/minor arterials or key collector roadways, which achieve these same objectives, within one mile of a State Highway, are also eligible under this category. Highway subfunds are eligible for pre-construction and construction related project phases as referenced in Section IX, and are subject to eligibility criteria and phasing thresholds that will be developed within 6 months as part of the applicable administrative procedures. State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds.

#### **Example of Eligible Projects:**

- System and local interchange modifications
- Ramp modifications/improvements

- Auxiliary lanes for merging or weaving between adjacent interchanges
- Alignment/geometric design improvements
- Left-turn or right-turn lanes on state highways or arterials
- Intersection and street widening/improvements on a State Conventional Highway or within one mile of a state highway
- Turnouts for safety purposes
- Shoulder widening/improvements for enhanced operation of the roadway
- Safety improvements that reduce incident delay
- Freeway bypass/freeway to freeway connections facilitating providing traffic detours in case of incidents, shutdowns or emergency evacuations
- ExpressLanes

B. “Highway Demand-Based programs” definition:

Highway Demand-Based programs (such as HOV connections/extensions) include managed-lane projects, which once implemented, would improve regional mobility and enhance safety on the Freeway system. Managed lane projects include high-occupancy vehicle (HOV) lanes, access control or special use lanes, direct access ramps, and high occupancy toll (HOT) lanes, Active Traffic Management (ATM) projects such as Dynamic Lane Control, Hard Shoulder Running, Junction Control, Queue Warning, and related strategies as defined by FHWA. “Managed lanes” are defined as highway facilities or a set of lanes where operational strategies are proactively implemented and managed in response to changes in traffic/demand conditions. Managed-lane projects should provide motorist with viable travel options/solutions for mobility improvements through managed lanes concepts in congested corridors. Highway subfunds are eligible for pre-construction and construction related work project phases as referenced in Section IX, and are subject to eligibility criteria and phasing thresholds that will be developed within 6 months as part of the applicable administrative procedures. ~~upon demonstrated completion of pre-construction activities.~~ State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds.

**Example of Eligible Projects:**

- Freeway-to-freeway HOV/HOT lane connectors
- Extension of HOV lanes on interstates or state freeways
- Access control of exit and entry points
- Grade-separated ramps
- Conversion of HOV lanes to HOT lanes

C. “Multi-Modal connectivity” definition:

Multi-Modal connectivity projects include those projects, which upon implementation, would improve regional mobility, network performance, provide network connections, reduce congestion, queuing or user conflicts and encourage ridesharing. Project should encourage and provide multi-modal access based on existing demand and/or planned need and observed

safety incidents or conflicts. Subfunds are eligible for pre-construction and construction related work phases of projects with the restriction outlines under “Pre-Construction Activities” title under Readiness in Section IX. ~~upon demonstrated completion of pre-construction activities~~ State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds.

**Example of Eligible Projects:**

- Transportation Center expansions
- Park and Ride expansions
- Multi-modal access improvements
- New mode and access accommodations

D. “Freeway Interchange Improvements” definition:

Freeway Interchange Improvements includes those projects, which upon implementation, would improve regional mobility, system performance, enhance safety by reducing conflicts, improve traffic flow, trip reliability, travel times, and reduce recurring congestion and operational deficiencies on State Highways. Similarly, improvements on major/minor arterials or key collector roadways which achieve these same objectives, within one mile of the State Highway, are also eligible under this category. Highway subfunds are eligible for pre-construction and construction related work phases of projects with the restriction outlines under “Pre-Construction Activities” title under Readiness in Section IX. ~~upon demonstrated completion of pre-construction activities.~~ State of good repair, maintenance improvements and/or beautification projects are not eligible for Highway subfunds.

**Example of Eligible Projects:**

- Interchange modification/improvements
- Ramp modifications
- Auxiliary lanes for merging or weaving between adjacent interchanges
- Curve corrections/improve alignment
- ~~• Two way left turn or right turn lanes~~
- ~~• Intersection and street widening~~
- Turnouts
- Shoulder widening/improvements
- Safety improvements that reduce incident delay

E. “Arterial Street Improvements” definition:

Arterial Street improvements include those projects, which upon implemented, would improve regional mobility, system performance, enhance safety by reducing conflicts, improve traffic flow, trip reliability, travel times, and reduce recurring congestion and operational deficiencies. Projects must be located on a principal arterial, minor arterial or key collector roadway. The context and function of the roadway should be considered (i.e., serves major activity center(s),

accommodates trips entering exiting the jurisdiction, serves intra-area travel) and adopted in the City’s general plan. Highway subfunds are eligible for pre-construction and construction related work phases of projects with the restriction outlines under “Pre-Construction Activities” title under Readiness in Section IX. ~~upon demonstrated completion of pre-construction activities.~~ State of good repair, maintenance improvements and/or beautification projects are not eligible for Highway subfunds.

**Example of Eligible Projects:**

- Intersection or street widening
- Two-way left-turn or right turn lanes
- Curve Sight distance corrections/improve alignment
- ~~Two-way left turn or right turn lanes~~
- Turnouts
- Safety improvements that reduce incident delay
- Network connectivity multiple modes

F. **“Transportation System and Mobility Improvements”**

Transportation System and Mobility Improvements include those projects that once implemented, would improve regional mobility, enhance trip reliability, system performance, and network connectivity between modes, reduce user conflicts, and encourage ridesharing. Projects must be located on a principal arterial, minor arterial or key collector roadway. The context and function of the roadway should be considered (i.e., serves major activity center(s), accommodates trips entering exiting the jurisdiction, serves intra-area travel) and adopted in the City’s general plan. Highway subfunds are eligible for pre-construction and construction related project phases as referenced in Section IX, and are subject to eligibility criteria and phasing thresholds that will be developed within 6 months as part of the applicable administrative procedures. State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds.

Additional definitions required by the Ordinance for the Guidelines include:

**Safe routes to schools:** Projects that remove the barriers that currently prevent children from walking or bicycling to school. Those barriers include, but are not limited to, lack of infrastructure (sidewalks, safe passageways), unsafe infrastructure, lack of crosswalks, lack of signalized intersections at or near schools that would provide for safe crossing, and similar deficiencies. There is a State-legislated program referred to as SR2S and a Federal Program referred to as SRTS.

**Highway and transit noise mitigations**

Highway noise mitigations: Planning, engineering and construction of retrofit noise barriers/soundwalls along the freeways through residential areas to reduce the level of freeway traffic noise exceeding the State and federal thresholds that impact the adjacent properties deemed eligible for soundwalls by Caltrans and federal policies and guidelines.

Transit noise mitigations: similar noise barriers as highway, but along fixed-transit guideway routes.

**Streetscape Enhancements and Great Streets:** Great Streets concept was initiated by the City of Los Angeles to: 1) Build strong partnerships between communities and the City of Los Angeles; 2) Design streets with a community's vision of how to improve neighborhoods for all people; and 3) Implement projects that transform streets into safe, accessible, and vibrant public spaces in alignment with adopted City of Los Angeles policies.

**Traffic Congestion Relief Improvements:** Transportation projects that would relieve congestion, improve mobility/level of service, and result in operational improvements along the State Highway System and arterial roadways. These projects include but are not limited to roadway widening, geometric corrections, substantial signal synchronization, carpool lanes, park and ride facilities near freeways served by commuter transit service, dedicated right- and left-turn lanes at major signalized intersections, and other projects with verifiable benefits.

**Other Highway Efficiency Program and Traffic Congestion Relief Programs definition may include:**

**ExpressLanes:** LA County's High Occupancy Managed Lanes or priced-managed lanes where HOV lanes are converted to HOT lanes enabling Solo drivers to ride in the lanes by paying a toll while HOVs with the appropriate vehicle occupancy travel free of charge.

Eligibility for ExpressLanes:

All aspects of ExpressLanes projects including design, planning, development, outreach, construction and implementation of ExpressLanes and connectors consistent with the Metro Countywide ExpressLanes Strategic Plan are eligible. The Strategic Plan may be updated on an ongoing basis to reflect changes including project acceleration and funding availability. Proposed projects must be coordinated with Metro's Congestion Reduction Department. Once constructed, the ExpressLanes will be operated by Metro based on adopted business rules.

All freeway-to-freeway interchange projects and major freeway improvement project initiation documents and PAEDs funded through Measure M must consider an ExpressLanes alternative for corridors identified in the Metro Countywide ExpressLanes Strategic Plan.

**Freeway Service Patrol (FSP)** - This is a congestion mitigation program with roving tow and service trucks which assist and/or remove disabled vehicles off the freeway to a designated safe location. The program maximizes safety by reducing the incidence of secondary accidents and minimizes delay through quick removal of disabled vehicles.

Eligibility: Freeway Service Patrol

- Expansion of the Freeway Service Patrol (regular and big rig) programs beyond current corridors and hours of operation.
- Provision of FSP services within corridors under construction to facilitate safety.

**~~I-605 CORRIDOR HOT SPOT INTERCHANGE IMPROVEMENTS (GATEWAY COG)  
I-605/I-10 INTERCHANGE (SAN GABRIEL VALLEY COG) OR SOUTH BAY HIGHWAY  
OPERATIONAL IMPROVEMENTS~~**

**Definitions may include:**

~~ExpressLanes – LA County’s High Occupancy Managed Lanes or priced managed lanes where HOV lanes are converted to HOT lanes enabling Solo drivers to ride in the lanes by paying a toll while HOVs with the appropriate vehicle occupancy travel free of charge.~~

**Eligibility for ExpressLanes:**

~~All aspects of ExpressLanes projects including design, planning, development, outreach, construction and implementation of ExpressLanes and connectors consistent with the Metro Countywide ExpressLanes Strategic Plan are eligible. The Strategic Plan may be updated on an ongoing basis to reflect changes including project acceleration and funding availability. Proposed projects must be coordinated with Metro’s Congestion Reduction Department. Once constructed, the ExpressLanes will be operated by Metro based on adopted business rules.~~

~~All freeway to freeway interchange projects and major freeway improvement project initiation documents and PAEDs funded through Measure M must consider an ExpressLanes alternative for corridors identified in the Metro Countywide ExpressLanes Strategic Plan.~~

## XI. INTELLIGENT TRANSPORTATION SYSTEMS AND TRANSPORTATION TECHNOLOGY IMPROVEMENTS

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The following are Policy and Procedure guidelines for Intelligent Transportation Systems (ITS) and Transportation Technology Improvements listed under Section 7.c (Page 13, Lines 13 through 24) and Multi-Year Subregional Program #84 (ITS/Transportation Technology – San Gabriel Valley) in Attachment A of the Measure M - Los Angeles County Traffic Improvement Plan.

### **Definition:**

ITS elements provide a set of strategies that include technology systems, communications, and information technology applications to the transportation system for alleviating traffic congestion, improving transit operations, enhancing safety, improving mobility, and promoting environmental sustainability. ITS elements are often installed on vehicles (e.g., passenger car, transit, freight/commercial trucks), arterials/highways (infrastructure), and/or provided to individuals through handheld devices. [Note: Since the Ordinance does not clearly stipulate a difference between ITS and Transportation Technology projects, they will be viewed similarly and the requirements for each category will be the same.]

The National ITS Architecture provides best practice guidance on ITS projects, and also identifies a set of eight bundled user services for ITS strategies (travel and traffic management, public transportation management, electronic payment, commercial vehicle operation, emergency management, advanced vehicle safety systems, information management, and maintenance and construction management).

### **Requirements:**

ITS and Transportation Technology projects will be eligible for funding under multiple transit and highway multi-year subregional programs, and therefore, must also conform to the general Highway and Transit Subregional Programs Measure M policies and procedures as well as any additional specific guidelines developed to support Measure M (Attachment A).

### **Eligible Projects**

Examples of eligible ITS and Transportation Technology projects include:

- Multi-agency/jurisdiction system integration to improve coordination and responsiveness, and promote information sharing for highway/arterial and/or transit systems;
- Advanced Traveler Information Systems (ATIS) that increase efficiency of the transportation network through congestion management, driver/person information, freight optimization, or public transportation management;



- Integrated Corridor Management (ICM) deployment (e.g., changeable message signs, CCTV, communications) to improve multi-agency coordination and responsiveness, promote information sharing, and enhance operations in the event of incidents;
- Transportation technology applications/solutions/systems for passenger cars, transit, freight/goods movement, infrastructure, and persons to enhance the transportation network;
- Connected vehicle concepts (Vehicle to vehicle [V2V], vehicle to infrastructure [V2I], vehicle to person [V2P]) to enhance mobility, safety, and operations of the highway/arterial and/or transit system;
- ITS or Transportation Technology projects consistent with the National ITS Architecture (travel and traffic management, public transportation management, electronic payment, commercial vehicle operation, emergency management, advanced vehicle safety systems, information management, and maintenance and construction management);
- Other ITS or Transportation Technology projects deemed qualified by Metro; and
- Pilot/demonstration projects that promote innovative and advanced technology on the highway/arterial system and/or transit reviewed and approved by Metro on a case-by-case basis.

All ITS and Transportation Technology projects shall comply with the latest version of the Los Angeles County Regional ITS Architecture to ensure institutional agreement and maximize technical integration opportunities. In addition, all Connected Vehicle projects shall reference the latest version of Connected Vehicle Reference Implementation Architecture (CVRIA) for industry standards.

### **Project Initiation and Delivery Requirements**

ITS and Transportation Technology projects shall conform to the following requirements to ensure consistency with regional/state/national ITS policy and guidelines and industry standards and procedures.

- All projects shall be delivered using a generally accepted systems engineering approach to maintain the integrity and quality of completed projects.
- Operations and maintenance plans shall be developed for all ITS projects. For multi-jurisdictional projects, multi-agency agreements shall be executed committing to the long-term operations and maintenance of shared project elements.
- Data derived from ITS system projects shall be shared through the Regional Integration of ITS (RIITS) network to support regional transportation planning and operations.
- Projects shall adhere to existing Metro guidelines for specific subprograms as applicable.
- Traffic control projects shall connect to the Los Angeles County Information Exchange Network (IEN) to facilitate multi-jurisdictional traffic management and coordination.
- Projects will be coordinated through the Arterial ITS Committee, the Coalition for Transportation Technology, the Regional Integration of ITS Configuration Management Committee, and/or other appropriate and recognized forums to ensure consistency with local, subregional and regional ITS plans.

- Through the implementation process and upon completion of projects funded by Measure M funds, project sponsors will work with Metro to document project delivery risks, design and implementation challenges, institutional requirements, and lessons learned to enhance project implementation success countywide.
- ITS and Transportation Technology pilot projects implementing new and innovative concepts will be closely monitored by Metro and will require a “Before and After” study to assess overall benefits achieved.

XII. ACTIVE TRANSPORTATION (NORTH COUNTY, GATEWAY CITIES, LAS VIRGENES, MALIBU)

**FIRST/LAST MILE (WESTSIDE AND SAN GABRIEL VALLEY SUBREGIONS)**

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**GREENWAY PROJECTS (SAN GABRIEL VALLEY)**

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**GREAT STREETS**

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**POLICY CONSIDERATIONS**

The subregional programs were based, in part, on projects identified during the Mobility Matrix process prior to the passage of Measure M. Those projects submitted to the Mobility Matrix process are still considered foundational to the Multi-year Subregional Program. Specifically, the projects submitted to the Mobility Matrix are eligible, and the subregions or jurisdictions within the subregions are considered eligible project sponsors.

~~Metro encourages the~~ The above-referenced Subregional Programs ~~to consider~~ shall comply with the Metro Policies listed below. Note especially that the Supplemental Fund provisions listed on page \_\_\_ apply to these MSP funds.

Metro Board Policy or Plan	Relevance	Date Approved/ Adopted
Active Transportation Strategic Plan (ATSP)	Defines Regional Active Transportation Network. Provides data and tools for planning, project identification, and implementation. Commits regional support programs including metrics.	May 2016
Complete Streets Policy	Creates requirement for local Complete Streets policies applicable capital grant programs. Establishes Complete Streets commitments and planning process for Metro. Provides for Metro training of local agencies.	Oct 2014
Countywide Sustainability Planning Policy (CSPP)	Defines sustainability principles and priorities, key concepts, planning framework, and evaluation metrics. Requires Sustainable Design Plan for Call for Projects recipients.	Dec 2012
First/Last Mile Strategic Plan	Describe rationale, benefits for First/Last Mile improvements. Establishes planning methodology, case	Apr 2014

Metro Board Policy or Plan	Relevance	Date Approved/ Adopted
	studies, toolkit of improvements.	
Motion 14.1 (First/Last Mile)	Designates streets within the Active Transportation Strategic Plan's (ATSP) 661 transit station areas as the Countywide First/Last Mile Priority Network. Directs Metro activity for First/Last Mile planning and implementation.	May 2016
Motion 14.2 (First/Last Mile)	Allows locally funded First/Last Mile improvements to be counted toward 3% match requirement, subject to executed agreements, a Metro-prepared plan, and subsequent Guidelines governing integration of first/last mile in transit capital projects.	June 2016
Motion 22.1 Next Steps for Implementing the Countywide Bikeshare Program	Creates criteria for funding of local bikeshare programs focused on inter-operability.	
Urban Greening Plan and Implementation Action Plan	Provides tools/best practices for pursuing urban greening and place-making improvements at or near transit stations. Accompanied by Implementation Action Plan committing further planning tools and demonstration projects.	Implementation Action Plan Approved Jan 2016

**DEFINITIONS**

**Active Transportation:** non-motorized transportation via walking, bicycling, or rolling modes.

**Eligible Projects**

Capital improvements that further the goals outlined in the Metro Board-adopted Active Transportation Strategic Plan:

- Improve access to transit;
- Establish active transportation as integral elements of the countywide transportation system;

- Enhance safety, remove barriers to access or correct unsafe conditions in areas of heavy traffic, high transit use, and dense bicycle and pedestrian activity;
- Promote multiple clean transportation options to reduce criteria pollutants and greenhouse gas emissions and improve air quality; and
- Improve public health through traffic safety, reduced exposure to pollutants, design infrastructure that encourage residents to use active transportation as a way to integrate physical activity in their daily lives.

**First/Last Mile (FLM):** Infrastructure, systems and modes of travel used by transit riders to start or end their transit trips. This includes, but is not limited, to infrastructure for walking, rolling, and biking (e.g., bike lanes, bike parking, sidewalks, and crosswalks), shared-use services (e.g., bike share and car share), facilities for making modal connections (e.g., kiss and ride and bus/rail interface), signage and wayfinding, and information and technology that eases travel (e.g., information kiosks and mobile apps).

### **Eligible Projects**

Improvements include, but are not limited to: ADA-compliant curb ramps, crosswalk upgrades, traffic signals, bus stops, carshare, bikeshare, bike parking, context-sensitive bike infrastructure, signage/wayfinding, crossing enhancements and connections, safety and comfort, allocation of street space, and plug-in components.

**Green Streets:** Urban transportation rights-of-way integrated with stormwater treatment techniques that use natural processes and landscaping. Quantitatively demonstrate that they capture and treat stormwater runoff from their tributary watershed through infiltration or other means, and are included within the respective Enhanced Watershed Management Plan.

### **Eligible Projects**

Green Infrastructure includes: Cost-effective, resilient approach to managing wet-weather impacts that provides many community benefits. Reduces and treats stormwater at its source while delivering environmental, social, and economic benefits.

**Greenway:** A pedestrian and bicycle, nonmotorized vehicle transportation, and recreational travel corridor.

### **Eligible Projects**

Examples meet the following requirements:

- Includes landscaping that improves rivers and streams, provides flood protection benefits, and incorporates the significance and value of natural, historical, and cultural resources, as documented in the local agency's applicable planning document.
- Is separated and protected from shared roadways and is adjacent to an urban waterway, with an array of amenities.
- Is located on public lands or private lands, or a combination of both, with public access to those lands for greenway purposes.

- Reflects design standards that are applicable for each affected local agency, as documented in the local agency’s applicable planning document.
- May incorporate appropriate lighting, public amenities, art, and other features that are consistent with a local agency’s planning document.
- For purposes of these Guidelines, Greenway further refers to facilities that are planned as part of a network for a multi-jurisdictional subregional area, that are primarily off-street.

**Mobility Hub:** Provides services that bridge the distance between a transit station and an individual’s origin or destination by providing mobility options at major transit stations and stops. Mobility hubs provide “on-demand” transportation services to address first/last mile connections to public transit.

**Eligible Projects**

Once operational, these mobility hubs offer an integrated menu of options for customers, which can include secure bicycle storage facilities, bike share, car share, personal lockers, electric vehicle charging stations, bicycle repair stations, electronic signage of real-time transit arrival information, and departure transit information.

**Great Streets:** Definition and eligibility shall be defines as part of the administrative procedures development, and must be consistent with Metro policy and the policies of the project(s) project sponsor.

### **XIII. TRANSIT MULTI-YEAR SUBREGIONAL PROGRAMS**

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#### **INTRODUCTION**

These following four categories of Multi-Year Subregional Program (MSP) are Transit: Street Car Circulator Projects (SC/Metro Administered); Bus System Improvements (SG); Bus Rapid Transit Capital Improvements (SFV); and Public Transit State of Good Repair (CC). These four programs are only distinguished from the other MSP project types in previous sections by the fund source, specifically transit fund versus highway fund. All general MSP policies, including but not limited to those detailed in Section IX, from these Guidelines apply equally to both Transit MSP and Highway MSP. All MSP funds are for capital projects.

#### **STREET CAR CIRCULATOR PROJECTS (SC)**

These funds will be competitive countywide for capital projects. The project funds will not be used for operational expenses, and will not be used on any projects with incomplete funding plans. Definition of street car and circulator projects, as well as eligibility criteria will be determined as part of establishing the competitive process. The details and criteria for such a process will be drafted within one year of the adoption of these Measure M Guidelines.

#### **BUS SYSTEM IMPROVEMENTS (SG)**

These funds are for bus system improvements. Consistent with provisions for other MSP projects, these improvements should be previously identified in the Mobility Matrix, and will be subject to Fund Restriction/Supplemental Fund provisions. The project will be subject to readiness requirements as noted in Sections I and IX and cashflow availability per Section VI. Additionally, eligibility applies to direct costs (excluding administration) associated with purchased transportation services needed to support a capital project.

#### **BUS RAPID TRANSIT CAPITAL IMPROVEMENT**

The ordinance requires a definition for this term, but currently there is no program listed as such in the Multi-year Subregional Program portion of the Expenditure Plan. These funds are for bus rapid transit (BRT) capital improvements. For a description of BRT features and other criteria description, see subsequent Countywide BRT Expansion section of Guidelines. Metro will be the lead agency for this project, and it will be subject to Countywide BRT design criteria when adopted. The project(s) will be subject to readiness requirements and cashflow availability.

#### **PUBLIC TRANSIT STATE OF GOOD REPAIR (CC)**

These funds are for public transit state of good repair in the Central City Subregion. Eligible state of good repair capital investments include: Capital Asset Replacement; Capital Asset

Rehabilitation; and Capital Improvements when required by changed regulations and standards. MSP projects and improvements should be previously identified in the Mobility Matrix in order to avoid additional Metro restrictions on eligibility of projects. The project will be subject to readiness requirements and cashflow availability.

#### **AUDIT REQUIREMENTS**

Use of Measure M funds will be subject to audit and oversight, and all other applicable state and local laws.

#### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of the Measure M Funds are contributing to accomplishing the program objectives.

#### **MEASURE M RECOGNITION**

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 recipient agency.

#### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.



## **XIV. METRO ACTIVE TRANSPORTATION (2%)**

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### **Overarching Policies**

The following policies will be applied to administration of the Metro Active Transportation Program (2%) as part of the determination of eligibility. Specific administrative program procedures will be developed and adopted by the Metro Board within one year of the adoption of these Measure M Guidelines.

### **Active Transportation Strategic Plan**

The Active Transportation Strategic Plan identifies the Regional Active Transportation Network including specified regional corridor projects and outlines Metro's overall strategy for funding and supporting implementation of active transportation infrastructure and programs in Los Angeles County; identifies strategies to improve and grow the active transportation network, expand the reach of transit, and develop a regional active transportation network to increase travel options.

### **First/Last Mile Policies**

Metro First/Last Mile policies include the First/Last Mile Strategic Plan (2014) which describes the rationale for first/last mile improvements and proscribes an approach to plan and design improvements surrounding any transit station. Metro Board Motions 14.1 (May 2016) and 14.2 (June 2016) collectively designate locations studied in the ATSP as the First/Last Mile Priority Network and commits specific activities to implement first/last mile improvements countywide.

### **Bike Share Policies/Motion 22.1**

Board Motion 22.1 (July 2015) defines next steps for implementation of the regional bike share system.

### **Design for Safety/Vision Zero**

Projects funded with Measure M funds, including Active Transportation 2%, should support the protection of pedestrian and bicycle safety in line with "Vision Zero" or equivalent policies. The Active Transportation 2% program will include as eligible projects local road/arterial improvements that are expressly designed to enhance safety for pedestrians and bicyclists.

## **Funding Availability**

Funding availability will be determined by the Cashflow policy, ~~as well as the projections of the TFP.~~ Criteria will be brought forth within one year of the adoption of these Guidelines, to establish a competitive process and fund schedule for award projects within this program.

The LA River Waterway and System Bikepath project is to be funded with the Active Transportation 2% funding. Any future funding in this program will include calculations based on this commitment.

## **RESERVE/CARRYOVER REQUIREMENTS**

Metro's goal will be to spend or allocate these funds in a timely manner. However, Metro may reserve or carryover some or all of its allocation to the next fiscal year if necessary.

## **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M System Active Transportation ~~Connectivity Projects (Highway Construction (2%)~~ funds are contributing to accomplishing the program objectives.

## **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## **XV. 2% SYSTEM CONNECTIVITY PROJECTS (HIGHWAY CONSTRUCTION SUBFUND)**

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### **INTRODUCTION**

These guidelines summarize the funding policies and administrative procedures for Measure M 2% System Connectivity Projects (Highway Construction) for the Los Angeles County Metropolitan Transportation Authority (Metro).

### **PROGRAM OBJECTIVES**

The Measure M Ordinance references the System Connectivity Projects as part of the overall 17% Highway Construction Program. In the Measure M Ordinance the System Connectivity Projects category includes “Ports, Highway Congestion Programs, [and] Goods Movement.”

The purpose of this Measure M System Connectivity Projects (Highway Construction) program is as follows:

- A. Provide a funding opportunity for cost-effective projects that are included in the Metro Goods Movement Strategic Plan with the goal of improving the movement of goods throughout the Los Angeles County transportation network, with additional consideration focused on the mitigation of environmental and highway congestion impacts associated with goods movement.
- B. Leverage additional private sector, local, state, or federal dollars for the purposes of implementing goods movement-related projects.
- C. Because these funds are coded “SC” in the Ordinance and are under the allocation purview of Metro, the Guidelines are assigning priority to goods movement related investments, and “highway congestion programs” must have a nexus thereto.

### **ALLOCATION METHODOLOGY**

Funds will be allocated to Metro for administration, and Metro shall determine on a five-year basis, based on cashflow~~and the TFP~~, how much funding will be made available for this program, and through an application process to eligible recipients. Funding commitments may be programmed and allocated over multiple years if necessary.

### **Funding Availability**

Funding availability for the Highway Systemwide Connectivity 2% program will be determined by the Cashflow policy~~including the projections of the TFP~~. Criteria will be brought forth within one year of the adoption of these Guidelines to establish a competitive process and fund schedule for award projects within this program. The Measure M Expenditure Plan already includes the I-710 South Phase 1 and 2, and the I-105 ExpressLane Projects which are to be

funded with the Highway 2% System Connectivity program. Any future funding in this program will include the calculations necessary to meet these Expenditure Plan commitments.

### **ELIGIBLE RECIPIENTS**

All implementing public agencies are eligible to apply for available funding, including but not limited to the following:

- Port of Long Beach
- Port of Los Angeles
- Alameda Corridor-East Construction Authority
- Los Angeles County
- Cities in Los Angeles County
- Metro
- Airports

### **ELIGIBLE USES**

Metro is preparing a Goods Movement Strategic Plan which will, among other purposes, provide the foundation for a competitive program for this System Connectivity funding. Projects and programs must be included in the Metro Goods Movement Strategic Plan to be considered eligible to receive funding from the System Connectivity Projects (Highway Construction) Program. Administrative procedures for the competitive funding program will be developed within one year of adoption of the Strategic Plan.

Eligible expenses include, but are not limited to, the implementation and/or construction of the following:

- Highway or rail projects with a clearly identified goods movement purpose
- System connectivity projects linking the regional transportation system to goods movement facilities (seaports, airports, distribution/logistics centers, etc.)
- Technology or innovation projects designed to improve the movement of goods and air quality associated with goods movement
- Highway/rail-grade separation projects
- Projects on Port-owned facilities that will improve the efficiency and capacity for the movement of freight through Los Angeles County
- Projects that promote sustainable freight practices
- Studies designed to identify challenges to, trends within, and strategic planning efforts associated with the movement of goods within Los Angeles County

- Regional Integration of Intelligent Transportation Systems (RIITS) related system improvements, integrations, platforms and connections (e.g., Metro’s video wall or Southern California 511 Traveler Information Systems)
- ExpressLanes projects, where HOV lanes are converted to HOT lanes, including design, planning, development, outreach, construction and implementation of ExpressLanes and connectors consistent with the Countywide ExpressLanes Strategic Plan
- Freeway Service Patrol (FSP) - a congestion-mitigation program with roving tow and service trucks which assist and/or remove disabled vehicles off the freeway

**RESERVE/CARRYOVER REQUIREMENTS**

Metro’s goal will be to spend or allocate these funds in a timely manner. However, Metro may reserve or carryover some or all of its allocation to the next fiscal year if necessary.

**REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M System Connectivity Projects (Highway Construction) funds are contributing to accomplishing the program objectives.

**AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

**MEASURE M RECOGNITION**

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 recipient agency.

**REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## **XVI. 2% SYSTEM CONNECTIVITY PROJECTS (TRANSIT CONSTRUCTION SUBFUND)**

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### **INTRODUCTION**

These guidelines summarize the funding policies and administrative procedures for Measure M 2% System Connectivity Projects (Transit Construction) for the Los Angeles County Metropolitan Transportation Authority (Metro).

### **PROGRAM OBJECTIVES**

The Measure M Ordinance references the System Connectivity Projects as part of the overall 35% Transit Construction Program. In the Measure M Ordinance the System Connectivity Projects category includes “Airports, Union Station, and Countywide BRTs”.

### **ALLOCATION METHODOLOGY**

Funds will be allocated to Metro for administration, and Metro shall determine on a five-year basis, based on cashflow ~~and the TFP~~, how much funding will be made available for this program, and through an application process to eligible recipients. Funding commitments may be programmed and allocated over multiple years if necessary.

#### **Funding Availability**

Funding availability for the Transit Systemwide Connectivity 2% program will be determined by the Cashflow policy ~~including the projections of the TFP~~. Criteria will be brought forth within one year of the adoption of these Guidelines to establish a competitive process and fund schedule for award projects within this program. The Measure M Expenditure Plan already includes the Airport Metro Connector, Crenshaw/LAX Track Enhancements (cap over tracks at LAX runway), North San Fernando Valley Bus Rapid Transit Improvements and the Countywide BRT Expansion projects, which are to be funded with the Transit 2% System Connectivity program. Any future funding in this program will include the calculations necessary to meet these Expenditure Plan commitments.

### **ELIGIBLE USES**

Eligible uses, evaluation criteria, and procedures for the competitive funding program will be developed within two years of adoption of the Guidelines.

### **RESERVE/CARRYOVER REQUIREMENTS**

Metro’s goal will be to spend or allocate these funds in a timely manner. However, Metro may reserve or carryover some or all of its allocation to the next fiscal year if necessary.

## **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M System Connectivity Projects (Highway Construction) funds are contributing to accomplishing the program objectives.

## **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## **XVII. VISIONARY PROJECT SEED FUNDING**

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Measure M makes \$20 million available over 40 years (FY2018-FY2057) to be used for “Visionary Project Seed Funding.” This document provides a set of guidelines for how that funding will be distributed.

### **Summary**

Mobility is changing rapidly. Every day there are new solutions to old transportation challenges, new innovative business models to facilitate improved services, and new technological approaches designed to improve the equity and access of mobility.

LA Metro’s Visionary Project program is aimed at identifying and testing those solutions in Los Angeles County. The Visionary Project program seeks to identify the most cutting-edge, research-based mobility solutions to our specific challenges, and to use Los Angeles County as a test-bed to prove those concepts. LA Metro is specifically interested in projects that include developing, testing, and deploying new mobility approaches and new technologies.

### **Available Funding**

LA Metro will make \$1.5 million available every three years through a competitive grant process.

### **Eligible Applicants**

LA Metro, Municipal Operators, and Local Operators are all eligible for consideration for this award. Eligible applicants should identify one or more research partner(s) to ensure rigorous analytics are applied. Applicants are also encouraged to consider additional project partners with substantial interest and involvement in the project. Eligible partners under this program may include, but are not limited to:

- Private for-profit and not-for-profit organizations
- Operators of transportation services
- State or local government entities
- Academic institutions

### **Eligible Projects**

Generally, eligibility is broad, beyond the requirement that projects be visionary and innovative. Specific eligibilities will be defined as part of the project selection criteria and process. Project concepts should be developed in partnership with local research institutions but targeted towards the development and deployment of pioneering transportation solutions. Research-based solutions should address at least one of the following transportation goals:

- Safety or security improvements
- Substantial improvements in travel time and customer experience



- Major reductions in emissions or other environmental externalities
- Improvements in access for disadvantaged populations

### **Selection Criteria**

Criteria and selection process will be developed and adopted within one year of the adoption of these Guidelines. Criteria may consider, but is not limited to, the following:

- 1. Impact and Outcomes.** Applicants may be expected to identify goals that their project seeks to achieve for Los Angeles County.
- 2. Project Approach.** Applicants may be expected to define the scope and approach of their proposed pilot project and research.
- 3. Team Capacity and Commitment.** Applicants may be expected to detail the team and its capacity to complete the project. LA Metro will also expect a letter of commitment from participating research institutions.
- 4. Business Model Designed to Scale.** Applications should include information on how the applicant agency seeks to scale the project upon the pilot's success.

### **Cost Sharing or Matching**

The grant funded share of this project is limited to 60 percent. The transportation operator in partnership with the affiliated research institution will be expected to identify sources for a local share of net project cost in cash or in-kind.

### **RESERVE/CARRYOVER REQUIREMENTS**

Metro's goal will be to spend or allocate these funds in a timely manner. However, Metro may reserve or carryover some or all of its allocation to the next fiscal year if necessary.

### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M Visionary Project Seed funds are contributing to accomplishing the program objectives.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## XVIII. COUNTYWIDE BRT EXPANSION

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In December 2013, Metro completed the Los Angeles County Bus Rapid Transit (BRT) and Street Improvement Study. BRT has the potential to increase transit access, improve regional mobility, reduce transportation costs and ease commutes. Key BRT features include, but are not limited to, the following:

- More frequent service with limited stops;
- Peak-period or full-time dedicated bus lanes;
- Transit signal priority;
- Branded vehicles/stations;
- Customer friendly stations/stops;
- Real-time bus arrival information; and
- All-door boarding.

Metro will revisit the proposed BRT corridors identified in the 2013 in an updated study to be completed within 24 months of the adoption of the Measure M Guidelines. The updated study will also evaluate additional corridors throughout Los Angeles County from the Mobility Matrix process and/or any potential corridors that may fill any missing gaps in the countywide BRT network, excluding those already funded.

### **Eligible Projects**

These funds are eligible for BRT projects in Los Angeles County, including non-Metro transit providers. The updated BRT study will establish metrics for BRT system performance, including, but not limited to, corridor travel time savings, improved bus speeds, potential for ridership increases, and reduced dwell times. The study will also establish a proposed sequencing or prioritization of BRT projects based on performance, regional balance, and available funding. Metro will also establish a set of standard design guidelines/criteria as well as performance metrics. Subsequent to the completion of the updated study, Metro will adopt a Phase 1 and Phase 2 prioritized BRT project sequence list based on performance metrics, regional balance, and available funding. ~~As part of the Phase 1 and Phase 2 list adoption, Metro will establish design guidelines and additional BRT criteria.~~ Once finalized, the BRT study and its elements will provide the foundation for the assignment of Measure M funds made available for this program. Procedures for that assignment will be amended by reference to the Guidelines once adopted. The procedures will also include the definition of “Bus Rapid Transit (BRT) Capital” under Measure M.

### **RESERVE/CARRYOVER REQUIREMENTS**

Metro’s goal will be to spend or allocate these funds in a timely manner, once allocations are made. However, Metro may reserve or carry over some or all of its allocation to the next fiscal year if necessary.

## **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M Countywide BRT Expansion funds are contributing to accomplishing the program objectives.

## **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## XIX. SUBREGIONAL EQUITY PROGRAM

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### INTRODUCTION

At the June 2016 Board Meeting, Director Fasana introduced an amendment to the expenditure plan to provide funding to all subregions equivalent to the allocation approved by the Board for the San Fernando Valley Transit project. The San Fernando Valley project was identified as \$180 million (FY15\$).

*“FASANA AMENDMENT to Motion 49.2 (June 23, 2016): To provide equivalent funding based on the original allocation of funding (i.e., \$180 million is 13% of such funding based on the San Fernando Valley’s share) to each of the other subregions to assure and maintain equitable funding (i.e., Subregional Equity Program).”*

The funding for programs in other sub-regions outside of San Fernando Valley are now collectively referred to as the Subregional Equity Program. Footnote “s” from the Measure M Ordinance provides guidance as identified below:

*“ This project will increase system connectivity in the North San Fernando Valley and the Metro Transit System. Environmental plan work shall begin no later than six months after passage of Measure M. To provide equivalent funding to each subregion other than the San Fernando Valley, the subregional equity program will be provided as early as possible to the following subregions in the amounts (in thousands) specified here: AV\* \$96,000; W\* \$160,000; CC\* \$235,000; NC\* \$115,000; LVM\* \$17,000; GC\* \$244,000; SG\* \$199,000; and SB\* \$130,000.”*

Considerations for developing this Program:

1. Funding will be identified from either Measure M or other available sources as soon as available.
2. The Subregional Program Process outlined in Section IX will incorporate the Subregional Equity Program.
3. Other funds can be used to satisfy funding requirements with concurrence by the subregion.

### ALLOCATION METHODOLOGY

Funding for this program will be identified as part of the Cashflow Management evaluation. The funds identified may be any combination of federal, state, or Metro controlled funds including, but not limited to, Measure M. Prior to each five-year review Countywide Planning will provide a forecast of the amount of funding, if any, that is forecasted to be available for this program over the subsequent five-years. Once funding is identified, each subregion will be afforded an opportunity to submit their project to Metro staff for evaluation based on project readiness provisions outlined in these Guidelines. ~~In the interim, projects will be considered on a first-~~

~~come, first-served basis provided the sponsor can prove the project is ready to go to construction.~~

### **REPORTING REQUIREMENTS**

Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of the Subregional Equity Program funds are contributing to accomplishing the program objectives.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

### **MEASURE M RECOGNITION**

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 recipient agency.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## **XX. 1%-2% REGIONAL RAIL**

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### **INTRODUCTION**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance. These guidelines summarize the funding policies and administrative procedures for the Measure M 1% Regional Rail program, including the required metrics to increase the allocation from 1% to 2% beginning in 2039. These funds shall not be eligible for Los Angeles County Metropolitan Transportation Authority (Metro) operated bus, light rail, or heavy rail transit services.

### **PROGRAM OBJECTIVES**

As defined in Section 3 of the Measure M Ordinance, Regional Rail “means regional commuter rail service within Los Angeles County, including operating, maintenance, expansion, and state of good repair.”

Regional commuter rail services in Los Angeles County are currently provided on behalf of Metro by the Southern California Regional Rail Authority (SCRRA) under the brand name Metrolink. The SCRRA is a Joint Powers Authority (JPA) representing the transportation commissions of Los Angeles, Orange, Riverside, San Bernardino and Ventura counties in which Metro is a Member Agency. Metrolink trains operate across a six-county network, which includes a portion of northern San Diego County.

### **PROGRAM AMOUNT AND ALLOCATION PERIOD**

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year Metro shall allocate 1% of all net revenues derived from the tax for investment in regional commuter rail activities.

### **ALLOCATION METHODOLOGY**

Funds will be allocated annually at the discretion of, and in amounts determined by, the Metro Board of Directors.

### **ELIGIBLE RECIPIENTS**

The Los Angeles County Metropolitan Transportation Authority for Commuter Rail Investments in or benefitting Los Angeles County, and the Southern California Regional Rail Authority, or its successor.

## ELIGIBLE USES

Eligible expenses include the costs of regional commuter rail operations and services for Los Angeles County. Examples of eligible expenses include operations, maintenance, system expansion, state of good repair, capital projects, feasibility studies and any other expenses that will contribute to meet the program objectives.

## FUNDING EXPANSION

Section 7 of the Measure M Ordinance includes the provision that, “no earlier than July 1, 2039, the Metro Board of Directors shall increase the percentage of Net Revenues allocated to the Regional Rail program from 1% to 2% provided that the recipients satisfy certain performance criteria, which shall be adopted by the Metro Board of Directors.”

Performance criteria shall be periodically reviewed by the Board. This review will include the evaluation of Operating, Cost Containment, and Investment criteria outlined belowgoals.

Operating goals shall include the ongoing evaluation attainment of the following standards:

- Service Reliability and On-Time-Performance (OTP): The operator of regional commuter rail services in Los Angeles County shall maintain an average OTP of not less than 90% of scheduled operations measured on a rolling 24 month average.
- ~~Achievement of less than 20 train delays per month due to Mechanical Issues as defined in the SCRRA’s adopted Strategic Plan.~~
- ~~Grow~~ The growth and retention of retain ridership based on three (3) year average ridership changes. As a comparable industry benchmark, the Board shall consider that are at or above the average of the top 10 commuter rail operators as measured by the National Transit Database (NTD) or its successor index, or other alternative benchmarks as identified by the Metro Board.
- To ensure a safe operating environment, the Board shall consider the rate of by reducing train accidents and passenger and employee injuries as measured by incidents per 100,000 train miles. The data shall be compiled and conform to standards as required by the Federal Railroad Administration (FRA) or its successor agency. at or above of the top 10 commuter rail operators as measured in the National Transit Database (NTD) or its successor index.

Cost Containment goals shall include the ongoing attainment evaluation of the following standards:

- To ensure the efficient use of agency resources, the Board shall consider the growth in operating costs per revenue train mile and changes in the required Metro financial

contribution for the provision of commuter rail services in Los Angeles County. These values shall be reported and measured annually and on a rolling 3 year basis. As a comparable industry benchmark, the Board shall consider ~~shall not exceed~~ the average costs per revenue train mile ~~increase~~ of the top 10 commuter rail operators as measured by the National Transit Database (NTD) or its successor index, or other index as identified by the Metro Board.

- The Board shall also consider Total Revenue Recovery, including Fares and other Operating Revenues, and their relation to total ~~shall meet or exceed 50%~~ of operating costs on an annual basis as measured on a 3 year rolling average.

Investment goals shall include and be measured by the following standards:

The SCRRA, successor agency, or agency providing regional commuter rail services for LA County, shall provide Metro a detailed asset management plan (State of Good Repair) for Metro owned or shared commuter rail assets that reflects both a fiscally constrained 5-year plan of proposed actions as well as a 10-year unconstrained plan to identify Right-Of-Way (ROW), revenue equipment, capital projects, and other asset maintenance requirements. This plan shall be updated, at minimum, on a biannual basis.

As referenced above, the ten largest commuter rail operators shall be measured on the basis of total operating costs for the provision of commuter rail services as reported through the National Transit Database (NTD).

## **FUND DISBURSEMENT**

Funds will be disbursed after:

- A Memorandum of Understanding (MOU) between the recipient and Metro has been executed; or
- After approval by the Metro Board of Directors and applied towards an approved program of Regional Rail investment and subject to all Metro policies and procedures.

## **LAPSING REQUIREMENT**

Given the objective of the program to improve transit service, recipients are encouraged to spend these funds in a timely manner.

Recipients have four years, which is the year of allocation plus three years, to spend the funds allocated through this program. All invoices must be submitted no later than one year after the four year program. Metro staff may grant extensions on a case-by-case basis, accompanied by adequate documentation of justification of the need for the extension request.



## **REPORTING REQUIREMENTS**

Eligible recipients will provide an annual report to Metro describing how uses of Measure M funds are contributing to accomplishing the program objectives. In addition, eligible recipients will be required to prepare quarterly reports on the status of performance criteria outlined above. These quarterly reports shall be submitted to Metro for review by the Independent Taxpayer Oversight Committee.

## **AUDIT REQUIREMENTS**

Use of these funds will be audited as part of the annual audit of each recipient. Any organization receiving and utilizing these funds will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

## **MEASURE M RECOGNITION**

All operators are encouraged to recognize projects and services that are funded using Measure M funds. Examples include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of each operator.

## **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## **XXI. 5% METRO RAIL OPERATIONS**

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### **INTRODUCTION**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance. These guidelines summarize the funding policies and administrative procedures for Measure M Metro Rail Operations for the Los Angeles County Metropolitan Transportation Authority (Metro).

### **PROGRAM OBJECTIVES**

As defined in Section 3 of the Measure M Ordinance, Metro Rail Operations “means service delivery for operating and regular and preventative maintenance for Metro Rail Lines as defined in guidelines adopted by the Metro Board of Directors, as well as Metro State of Good Repair.” Metro State of Good Repair “means the repair, rehabilitation, and replacement required to maintain reliable, safe, effective, and efficient rail transit services.”

### **PROGRAM AMOUNT AND ALLOCATION PERIOD**

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year Metro shall allocate 5% of all net revenues derived from the tax solely for Metro Rail Operations.

### **ALLOCATION METHODOLOGY**

Funds will be allocated to Metro exclusively for Metro Rail Operations. In addition, Metro may expend some portion or all of these funds for Metro State of Good Repair. Allocations and uses for Metro State of Good Repair are further defined in the “Program Guidelines for 2% Metro State of Good Repair.”

### **ELIGIBLE RECIPIENTS**

Metro shall be the sole recipient of Metro Rail Operations funds, as defined in the Measure M Ordinance.

### **ELIGIBLE USES**

Eligible expenses include operating, regular and preventative maintenance for existing and new Metro Rail Lines, as well as the repair, replacement, and rehabilitation of Metro assets required for its rail transit vehicle fleet, systems and engineering, and stations. Examples of eligible expenses include, but are not limited to, the following:

- Rail transit operations, exclusive of bus bridges required for capital projects or disruptions in service
- Rail transit maintenance, including daily check-ups, cleaning, and repairs
- Rail transit communications, signals, power, controls, and track systems and engineering operations and upkeep
- Rail vehicle overhaul, midlife, and acquisition
- Maintenance and component replacement of rail communications, signals, power, controls, and track systems and engineering
- Rail station upkeep, repairs, and maintenance, including, but not limited to, fare gates, ticket vending machines (TVMs), transit passenger information system (TPIS) systems, and lighting
- Fare collection system and equipment

### **RESERVE/CARRYOVER REQUIREMENTS**

Given the objective of the program to address Metro Rail Operations, Metro is encouraged to spend these funds in a timely manner. However, Metro may reserve or carryover its allocation to the next fiscal year.

### **REPORTING REQUIREMENTS**

Metro will provide quarterly reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M 5% Metro Rail Operations funds are contributing to accomplishing the program objectives.

Measure M funds may be used to supplement existing state, federal, and local transit funds in order to maintain the provision of the existing transit services in the event of a current or projected funding shortfall.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

### **MEASURE M RECOGNITION**

Projects and services funded by the Measure M Metro Rail Operations program will recognize the use of Measure M funds. Examples include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of Metro.

#### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

**XXII. 20% TRANSIT OPERATIONS**  
**(Metro and Included and Eligible Municipal Providers)**

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**INTRODUCTION**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance. These guidelines summarize the funding policies and administrative procedures for the Measure M 20% Transit Operations program for the Los Angeles County Metropolitan Transportation Authority (Metro) and Municipal Operators.

**PROGRAM OBJECTIVES**

As defined in Section 3 of the Measure M Ordinance, Transit Operations “means countywide transit service operated by Metro and the Included and Eligible Municipal Operators receiving funds allocated through a Board-adopted Formula Allocation Procedure (FAP).” The purpose of the Measure M 20% Transit Operations program is to improve countywide transit service operations, maintenance, and expansion. The intent of Measure M is to increase revenues available for the public transit system. The program is flexible to allow each operator to determine how best to accomplish making public transportation more convenient, affordable, and improve quality of life.

**PROGRAM AMOUNT AND ALLOCATION PERIOD**

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year Metro shall allocate 20% of all net revenues derived from the tax for transit operations to all existing eligible and included municipal transit operators in the County of Los Angeles and to Metro.

**ALLOCATION METHODOLOGY**

Funds will be allocated among the included and eligible municipal operators according to the shares calculated by the Formula Allocation Procedure (FAP) for the year in which funds are allocated. The allocations to the eligible and included municipal operators and Metro for this program shall be made solely from the revenues derived from the Measure M 20% funds, and not from other local discretionary sources. Measure M 20% services will not be included in the Foothill Mitigation Calculation.

**ELIGIBLE RECIPIENTS**

All included and eligible municipal operators and Metro participating in the FAP are eligible to receive these funds. Eligible recipients are those operators that were in existence when the

Measure M program was approved by the voters of Los Angeles County (California) and include the following:

- City of Arcadia
- City of Claremont
- City of Commerce
- City of Culver City
- Foothill Transit
- City of Gardena
- City of La Mirada
- Long Beach Transit
- City of Montebello
- City of Norwalk
- City of Redondo Beach
- City of Santa Monica
- City of Torrance
- Antelope Valley Transit Authority
- City of Santa Clarita
- Los Angeles Department of Transportation
- Los Angeles County Metropolitan Transportation Authority – Operations

#### **ELIGIBLE USES**

Eligible expenses include operations for transit service, maintenance, and expansion, and any other operating expenses that will contribute to meet the above program purpose and/or objectives. For Metro, these funds are also eligible to be used for Metro Rail operations, and as secondary Metro Rail State of Good Repair and pilot programs for new transit services. Metro will develop policies that will define and establish criteria for implementing pilot programs.

#### **MAINTENANCE OF EFFORT**

Senate Bill No. 767 (De Leon) states that funds allocated by Metro to eligible and included municipal operators shall be used for transit operations and shall not supplant any funds authorized by other provisions of law and allocated by Metro to the eligible and included municipal operators for public transit. In addition to implementing new transit services and programs, eligible recipients may use Measure M 20% funds to supplement existing state, federal, and local transit funds in order to maintain the provision of the existing transit services in the event of a current or projected funding shortfall. Metro staff reserves the right to request appropriate documentation from eligible recipients to support the existence of a funding shortfall.

For Metro, Senate Bill No. 767 (De Leon) states that funds allocated by Metro to itself shall be used for transit operations and shall not supplant funds from any other source allocated by Metro to itself for public transit operations (Attachment B – Senate Bill No. 767).

Measure M funds shall not supplant any local return fund contributions made toward the operations of a transit system.

### **FUND DISBURSEMENT**

Funds will be disbursed after a Memorandum of Understanding (MOU) between the operator and Metro has been executed and the operator has submitted to Metro a Measure M 20% Improvement Plan showing the assignment of that fiscal year's funds. The Measure M 20% Improvement Plan should include a description of how these funds will be spent. The plan should explain how these services will meet the program objective and benefit transit users. The Measure M 20% Improvement Plan may be amended by the operator in coordination with Metro's Local Programming staff. Funds for operating purposes will be disbursed monthly in equal portions of an operator's allocation once an invoice for the annual allocation amount is received from that operator.

All interest accrued on the Measure M 20% transit operations fund will be reallocated annually through the FAP and according to these guidelines.

### **RESERVE/CARRYOVER REQUIREMENTS**

An operator may reserve or carryover its allocation to the next fiscal year; however, the funds will retain their original year of allocation for the purpose of applying the lapsing requirement.

An operator may assign its funds for a given fiscal year to another operator that is able to use them according to the program, purpose, and objectives and within the lapsing requirement timeframe. Fund trade will not be allowed using Measure M 20% funds.

### **LAPSING REQUIREMENT**

Given the objective of the program to improve transit service, operators are encouraged to spend these funds in a timely manner.

Operators have three years, which is the year of allocation plus two years, to spend the funds allocated through this program. Metro may grant extensions on a case-by-case basis, accompanied by adequate documentation of justification of the need for the extension request. The appeal of any lapsing funds will be submitted to Metro, in consultation with Bus Operations Subcommittee (BOS), and subject to approval by the Metro Board of Directors, with any lapsed funds reverting back to the Measure M 20% fund for reallocation to eligible recipients.

## **REPORTING REQUIREMENTS**

Operators will provide quarterly reports to Metro describing how uses of Measure M 20% funds are contributing to accomplishing the program objectives. Metro will compile the operators' quarterly reports into a regional Measure M 20% Program update for the Metro Board and the Measure M Independent Taxpayer Oversight Committee. The quarterly reports are in addition to the annual Improvement Plan. All service funded with Measure M 20% Transit Operations proceeds will be included in the FAP, and reported separately on the Transportation Performance Measurement forms. Measure M Funds may be used to supplement existing state, federal, and local transit funds in order to maintain the provision of the existing transit services in the event of a current or projected funding shortfall. Measure M 20% Funds used for expansion may only be included in the FAP if there is an overall service level increase (as evidenced in the National Transit Database Report).

## **AUDIT REQUIREMENTS**

Use of these funds will be audited as part of the annual audit of each municipal operator. Those operators that perform their own audit shall consult with Metro for a scope of work, which covers the Measure M 20% audit requirement. The audit shall include in the scope of work compliance with the Maintenance of Effort provision and exceptions to that provision will be reported as a finding. Operators will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

## **MEASURE M RECOGNITION**

All operators are encouraged to recognize projects and services that are funded using Measure M funds. Examples include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of each operator.

## **REVISIONS TO PROGRAM GUIDELINES**

These guidelines cannot be changed without consensus from the eligible recipients, as defined in these guidelines, and upon approval of the Metro Board of Directors.



## **XXIII. 2% ADA PARATRANSIT FOR THE DISABLED; METRO DISCOUNTS FOR SENIORS AND STUDENTS**

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### **INTRODUCTION**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance. These guidelines summarize the funding policies and administrative procedures for the Measure M 2% program for:

- A) ADA paratransit for people with disabilities; and
- B) Los Angeles County Metropolitan Transportation Authority (Metro) discounts for seniors and students.

### **PROGRAM OBJECTIVES**

The purpose of this Measure M 2% program is:

- A) To maintain and improve the service performance of ADA paratransit services for people with disabilities in Los Angeles County. As defined in Section 3 of the Measure M Ordinance, ADA paratransit “means paratransit service for the disabled as provided or by the Americans with Disabilities Act;” and
- B) To fund Metro discounts for seniors and students.

In addition, this program will aim to bridge the mobility gap for older adults by designing programs to provide older adults and people with disabilities with the knowledge, practice and confidence to safely and independently travel on public transportation.

### **PROGRAM AMOUNT AND ALLOCATION PERIOD**

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year Metro shall allocate 2% of all net revenues derived from the tax to the program objectives set out above.

### **ALLOCATION METHODOLOGY**

The program funds will be allocated annually based on budgetary needs, with ADA as a priority, for a maximum of 75% for ADA paratransit, and a minimum of 25% for Metro discounts for seniors and students. Any unused funds will revert back to the 2% ADA Paratransit for the Disabled and Metro Discounts for Seniors and Students pool of funds to be redistributed in the following fiscal year.

## ELIGIBLE RECIPIENTS

- A) For the ADA paratransit portion, any transportation agency that provides ADA paratransit services on behalf of Los Angeles County fixed route transit operators and Metro are eligible to receive the program funds. In Los Angeles County, ADA paratransit is currently provided by Access Services on behalf of fixed-route transit operators countywide. If there are any changes to eligible ADA paratransit providers, the content of these guidelines should be revisited.
- B) For the Metro discounts for seniors and students portion, all funds will be allocated to Metro to fund the fare subsidy program described in Appendix B/~~Attachment A~~.

## ELIGIBLE USES

- A) For the ADA paratransit portion, eligible uses include ADA paratransit operating expenses, capital ~~expenses~~ expenses (including innovative technology), and activities to enhance ADA paratransit services provided by the eligible recipients as described above. Up to 10% of the ADA paratransit funds (maximum of 75% for ADA paratransit) may also be used for activities that encourage the use of other transportation options (besides ADA paratransit) by older adults and people with disabilities, such as Travel Training and other innovative programs in coordination with Metro.
- B) For the Metro discounts for seniors and students portion, funds will be allocated to the fare subsidy program described in Appendix B/~~Attachment A~~.

## FUND DISBURSEMENT

- A) For the ADA paratransit portion, funds will be disbursed after a Memorandum of Understanding (MOU) between each eligible ADA paratransit provider and Metro has been executed.
- B) For the Metro discounts for seniors and students portion, Metro will be the sole recipient, and all such monies will be used to fund the discounts as described in Attachment A.

## REPORTING REQUIREMENTS

- A) Eligible recipients will provide an annual report to Metro describing how uses of Measure M 2% funds are contributing to accomplishing the program objectives. In addition, eligible recipients will be required to prepare quarterly reports on the status of performance metrics as specified in the MOU. These quarterly reports shall be submitted to Metro for review by the Independent Taxpayer Oversight Committee.

- B) Metro will be required to report quarterly to the Independent Taxpayer Oversight Committee on the status and utilization of the fare subsidy program described in Attachment A.

**AUDIT REQUIREMENTS**

- A) Use of these funds by ADA paratransit providers will be audited as part of Metro’s Consolidated Audit program.
- B) Use of these funds for Metro discounts for seniors and students will be audited as part of Metro’s Consolidated Audit program.

**MEASURE M RECOGNITION**

All recipients are encouraged to recognize projects and services that are funded using Measure M funds. Examples include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of each recipient.

**REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors. Future Board-adopted changes to the fare subsidy program described in Appendix B/~~Attachment A~~ shall automatically append these guidelines.

## **XXIV. 2% METRO STATE OF GOOD REPAIR**

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### **INTRODUCTION**

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion consistent with the Measure M Ordinance. These guidelines summarize the funding policies and administrative procedures for Measure M 2% Metro State of Good Repair for the Los Angeles County Metropolitan Transportation Authority (Metro).

### **PROGRAM OBJECTIVES**

As defined in Section 3 of the Measure M Ordinance, Metro State of Good Repair “means the repair, rehabilitation, and replacement required to maintain reliable, safe, effective, and efficient rail transit services.” This definition is will also apply to Measure M funding categories that are Metro State of Good Repair eligible: 5% Metro Rail Operations and 20% Transit Operations.

### **PROGRAM AMOUNT AND ALLOCATION PERIOD**

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year Metro shall allocate 2% of all net revenues derived from the tax solely for Metro State of Good Repair.

### **ALLOCATION METHODOLOGY**

Funds will be allocated to Metro exclusively for Metro State of Good Repair.

### **ELIGIBLE RECIPIENTS**

Metro shall be the sole recipient of Metro State of Good Repair funds for rail, as defined in the Measure M Ordinance.

### **ELIGIBLE USES**

Eligible expenses include the repair, replacement, and rehabilitation of Metro assets required for its rail transit vehicle fleet, systems and engineering, and stations. Examples of eligible expenses include, but are not limited to, the following:

- Rail vehicle overhaul, midlife, acquisition, and maintenance
- Maintenance, component replacement, and upkeep of rail communications, signals, power, controls, and track systems and engineering; and,

- Rail station upkeep, repairs, and maintenance, including, but not limited to, fare gates, ticket vending machines (TVMs), transit passenger information system (TPIS) systems, ~~and~~ lighting, and public art restoration
- Fare collection system and equipment
- Systems, software and services to assess, prioritize and report on state of good repair projects

### **RESERVE/CARRYOVER REQUIREMENTS**

Given the objective of the program to address Metro State of Good Repair, Metro is encouraged to spend these funds in a timely manner. However, Metro may reserve or carryover its allocation to the next fiscal year.

### **REPORTING REQUIREMENTS**

Metro will provide quarterly reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M 2% Metro State of Good Repair funds are contributing to accomplishing the program objectives.

Measure M funds may be used to supplement existing state, federal, and local transit funds in order to maintain the provision of the existing transit services in the event of a current or projected funding shortfall.

### **AUDIT REQUIREMENTS**

Use of these funds will be subject to audit and oversight as determined by Measure M and all other applicable state and local laws. Metro will retain all documents and records related to this program and the use of funds for a period of three years after the year in which the funds are expended.

### **MEASURE M RECOGNITION**

Projects and services funded by the Measure M Metro State of Good Repair program will recognize the use of Measure M funds. Examples include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of Metro.

### **REVISIONS TO PROGRAM GUIDELINES**

These program guidelines may be revised by the Metro Board of Directors.

## XXV. LOCAL RETURN

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### INTRODUCTION

Measure M was approved by the voters of Los Angeles County on November 8, 2016 to improve transportation and ease traffic congestion. Consistent with the Measure M Ordinance, these guidelines summarize the funding policies and administrative procedures for the Measure M Local Return (LR) program.

### PROGRAM OBJECTIVES

The Measure M Ordinance specifies that LR funds are to be used for transportation purposes. No net revenues distributed to cities and the County of Los Angeles (Jurisdictions) may be used for purposes other than transportation purposes. The Measure M Ordinance directs the Los Angeles County Metropolitan Transportation Authority (Metro) to develop LR Guidelines, including administrative requirements. The projects included herein further define those transportation purposes for which Measure M LR revenues may be used.

### PROGRAM AMOUNT AND ALLOCATION PERIOD

This is a program funded by the Measure M sales tax with no sunset, beginning on July 1, 2017. Every year, Metro shall allocate 17% of all net revenues to the LR Program. This amount shall increase to 20% on July 1, 2039.

### ALLOCATION METHODOLOGY

Metro will require that Jurisdictions submit Assurances and Understandings agreements before participating in the LR Program. The Measure M Ordinance specifies that 17% of its revenues be allocated to Jurisdictions on a per capita basis. After administrative costs are deducted, apportionments are made to all Jurisdictions within the Los Angeles County, currently 88 cities and the County of Los Angeles (for unincorporated areas). The Jurisdictions' allocations are based on the population shares from the projected populations as derived from annual estimates made by the California State Department of Finance. The projected populations are revised annually in the Transit Fund Allocations and approved by the Metro Board.

Reallocation of Local Return distributions can be subsequently pursued at the subregional level among the cities and county areas within subregional boundaries, to support smaller cities, at the discretion of those parties.

## ELIGIBLE RECIPIENTS

The following cities and the County of Los Angeles are eligible to receive Measure M LR funds:

- Agoura Hills
- Alhambra
- Arcadia
- Artesia
- Avalon
- Azusa
- Baldwin Park
- Bell
- Bellflower
- Bell Gardens
- Beverly Hills
- Bradbury
- Burbank
- Calabasas
- Carson
- Cerritos
- Claremont
- Commerce
- Compton
- Covina
- Cudahy
- Culver City
- Diamond Bar
- Downey
- Duarte
- El Monte
- El Segundo
- Gardena
- Glendale
- Glendora
- Hawaiian Gardens
- Hawthorne
- Hermosa Beach
- Hidden Hills
- Huntington Park
- Industry
- Inglewood
- Irwindale
- La Canada Flintridge
- La Habra Heights
- Lakewood
- La Mirada
- Lancaster
- La Puente
- La Verne
- Lawndale
- Lomita
- Long Beach
- Los Angeles City
- Lynwood
- Malibu
- Manhattan Beach
- Maywood
- Monrovia
- Montebello
- Monterey Park
- Norwalk
- Palmdale
- Palos Verdes Estates
- Paramount
- Pasadena
- Pico Rivera
- Pomona
- Rancho Palos Verdes
- Redondo Beach
- Rolling Hills
- Rolling Hills Estates
- Rosemead
- San Dimas
- San Fernando
- San Gabriel
- San Marino
- Santa Clarita
- Santa Fe Springs
- Santa Monica
- Sierra Madre
- Signal Hill
- South El Monte
- South Gate
- South Pasadena
- Temple City
- Torrance
- Vernon
- Walnut
- West Covina
- West Hollywood
- Westlake Village
- Whittier
- Unincorporated Los Angeles County

## ELIGIBLE USES

Following are listings of eligible projects for which Measure M LR funds can be used.

1. Streets and Roads. Planning, right-of-way and utility acquisition, engineering and design, administration, construction, improvement, maintenance, and operation of public streets and roads, bridges, highways and exclusive public mass transit guideways, and their related public facilities for non-motorized traffic, including the mitigation of their environmental effects, improvements to capture, convey, infiltrate, and/or treat urban runoff and stormwater, and all costs associated with property acquisition for such purposes.

Streets and Roads improvements may consist of, but are not limited to, the following:

- Repair and maintenance of public roadways, pavement maintenance, slurry and rubberized seals, chip seals, pot-hole repair, pavement rehabilitation, or other pavement preservation treatments, roadway construction or reconstruction, utility undergrounding, curb, gutter, sidewalk, trees, roadway signage, median and parkway improvements, and storm drain systems in connection with any roadway improvements
- Cape seals, or other pavement preservation treatments, slope maintenance to preserve the operation of the public right of way
- Capacity enhancements, street widenings, pavement marking and striping or restriping
- Exclusive bike or bus lanes
- Roadway safety improvements such as sound walls, roadway lighting, traffic signals, raised median or roadway striping and signage, railroad crossings, erosion/sediment controls for hillside roads, and guardrails
- Street improvements to meet Americans with Disabilities Act (“ADA”) requirements

### Complete Streets

As defined in Section 3 of the Measure M Ordinance, “Complete Streets” means a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, users and operators of public transit, bicyclist, persons with disabilities, seniors, children, motorists, users of green modes, and movers of commercial goods.



Specific aspects of a complete street are dependent on the context in which the roadway is located (urban, suburban, rural, heavy traffic volume, numerous pedestrian destinations, etc.).

### Green Streets

As defined in Section 3 of the Measure M Ordinance, “Green Streets” means urban transportation rights-of-way integrated with stormwater treatment techniques that use natural processes and landscaping and quantitatively demonstrate that they capture and treat stormwater runoff from their tributary watershed through infiltration or other means and are included within the respective Enhanced Watershed Management Plan.

Green Streets are a stormwater management approach that incorporates vegetation (perennials, shrubs, trees), soil, and engineered systems, such as permeable pavements, to slow, filter, and cleanse stormwater runoff from impervious surfaces (e.g., streets, sidewalks). Green streets are designed to capture rainwater at its source, where rain falls. Enhanced Watershed Management Programs may include, but are not limited to, any Watershed Management Plan and/or Program approved by the California Regional Water Quality Control Board, Los Angeles Region, or its successors. Projects that integrate urban runoff stormwater capture, infiltration, and/or treatment techniques that are not included within a watershed management plan or program may still be eligible for Measure M LR funds as part of other eligible project categories.

Per Ordinance, no more than 33 1/3% of LR funds received may be spent on Green Streets projects in any fiscal year.

### Storm Drains

Storm drains are drains designed to remove excess rain and groundwater from impervious surfaces such as paved streets, parking lots, bikepaths, and sidewalks. Most storm drainage systems are designed to drain the water, untreated and unfiltered, into channels and water bodies.

2. Traffic Control Measures. Signal Synchronization, Transportation Demand Management (“TDM”), Transportation Systems Management (“TSM”), Intelligent Transportation System (“ITS”), new traffic signals, traffic signal modification, signalization of turns, traffic management center, and traffic safety.
  - a. Signal Synchronization. The research, planning, design, engineering, administration, construction, improvement, maintenance, and operation of traffic signals and traffic signal improvement projects, in particular those

improvements required to install and maintain traffic signal synchronization and coordinated traffic signal timing across jurisdictions.

Signal Synchronization Improvements may consist of, but are not limited to, the following:

- Installation of new traffic signal
- Installation of left-turn or right-turn phasing
- Maintenance, repair, replacement and/or upgrade of traffic and pedestrian signal equipment
- Installation, repair and maintenance of vehicle detection system which may include operation as a fully traffic-actuated signal
- Installation of time-based coordination; installation and maintenance of traffic signal coordination timing
- Traffic Management Center (TMC) establishment or modification for management of traffic signals
- Installation of signal-related electrical system and/or fiber optic in the roadway

- b. TDM projects are defined as strategies/actions intended to influence how people commute, resulting in minimizing the number of vehicle trips made and vehicle miles traveled during peak travel periods.

TDM projects must be made available to all employers and/or residents within the Jurisdiction boundaries.

TDM-eligible project expenditures may consist of, but are not limited to, the following:

- Vanpool and/or vanpool incentive programs, and carpool and biking incentive programs. Community-based shuttles for employees, if such services complement existing transit service
- Parking management incentive programs, including parking cash-outs or parking pricing strategies
- Employer or citizen ride-matching programs and subsidies
- Transportation Management Organization's ("TMO") insurance costs or individual employer's vanpool programs under the umbrella vehicle insurance policy of the Jurisdiction
- Matching funds for LR-eligible projects such as Safe Routes to School projects, Call for Projects, and highway improvement safety projects
- Car-sharing programs
- Bike-sharing programs

- Guaranteed Ride Home Programs, Telework Incentives, Ride-hailing incentives
  - First/last mile transit connectivity strategies including shared mobility services (mobility hubs, secure bike parking, bike-share, car-share, universal reservation payment systems, etc.
  - Safe routes for Seniors
  - Safe routes to school
  - Autonomous and/or Connected Shared Vehicle Technology
- c. TSM-eligible project expenditures include those for relatively low-cost, non-capacity-enhancing traffic control measures that improve vehicular flow and/or increase safety within an existing right-of-way. TSM projects may consist of, but are not limited to, the following:
- Reserved bus lanes (no physical separation) on surface arterials
  - Contra-flow lanes (reversible lanes during peak travel periods)
  - Ramp meter by-pass (regulated access with bus/carpool unrestricted entry)
  - Traffic signal priority for buses (to allow approaching transit vehicles to extend green phase or change traffic signal from red to green)
  - Preferential turning lanes for buses
  - Other traffic signal improvements that facilitate traffic movement

#### Traffic Control Measures - Eligibility Restrictions

LR funds may not be used to alter system/signal timing that was implemented under a traffic forum project/grant, unless coordinated with all affected Jurisdictions in the corridor. If a LR-funded project is or has an ITS component, it must be consistent with the Regional ITS Architecture. ITS projects must comply with the Countywide ITS Policy and Procedures that the Metro Board has adopted.

3. Active Transportation. Active transportation is any non-motorized, human-powered mode of transportation, such as walking, bicycling, rolling, skating or scooting. Complete Streets projects are intended to facilitate and encourage the use of active transportation modes.

Bikeway and pedestrian improvements are for public uses and should follow ADA and California Title 24 specifications for accessibility requirements. Bikeways and pedestrian improvements may consist of, but are not limited to, the following:

- Construction and maintenance of bike/pedestrian facilities, sidewalks, related lighting, and cycle track operation and maintenance of off-street bike and pedestrian facilities, shared use paths, bike/pedestrian trails and trail connections
- Installation, repair, and maintenance of street furniture, such as seating and parklets
- Signage, information/safety programs
- Lighting for bike and pedestrian safety, including ongoing energy and maintenance costs
- Bike signal, bike detection, bike valet, bike lane and bike parking/storage
- ADA improvements, streetscapes, crossings and curb cuts
- Bike sharing
- Pedestrian, bike safety and bike education and studies
- Pedestrian plans
- Demonstration, pilot, or temporary staging projects to show the public a project and test the project's feasibility
- Improve first and last mile access to transit
- Bicycle center and supportive secure parking, and repair services for city owned bike share program
- Open street events to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and 3) for civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level
- Non-profit and private organization consultant services that can offer their expertise in outreach, planning, cost estimation, grant writing, design, environmental review, implementation, and maintenance

4. Public Transit Services. Proposed new or expanded transit or paratransit services to address unmet transit needs must be coordinated with Metro and other affected existing regional bus transit systems to determine the proposed service's compatibility with the existing service(s). Metro may request that the proposed service be modified. Proposed services must also meet the criteria outlined under "Non-Exclusive School Service" and "Specialized Transit." Emergency Medical Transportation is not an eligible use of LR funds. Public transit service expenditures may include, but are not limited to, the following:

- New fixed-route, paratransit (Elderly and Disabled and/or General Public) or Flexible Destination bus service
- Extension or augmentation of an existing bus route(s) and coordination of existing paratransit service

- Contracting with a transit operator or private provider for transportation services
- Contracting with transit operator in an adjacent county to provide transportation services within Los Angeles County
- Operating subsidy to existing municipal or regional bus operator
- Service enhancements related to bus/rail interface
- Shuttle service between activity centers
- Fare subsidy, subsidized taxi or similar service for residents
- Taxi or similar service coupon/voucher programs used to provide paratransit systems for senior and disabled patrons
- ADA related improvements to fixed route or paratransit operations
- Transit security operations
- Recreational transit
- Software or technology for collecting, reporting, and analyzing real-time operations, performance, or fare collection data
- Support existing levels of transit operations

Public Transit Services - Eligibility Restrictions

- a. **Non-Exclusive School Service** which includes fixed-route bus services or demand-responsive services available to the general public, which also provide school trips, are eligible for LR funding. Exclusive school bus services are not eligible. Projects must meet the following conditions:
- The vehicles utilized cannot be marked "School Bus" or feature graphics that in any way indicate they are not available to the general public. Yellow paint schemes should not be for the specific purpose of meeting the vehicle code definition of a school bus.
  - The bus head sign is to display its route designation by street intersection, geographic area, or other landmark/destination description and cannot denote "School Trip" or "Special." In cases where the service includes an alternate rush-hour trip to provide service by a school location, the dashboard sign is to indicate the line termination without indicating the school name.
  - Timetables for such services which will be made available to the general public, shall provide the given schedule and route but must not be labeled "school service."

- Drivers must be instructed that such service is available to the general public and board and alight all passengers as required at designated stops.
  - The same fare payment options must be made available to all users.
  - The overall transportation service provided in the Jurisdiction must not be for school-hour service only.
- b. **Specialized Public Transit**, special-user group service or social service transit may be eligible where it can be incorporated into the existing local transit or paratransit program. Jurisdictions must demonstrate that existing services cannot be modified to meet the identified user need. Projects must meet the following conditions:
- The special-user group identified does not discriminate on the basis of race, religion, sex, disability or ethnicity.
  - Service shall be available to all members of the general public having that specialized need and not be restricted to a specific group or program.
  - Service shall be advertised to the general public.
  - Metro may require, as a condition of approval, inter-jurisdictional project coordination and consolidation.
  - LR funds may only be used for the transportation component of the special user group program, i.e., direct, clearly identifiable and auditable transportation costs, excluding salaries for specialized escorts or other program aides.

- The designated vehicle(s) used must be made available for coordination with other paratransit programs if space permits.

- c. **Recreational Transit Services** are eligible for travel within a 300 mile radius of the designated point of departure within the Jurisdiction. All eligible trips must be made within California, and eligibility restricts the use to day trips (no overnight trips). Trips may be limited to certain general age groups (e.g., children under 18, senior citizens, persons with disabilities); however, trips must be made available to all individuals within that designated group. Special events or destinations may be served; however, all members of the general public including individuals with disabilities must be allowed to use the service.

LR funds may not be used to pay the salaries of recreation leaders or escorts involved in recreational transit projects. All recreational transit trips must be advertised to the public, such as through newspapers, flyers, posters, and/or websites. Jurisdictions must submit a Recreational Transit Service Form (Appendix C) on or before October 15<sup>th</sup> after the fiscal year the service was made available, to certify that all conditions were met.

5. **Public Transit Capital**. Bus/rail improvements, maintenance, and transit capital. Jurisdictions must coordinate bus stop improvements with affected transit operators. Public Transit Capital projects may consist of, but are not limited to, the following:

- Improvements to bus stops or rail stations (including street improvements)
- Transit Infrastructure
- Vehicles (new, replacement, and/or maintenance)
- Transit facilities
- Maintenance of facilities/state of good repair
- Transportation Enhancements (“TE”), park-and-ride lots
- Right-of-way improvements
- Improvements to rail crossing(s)
- Farebox systems and related improvements
- Transit Access Pass (“TAP”)
- Universal Fare System (“UFS”), plan development or projects
- Passenger counting systems, Automated Passenger Counter
- Purchase and installations of bus stop/station amenities and signage

- Parking facilities that support public transit use
- Transportation technical systems
- Transit security capital

6. Transit Oriented Community Investments (TOC). ~~Transit-oriented development (TOD) is a type of community development that includes a mixture of housing, office, retail and/or other commercial development and amenities integrated into a walkable and bikeable neighborhood and located within a half-mile of quality public transportation.~~

Measure M’s intent goes beyond traditional transit oriented development TOD to focus on the creation of “transit-oriented communities” (TOC). TOCs represent a comprehensive approach to creating compact, walkable and bikeable places in a community context, rather than focusing on a single development site, particularly around transit, ~~as described in Metro’s Transit Oriented Communities Program as defined in Metro’s TOC Policy to be developed and approved by the Metro Board.~~

Measure M funds must leverage private and other public funds to create TOC. Jurisdictions are encouraged to publicize that Measure M funding was used to fund the project.

7. Transportation Marketing. If promotional signage, literature, or other project marketing material is distributed or displayed as part of a Measure M project outreach or marketing activity, Jurisdictions are encouraged to include a notation indicating that Measure M funding was used to fund the project.

Marketing projects may consist of, but are not limited to, the following:

- Transportation kiosks and/or transit pass sales centers
- Transportation information amenities such as maps, brochures, transportation signage
- Transportation user subsidy programs
- Promotions and events
- GIS mapping of bikeways and other bikeway information

8. Planning, Engineering and/or Study, Congestion Management Program (“CMP”). Planning, coordination, engineering and design costs incurred toward implementing an eligible LR project are eligible when the following conditions are met:



- Projects being planned (designed, coordinated, etc.) are LR eligible. Coordination includes: Jurisdictions’ start-up costs or dues for Councils of Governments (“COGs”) and Transportation Management Associations (“TMAs”); advocacy; and funding for Joint Powers Authorities (“JPAs”) by Jurisdictions or (“COGs”). If some activities are LR eligible and some are not, partial payment of dues must be made proportionally to the organization’s budget for LR-eligible projects.
- TDM-related activities as required by the CMP. CMP projects may consist of, but are not limited to the following:
  - a. preparation of TDM ordinances
  - b. administration and implementation of transit or TDM-related projects pursuant to CMP deficiency plans
  - c. monitoring of transit standards by transit operators

9. Transportation Administration. Expenditures for those administrative costs associated with and incurred for the aforementioned eligible projects/programs.

Direct administration include those fully burdened costs that are directly associated with administering LR program or projects, salaries and benefits, office supplies and equipment, and other overhead costs. All costs must be associated with developing, maintaining, monitoring, coordinating, reporting and budgeting specific LR project(s). Expenditures must be reasonable and appropriate to the activities undertaken by the locality. The administrative expenditures for any year shall not exceed twenty percent (20%) of the total LR annual expenditures.

10. Local Funding Contributions. Measure M LR funds may be used as matching funds for other federal, state, or local sources that may be used to fund transportation projects as listed herein in this section.

The Measure M Ordinance requires a three percent (3%) local funding contribution for designated projects. LR funds may be used to provide these local funding contributions. The 3% Local Contribution to Major Transit Projects guidelines are included in Attachment A.

**MAINTENANCE OF EFFORT (“MOE”)**

Measure M LR Program funds are to be used to augment, not supplant, existing local revenues being used for transportation purposes. Jurisdictions must maintain their individual existing local commitment of funds, for current transportation projects and services.

In addition to implementing new Measure M eligible projects and programs, Jurisdictions may use Measure M LR funds to supplement existing Measure M eligible projects and programs should current grant funding that supports the operations of a program sunset, or if there is a current or projected funding shortfall. Metro reserves the right to request appropriate documentation from a Jurisdiction to support the existence of grant funding schedules and/or a funding shortfall.

#### COORDINATION APPROACH

Jurisdictions are encouraged to coordinate and use their Measure M LR-funded projects as follows:

1. More corridor-based projects, specifically projects that support other Measure M rail, bus and highway corridors
2. Coordination on arterials
3. Land use policies to support rail and bus transit
4. Bike connectivity between Jurisdictions
5. Bicycle and pedestrian access to support transit stations and rail stations
6. Rapid bus service implementation
7. Street improvements to support coordinated signal synchronization across jurisdictions
8. Complete streets, green measures
9. Improve first and last mile access to transit network

#### PROMOTE SUSTAINABILITY

Jurisdictions are encouraged to use Measure M LR funds for projects that will foster a more sustainable countywide transportation system by improving the efficiency and operation of streets and roads and/or increasing alternative transportation choices. Jurisdictions should also consider sustainability in the development of each project by incorporating design elements that reduce construction-related and long-term environmental impacts.

Sustainable design elements should aim to reduce energy, water, waste and air pollutants that occur throughout the lifecycle of a project, including its construction, maintenance, and operations.

## **ADMINISTRATIVE**

### **AGREEMENT**

Prior to receiving disbursements, a Jurisdiction must submit an executed Assurances and Understandings (legal agreement), a sample of which is shown in Attachment C.1. Funds are then automatically disbursed on a monthly basis from the net received revenues, on a per capita basis, to the Jurisdiction.

### **REPORTING REQUIREMENTS**

#### Expenditure Plan (Form M-One)

To maintain legal eligibility and meet Measure M LR program compliance requirements, Jurisdictions shall submit to Metro an Expenditure Plan (Form M-One), annually, by August 1 of each year. A sample of Form M-One is shown in Attachment C.2.

Form M-One provides a listing of projects funded with Measure M LR funds along with estimated expenditures for the year. For both operation and capital projects, Part I is to be filled out. Part II is to be filled out for capital projects (projects over \$250,000). Metro will provide LR funds to a capital project or program sponsor who submits the required expenditure plan containing the following:

1. The estimated total cost for each project and/or program activity;
2. Funds other than Measure M that will be expended on the projects and/or program activity;
3. The active funding schedule for each project and/or program activity; and
4. The expected completion dates for each project and/or program activity.

#### Expenditure Report (Form M-Two)

The submittal of an Expenditure Report (Form M-Two) is also required to maintain legal eligibility and meet Measure M LR program compliance requirements. Jurisdictions shall submit a Form M-

Two, to Metro annually, by October 15<sup>th</sup> (following the conclusion of the fiscal year). The Expenditure Report serves to notify Metro of previous year LR fund receipts and expenditures. Jurisdictions are required to specify administration charges to Direct Administration in order to verify compliance of the 20% cap on administration costs. A sample of Form M-Two is shown in Attachment C.3.

Recreational Transit Form

Jurisdictions that use their Measure M LR funds for recreational transit services must fill out, sign and submit this form no later than October 15<sup>th</sup> after the fiscal year in which the services were rendered. A sample Recreational Transit Form is shown in Attachment C.4.

Form Submission Timeline

<u>FORM</u>	<u>DETERMINATION</u>	<u>ANNUAL DUE DATE</u>
Expenditure Plan (Form M-One)	New, amended, ongoing and carryover projects; Capital projects require additional information	August 1
Expenditure Report (Form M-Two)	All projects	October 15
Recreational Transit Form	Recreational Transit only	October 15

FINANCE

Establishing a Separate Account

Jurisdictions are required to establish a separate account, or sub-account (line item), and deposit all Measure M LR revenues, interest earnings received and other income earned (such as fare revenues, revenue from advertising, etc.) in that account.

Pooling of Funds

Metro will allow Jurisdictions to pool Measure M LR funds in order to obtain maximum return on investments. Such investment earnings must be reported and expended consistent with

these guidelines. As in fund exchanges or transfers, Jurisdictions involved in such arrangement should keep adequate records of such transactions in order to allow for subsequent audits.

### Unexpended Project Funds

All unexpended project funds remaining upon completion of an approved project must be re-programmed.

### Reimbursement

Measure M LR funds may be used to advance a project which will subsequently be reimbursed by federal, state, or local grant funding, or private funds, if the project itself is eligible under these guidelines. The reimbursement must be returned to the Measure M LR account.

A jurisdiction may advance an approved Measure M LR project using City/County/State funds, to be subsequently reimbursed by Measure M LR funds.

### Fund Exchange: Trade, Loan, Gift

Jurisdictions involved with fund exchanges are required to obtain Metro approval and keep all related documents on file.

1. Trading of Measure M LR funds are restricted to other dedicated transportation funds/revenues (except for Proposition C funds which are not allowed).
2. Jurisdictions may arrange a mutually acceptable temporary transfer or loan from one Jurisdiction to another in order to meet short-term project financing needs while allowing for multi-year payback to the lead agency. These loans are to be made on terms to be negotiated between the involved parties. The participating Jurisdictions are held mutually responsible for ensuring that the end use of Measure M is for statutorily allowed purposes.
3. Jurisdictions can gift its Measure M LR funds to another Jurisdiction for the implementation of a mutual project, providing that the funds are used for eligible transportation purposes as listed herein. Jurisdictions giving the funds away cannot accept an exchange or gift of any kind in return.

See Attachment C.5. for a sample Fund Exchange Agreement.

### Bonding

Jurisdictions may issue bonds against Measure M LR Revenue. See Appendix C .6. for bonding requirements.

### LAPSING REQUIREMENT

Measure M LR funds have five (5) years to be expended. Funds must be expended within five years of the last day of the fiscal year in which funds were originally allocated or received. For

example, funds received in FY 2017-18 are required to be expended by June 30, 2023. A First-In-First-Out (FIFO) method of calculation will be used to determine any lapsing of funds. The Measure M LR allocation, interest income and other income earned from LR projects (such as revenues from advertising) which are not expended within the allocated time, will consequently lapse, and be returned to Metro upon request, for reallocation to Jurisdictions on a per capita basis.

Metro will allow a time extension for Jurisdictions to reserve funds (see RESERVE/CARRYOVER REQUIREMENTS below).

#### RESERVE/CARRYOVER REQUIREMENTS

Jurisdictions, may set up a reserve fund account to obtain additional time (beyond the five year term limit) to expend funds. The reserve project will be accounted for in a separate account, or sub-account for audit purposes and lapse date calculation. The reserve fund process is as follows:

1. The Jurisdiction must send a letter to Metro requesting a reserve fund along with project details, including an Expenditure Plan and justification and time continuance specific to the project for which the extension is needed.
2. Metro will determine if the extension is warranted. If the project qualifies, Metro will send an approval letter for the reserve.
3. The Jurisdiction will then be required to establish a separate account, or sub-account (line item), that can be audited.

However, if a Jurisdiction finds that the reserve fund project cannot be constructed for reasons beyond the Jurisdiction's control, the Jurisdiction may submit a request to Metro to reprogram the reserve. The Jurisdiction must indicate in writing the proposed use of the accumulated reserve funds to be reprogrammed, and receive written Metro approval. If the reserve funds are reprogrammed without the approval of Metro, Metro may request that the funds be paid back to Metro for reallocation to Jurisdictions on a per capita basis through the Measure M LR allocation process.

#### AUDIT REQUIREMENTS

A financial and compliance audit will be conducted annually as part of Metro's Consolidated Audit Program to verify adherence to the Measure M Guidelines. Audits will be performed in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that the audit is planned and performed to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. The audit shall

include examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit shall also include review of internal control procedures, assessing the accounting principles used, as well as evaluation of the overall basic financial presentation.

It is each Jurisdiction's responsibility to maintain proper accounting records and documentation to facilitate the performance of the audit prescribed in these guidelines. This includes proper controls that administrative charges are adequately supported (timesheets, payroll registers, labor distribution reports and other related documentation). Jurisdictions are required to retain LR records for at least four years following the year of allocation and be able to provide trial balances, financial statements, worksheets and other documentation required by the auditor. Jurisdictions are advised that they can be held accountable for excess audit costs arising from poor cooperation and inaccurate accounting records that would cause delays in the completion of the required audits.

**Note: Jurisdictions are required to expend their Measure M LR funds for transportation purposes, as defined by these guidelines. Any Jurisdiction that violates this provision must fully reimburse the Measure M LR fund, including interest thereon, for the misspent funds and may be deemed ineligible to receive Measure M LR funds for a period of three (3) years.**

Financial and Compliance Provisions

The Measure M LR Audits shall include, but not limited to, verification of adherence to the following financial and compliance provisions of this guidelines:

<b>Audit Area</b>	<b>Non-Compliance Penalty (for failure to comply with Audit Area)</b>
<p>Measure M LR funds were expended for transportation purposes (as defined by the Measure M LR Guidelines).</p>	<p>Reimbursement to the LR fund of unsupported expenditures, and possible suspension of disbursements for three (3) years. The suspended funds will be reallocated to Jurisdictions on a per capita basis.</p>
<p>Assurances and Understandings (fully executed agreement).</p>	<p>Suspension of disbursements until compliance.</p>
<p>Accounts and records have established a separate operating Measure M Local Transportation Assistance Account for LR purposes.</p>	<p>Suspension of disbursements until compliance.</p>
<p>Verification of revenues received including allocations, project generated revenues, interest income properly credited to Measure M account.</p>	<p>Suspension of disbursements until compliance.</p>
<p>Verification that funds were expended</p>	



<p>with Metro’s approval.</p> <p>Verification that funds were not substituted for property tax and are in compliance with the MOE.</p> <p>Verification that the funds are expended within five (5) years from the last day of the fiscal year in which funds were originally allocated or received (unless an approved reserve fund has been established).</p> <p>Verification that <u>administrative expenditures</u> did not exceed 20% of the total annual LR expenditures.</p> <p>Verification that the Expenditure Plan was submitted on or before August 1<sup>st</sup> at the beginning of the new fiscal year.</p> <p>Verification that the Annual Expenditure Report was submitted on or before October 15<sup>th</sup> following the end of the prior fiscal year.</p> <p>Where funds expended are reimbursable by other grants or fund sources,</p>	<p>Jurisdiction will be required to reimburse its LR account.</p> <p>Jurisdiction will be required to reimburse its LR account (Auditors will measure MOE compliance globally, not project by project).</p> <p>Lapsed funds will be returned to Metro for reallocation to Jurisdictions on a population basis.</p> <p>Jurisdictions will be required to reimburse their LR account for the amount over the 20% cap.</p> <p>Audit exception.</p> <p>Audit Exception.</p>
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<p>verification that the reimbursement is credited to the Local Return account upon receipt of reimbursement.</p> <p>Where Measure M funds were given, loaned or exchanged by one Jurisdiction to another, verification that the receiving Jurisdiction has credited its LR account with the funds received.</p> <p>Where a capital reserve has been granted, verification that a separate account for the capital reserve is established, and current status is reported in the Expenditure Plan</p>	<p>Audit exception and reimbursement received must be returned to the LR account</p> <p>Audit exception and reimbursement of affected funds to the LR account.</p> <p>Audit exception.</p>
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### Audit Deliverables

The auditor shall submit to the Jurisdictions and to Metro a Comprehensive Annual Report of Measure M LR funds no later than March 31 following the end of fiscal year. The report must, at the minimum, contain the following:

- Audited Financial Statements – Balance Sheet, Statement of Revenues and Expenditures and Changes in Fund Balances.
- Compliance Report, Summary of Exceptions, if any, and ensuing recommendations.
- Supplemental Schedules – Capital Reserves, if any; Schedule of Detailed Project Expenditures; and Capital Assets.

### Suspension or Revocation

Jurisdictions are expected to take corrective action in response to the LR financial and compliance audit. Notwithstanding the provisions of these guidelines, Metro reserves the right to suspend or revoke allocation to jurisdictions that may be found to be in gross violation of these guidelines, or repeatedly committing violations, or refusing to take corrective measures.

### **MEASURE M RECOGNITION**

All jurisdictions are encouraged to recognize projects and services that are funded using Measure M funds. Examples may include websites, car cards, schedules, other promotions and marketing materials. This will be left to the discretion of each jurisdiction.

### **REVISIONS TO PROGRAM GUIDELINES**

These guidelines shall be reviewed by a Working Group of LR jurisdictions at least every five years. Any revisions to these program guidelines shall be approved by the Metro Board of Directors.

## APPENDIX

- A. 3% Local Contribution to Major Transit Projects Guidelines
- B. Low Income Fare Subsidy Program (Measure M – Metro Discounts for Seniors and Students)
- C. Local Return Forms and Attachments (will be available within one month of adoption):  
~~The following Attachments currently under development and not included in this draft:~~
  - 1. Assurances and Understandings ~~(Sample)~~
  - 2. Form M-One ~~(Sample)~~
  - 3. Form M-Two ~~(Sample)~~
  - 4. Recreational Transit Form ~~(Sample)~~
  - 5. Fund Exchange Agreement ~~(Sample)~~
  - 6. Bonding

**APPENDIX A: POTENTIAL 3% JURISDICTIONS BY MAJOR TRANSIT PROJECT**

<b>Measure M Transit Project</b>	<b>City – Station Location</b>
<b>Crenshaw Light Rail Northern Ext to West Hollywood (LRT)</b>	City of Los Angeles
<b>Crenshaw Light Rail Northern Ext to West Hollywood (LRT)</b>	City of Los Angeles
<b>Crenshaw Light Rail Northern Ext to West Hollywood (LRT)</b>	West Hollywood
<b>East San Fernando Valley Transit Corridor (LRT)</b>	City of Los Angeles
<b>East San Fernando Valley Transit Corridor (LRT)</b>	San Fernando
<b>Gold Line Foothill Extension to Claremont Phase 2B (LRT)</b>	Pomona
<b>Gold Line Foothill Extension to Claremont Phase 2B (LRT)</b>	Glendora
<b>Gold Line Foothill Extension to Claremont Phase 2B (LRT)</b>	San Dimas
<b>Gold Line Foothill Extension to Claremont Phase 2B (LRT)</b>	La Verne
<b>Gold Line Foothill Extension to Claremont Phase 2B (LRT)</b>	Claremont
<b>Green Line to Norwalk Metrolink Station (LRT)</b>	Norwalk/Santa Fe Springs
<b>Green Line to Norwalk Metrolink Station (LRT)</b>	Norwalk
<b>Lincoln Blvd LRT</b>	Los Angeles County/City of Los Angeles
<b>Lincoln Blvd LRT</b>	Inglewood
<b>Lincoln Blvd LRT</b>	City of Los Angeles
<b>Lincoln Blvd LRT</b>	City of Los Angeles
<b>Lincoln Blvd LRT</b>	City of Los Angeles
<b>Lincoln Blvd LRT</b>	Santa Monica
<b>Gold Line Eastside Phase II [SR-60]</b>	Montebello/Monterey Park
<b>Gold Line Eastside Phase II [SR-60]</b>	Los Angeles County/Monterey Park
<b>Gold Line Eastside Phase II [SR-60]</b>	Los Angeles County
<b>Gold Line Eastside Phase II [SR-60]</b>	Monterey Park
<b>Gold Line Eastside Phase II [SR-60]</b>	South El Monte
<b>Gold Line Eastside Phase II [SR-60]</b>	Los Angeles County
<b>Gold Line Eastside Phase II [SR-60]</b>	Montebello
<b>Gold Line Eastside Phase II [SR-60]</b>	Rosemead
<b>Gold Line Eastside Phase II [SR-60]</b>	Los Angeles County
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Montebello/Monterey Park
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County/Monterey Park
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County/Whittier
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County/Santa Fe Springs
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Pico Rivera
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Whittier
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Montebello
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Commerce
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Montebello

<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Santa Fe Springs
<b>Gold Line Eastside Phase II [Washington Blvd]</b>	Los Angeles County
<b>Orange Line Conversion to Light Rail (LRT)</b>	City of Los Angeles
<b>Sepulveda Pass Corridor - Westwood to LAX (HRT)</b>	City of Los Angeles
<b>Sepulveda Pass Corridor - Westwood to LAX (HRT)</b>	City of Los Angeles
<b>Sepulveda Pass Corridor - Westwood to LAX (HRT)</b>	Culver City
<b>Sepulveda Pass Corridor - Westwood to LAX (HRT)</b>	City of Los Angeles
<b>Sepulveda Pass Corridor - Westwood to LAX (HRT)</b>	Culver City
<b>Sepulveda Pass Transit Corridor (HRT)</b>	City of Los Angeles
<b>So Bay Green Line Ext to Torrance Transit Cen/Crenshaw Blvd</b>	Torrance/Redondo Beach (Harbor Subdivsn 182-190 St)
<b>So Bay Green Line Ext to Torrance Transit Cen/Crenshaw Blvd</b>	Torrance
<b>So Bay Green Line Ext to Torrance Transit Cen/Crenshaw Blvd</b>	Lawndale
<b>So Bay Green Line Ext to Torrance Transit Cen/Crenshaw Blvd</b>	Redondo Beach
<b>So Bay Green Line Ext to Torrance Transit Cen/Crenshaw Blvd</b>	Redondo Beach
<b>Transit Connector Orange/Red Line to Gold Line (LRT)</b>	Glendale
<b>Transit Connector Orange/Red Line to Gold Line (LRT)</b>	Burbank
<b>Transit Connector Orange/Red Line to Gold Line (LRT)</b>	City of Los Angeles
<b>Transit Connector Orange/Red Line to Gold Line (LRT)</b>	Pasadena
<b>Vermont Transit Corridor (HRT)</b>	Los Angeles County/City of Los Angeles
<b>Vermont Transit Corridor (HRT)</b>	City of Los Angeles
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park/Vernon
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	South Gate/Cudahy; Metro ROW
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park/Cudahy; Metro ROW
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park/Bell
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	South Gate
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Huntington Park
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Los Angeles County
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	City of Los Angeles
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Bell
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	Downey
<b>West Santa Ana Transit Corridor (Gardendale to Downtown)</b>	South Gate/Downey
<b>West Santa Ana Transit Corridor (Pioneer to Gardendale)</b>	Bellflower
<b>West Santa Ana Transit Corridor (Pioneer to Gardendale)</b>	South Gate
<b>West Santa Ana Transit Corridor (Pioneer to Gardendale)</b>	Paramount
<b>West Santa Ana Transit Corridor (Pioneer to Gardendale)</b>	Cerritos
<b>West Santa Ana Transit Corridor (Pioneer to Gardendale)</b>	Artesia
<b>Westside Purple Line Ext to Westwood/VA Hospital (Section 3)</b>	City of Los Angeles
<b>Westside Purple Line Ext to Westwood/VA Hospital (Section 3)</b>	Los Angeles County

## APPENDIX B: LOW INCOME FARE SUBSIDY PROGRAM

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**Note: In May 2017, the Metro Board approved the Program outlined below.**

### **Measure M – Metro Discounts for Seniors and Students Summary Description of Low Income Fare Subsidy Program**

#### **BACKGROUND**

As required by the Measure M Ordinance and further described in the Measure M Guidelines for the 2% program (ADA Paratransit for the Disabled; Metro Discounts for Seniors and Students), a minimum of 25% of the revenues generated by this program shall be allocated to fare discounts for seniors and students. This document outlines the provisions for the use of these funds.

#### **Current Fare Discounts Offered to Seniors and Students**

Within Metro's existing fare structure, there are a wide variety of discounted fare products available to seniors, K-12 students, and college/vocational students. The total effective subsidy for all reduced fare products and Metro fare subsidies currently offered is over \$100M annually. By contrast, Measure M is expected to generate \$4M annually for this purpose—an overall subsidy increase of less than 5%.

#### **Leveraging Measure M to Benefit Low Income Seniors and Students**

In order to best utilize the Measure M monies available for senior and student discounts, these limited funds will be directed toward fare discounts for low income seniors and low income students. With the fare subsidy program described below, Metro is aiming to maximize the impact of the Measure M 2% program by providing fare subsidy benefits to the senior and student transit riders who need it most.

#### **LOW INCOME FARE SUBSIDY PROGRAM**

This revised fare subsidy program focused on low income riders in Los Angeles County will build upon the successes and lessons learned of the current fare subsidy programs – Immediate Needs Transportation Program (INTP) and Rider Relief Transportation Program (RRTP). The program will utilize funds from the existing programs and the additional Measure M revenues to offer additional subsidies to program participants, with a total estimated FY18 budget of \$14M - \$5M from INTP, \$5M from RRTP, and a projected \$4M in new sales tax revenue from Measure M.

The program will combine and increase benefits provided separately by each program today, while improving the customer's experience in applying for and utilizing program benefits. Projected efficiencies under the new program together with additional funds

from Measure M will fund the expansion of subsidies to program participants, allowing Metro to provide more benefits to more riders. Key elements of the new program are summarized in the following table.

<b>New Low Income Program Benefits</b> <i>(to be phased in over the next 24 months)</i>					
<b>Individual Benefits (Choice of one each month)</b>					
Pass Type	Pass Amount	New Subsidy per Month	New Subsidized Pass Price	% Off Pass Price	Total Discount *
Regular Fare 30-Day or Regular Fare 7-Day <i>(four weeks per month)</i>	\$100	\$24	\$76	24%	24%
	\$25	\$6 <i>(four times per month)</i>	\$19	24%	24%
College/Vocational Pass 30-Day	\$43	\$13	\$30	30%	70%
Student 30-Day Pass	\$24	\$10	\$14	42%	86%
Senior/Disabled 30-Day Pass	\$20	\$8	\$12	40%	88%
20 Rides <i>(per month)</i>	<i>Option available as an alternative to pass purchase. Applicable to all rider categories.</i>				
<b>Agency Benefits</b>					
<ul style="list-style-type: none"> <li>• Taxi Coupons and/or Vouchers, not counted against individual benefits above. Some short term transit benefits are anticipated as well (e.g., day passes).</li> </ul>					
<b>Total Budget</b>	\$14 million in First Year				

\*Includes: 1) reduced fare discounts already available to that rider category, and 2) an additional low income subsidy benefits.

Details on the new program, including comparison with the current fare subsidy programs, are described in further detail below.

- Consolidation of Transit Benefits for Individuals – R RTP provides a discount off a weekly or monthly pass while the INTP provides tokens for individual trips. Individuals may not participate in both programs so must choose to register in one or the other, receiving either the pass discount or tokens. The revised program will allow participants to choose which benefit meets their needs each



month. Further, very few types of trips or trip purposes qualify for tokens under the INTP program. The revised program will no longer consider trip purpose, making all trips made using transit eligible.

- Increased Subsidy Amount – RRTP provides \$10 off a full-fare pass, and \$6 off a reduced fare (senior/disabled, college/vocational, or student) pass. INTP provides an average of 10 tokens (rides) per person per month. Under the new program, pass discounts will increase to \$24 for full-fare customers and \$13, \$9, or \$8 for reduced fare; or, a monthly ride benefit of 20 rides.
- Simplify Participant Eligibility Process – Customers are required to appear in person twice a year for RRTP coupon distribution, and monthly for INTP token allocation. Under the revised program, participant eligibility will be determined once per year at any time during the year to allow the customer to receive benefits for 12 consecutive months.
- TAP Integration – Today subsidies are provided in the form of paper coupons (RRTP) and tokens (INTP). When fully implemented, the new program will provide participant benefits through a customer's enrolled TAP card, streamlining and improving the experience for customers, agencies, vendors, and Metro staff.
- New TAP Ride-Based Option – Tying customer benefits to a TAP card allows for a new ride fare product to replace the tokens issued under the INTP today. Under the revised program, the customer can choose either a discounted pass product or the TAP rides each month. This enhancement will allow the customer to receive full benefit of the Metro two hour transfer that is not supportable with the tokens used today.
- Convenient Access to Program Benefits – Customers will be able to utilize taptogo.net as well as the entire TAP vendor network for redeeming their pass or ride benefits under the revised program.
- Refocused Taxi Element – The taxi element of the revised program will focus on agencies rather than individuals, and on specific critical trip purposes. Today, individuals may receive taxi coupons from participating agencies that can be utilized at any time and for any reason. The new program will provide access to taxi services to approved agencies/organizations like hospitals and shelters to call upon on behalf of their members to provide trips categorized by mobility limitations, urgency, or safety. A member's enrollment in the transit subsidy

element of the new program will not prevent them from receiving taxi services initiated by an agency on their behalf.

### **IMPLEMENTATION TIMELINE**

The new Low Income Fare Subsidy program was approved by the Metro Board in May 2017. Implementation of the new program is anticipated to occur in two phases beginning in January 2018. The first phase will consist of program policy changes that can be implemented without TAP enhancements/modifications including taxi or similar service provision and increases to subsidy levels, culminating in the issuance of an RFP in FY19 for new third party administrators. The second phase will incorporate the remaining TAP program elements and will also begin in January 2018 but will take longer to implement as improvements to the TAP vendor network are rolled out countywide.

# Local Return

Comment (Main Points)	Response (Y/N/M/A)	Name
<b>Ride Hailing Services</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
Include shared-ride hailing services.	(Y) Guidelines revised	South Bay Cities COG West Hollywood Westside Cities COG
<b>Oppose Local Return Floor</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
Oppose any Local Return floor.	(Y) Guidelines revised	American Heart Association Community Health Councils Michael Hayes Investing in Place Safe Routes to School
<b>Local Return Allocation</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
Supports the inclusion of the daytime population and employment population in the definition of population for local return allocation.	(N) Not recommended	Culver City West Hollywood Westside Cities COG
<b>Miscellaneous Comments on Local Return</b>		
The language urging the coordination of Measure M Local Return funded projects should be expanded and placed in other guidelines with incentives for inter-jurisdictional coordination.	(M) Final decision to be made by Board on 6/22.	Gateway Cities COG
Use (resident) population for calculating Local Return funding and no minimum allocation.	(Y) Guidelines revised	Las Virgenes Malibu COG
The North County believes that there should not be an "off the top" minimum funding floor for local return.	(Y) Guidelines revised	North County Transportation Coalition (NCTC)
Do not object to the Local Return proposal of \$100,000 annual minimum allocation.	(N) Not recommended	San Gabriel Valley COG
Suggests that the Metro Board of Directors encourage or incentivize entities receiving Local Return funds to spend a portion of the funding on operating and capital projects that improve access and mobility for older adults and people with disabilities.	(Y) Local Return guidelines allow for this use.	Access Services
Bellflower's estimated annual allocation is \$1.1M. Based on the recommendation being made, how will this amount be allocated to Bellflower in FY17-18?	(Y) Response provided	Bellflower
Revise Streets and Roads to include, but not limited to: Repair and maintenance of public roadways, pavement maintenance, slurry and rubberized seals, chip seals, pot-hole repair, pavement rehabilitation, or other pavement preservation treatments, roadway construction or reconstruction, utility undergrounding, curb, gutter, sidewalk, trees, roadway signage, median, parkway improvements, and storm drain systems in connection with any roadway improvements.	(Y) Guidelines revised	Downey
The definition of Active Transportation should be expanded beyond "non-motorized, human-powered mode of transportation..." described in the Local Return section. This specificity excludes other current and future "slow speed" modes and the facilities to improve the safety of their use in public rights-of-way.	(N) Other modes allowed by other sections of guidelines.	Eco Rapid Transit
The language urging the coordination of Measure M Local Return funded projects should be expanded and placed in other guidelines.	(M) Final decision to be made by Board on 6/22.	Eco Rapid Transit
There should be no required set-aside expenditure for any eligible use. The Guidelines language regarding lapsing and reserve fund provisions should reflect the fact that some local agencies will have to bank substantial Local Return funds in order to meet their 3 percent contributions to transit projects.	(N) 3% guidelines allow for default use of Local Return without the need for banking of funds	Los Angeles County Public Works
The Guidelines language regarding lapsing and reserve fund provisions should reflect the fact that some local agencies will have to bank substantial Local Return funds in order to meet their 3 percent contributions to transit projects.	(N) 3% guidelines allow for default use of Local Return without the need for banking of funds	Los Angeles County Public Works
The County does not object to a reasonable, equitable minimum floor to assist small-population cities; however, the other proposed factors would be unfairly detrimental to County unincorporated residents.	(Y) Minimums and other factors not recommended	Los Angeles County Public Works
The Guidelines should not permit sub-regions to aggregate the local return funds of jurisdictions within its boundaries and distributing funds based on a formula of the sub-regions' choice.	(N) Subregional reallocations not prohibited in guidelines	Los Angeles County Public Works
Regarding the Local Return allocation, it is the City's preference that Measure M be implemented as was voted by the people of Los Angeles County (i.e. no consideration for a minimum allocation to smaller cities). Additionally, should a minimum allocation amount be approved, it should be no greater than \$100,000.	(Y) No minimum recommended	Pomona
No objection to \$100,000 annual minimum allocation, however is not in favor of increasing this amount beyond the current recommended \$100,000 minimum.	(N) Not recommended	Santa Clarita Local Transit Systems Subcommittee (LTSS)
Consideration of a \$500,000 minimum funding level for small cities that can demonstrate: 1) they have roads classified as truck routes and bus routes; and 2) they can demonstrate that Measure M revenues collected from the city exceeds the amount it receives in local return. 3.) Cities that do not meet the criteria in A and B above receive funding based on the per-capita formula	(N) Not recommended	Signal Hill Vernon

# Local Return

Comment (Main Points)	Response (Y/N/M/A)	Name
Local return allocation for various cities in the county should be used first for locally managed light rail connections to existing metro lines. Light and heavy rail alternatives to highway travel should be the #1 focus for Metro	(N) Cities prioritize projects and programs for funding.	Alexander Barber
A floor for local return should not be set; however, there is also concern that cities will not have enough to perform projects. Therefore, rather than having a five year lapsing requirement, I would change it to five years or \$1,000,000 without Metro approval to create a capital reserve fund.	(N) Not recommended	Hank Fung
Measure M should make Transportation Network Companies eligible for local return.	(Y) If contracted by city for eligible use	Hank Fung
Clarify if new cities incorporated after 2016 are eligible to receive Local Return.	(Y) New cities would qualify	Hank Fung
Encourage Metro and local jurisdictions receiving local return funds to incorporate affordable housing into major capital projects, and to analyze concurrently with the environmental process for any project both the compatibility of the current land use regulations with the goals of the project.	(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.	Joseph Sanderson
Prefer Measure M funding to be used to support efficient, sustainable and effective forms of mobility.	(Y) At city's discretion	Michael Hayes
Since the Local Return funds are managed by the cities and unincorporated areas of Los Angeles and are most flexible in its eligible used, these jurisdictions must be held accountable to fund projects that reflect their community's priorities. We commend LA Metro for prioritizing projects that align with existing community plans and policies - such as Vision Zero and Complete Streets - which provides data-informed and community-driven models for equitable transportation planning.	(Y) At city's discretion	Advancement Project California
Draft guidelines lack clarity on how TOC is defined.	(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.	Community Health Councils
Believe the Guidelines should include strong policies to prioritize equity through Local Return in Transit-Oriented Communities, which includes preserving existing affordable housing, as well as developing more high quality affordable housing.	(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.	Community Health Councils
Provide further guidance on best management practices for delivering multi-benefit Local Return investments; establish performance metric tracking and incentivize improvements. Make sure that all local jurisdictions have sufficient access to information regarding recommended practices for making streets green and complete.	(Y) At city's discretion	EnviroMetro
Provide tools that help jurisdictions identify opportunities for multi-benefit investments, and establish a performance metric tracking system to help them monitor their progress across several indicator areas, such as urban heat and quality of pedestrian and bicycle infrastructure.	(Y) At city's discretion	EnviroMetro
The draft guidelines include eligibility for Transit-Oriented Communities in Local Return, however what this means is not clearly defined. However, Investing in Place supports this holistic approach over traditional Transit-Oriented Developments.	(Y) Guidelines revised to reference Metro TOC policy. Measure M is for transportation. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.	Investing in Place
The Guidelines should explicitly support local return investments into not just the creation but the preservation of existing affordable housing in order to ensure existing transit dependent residents can remain in TOCs.	(Y) Guidelines revised to reference Metro TOC policy. Measure M is for transportation. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.	Investing in Place

# Local Return

Comment (Main Points)	Response (Y/N/M/A)	Name
<p>We recommend that eligible TOC investments include those that:</p> <ol style="list-style-type: none"> <li>1. Support the development and preservation of affordable housing, as defined in Metro's joint development policy, in TOCs;</li> <li>2. Support the inclusion of small businesses in mixed use buildings in TOCs;</li> <li>3. Help remove land use barriers to transit oriented development;</li> <li>4. Implement best practices and policies for sustainable and transit-supportive land uses across a variety of neighborhood typologies; and</li> <li>5. Otherwise ensure inclusive and equitable transit oriented communities for those at all income levels.</li> </ol>	<p>(N) Ordinance stipulates specific eligible transportation uses which do not include housing. However, funds could be used for Transit Oriented Communities (TOC). Transportation investments (public transit, first mile/last mile, etc.) that support access to or through TOC or other affordable housing sites are eligible; also, Local Return can fund TOC planning efforts that would link housing to transportation investments.</p>	<p>LA Thrives/Enterprise</p>
<p>The guidelines for TOC local return funding should have equity and affordability as an explicit goal and expand potential TOC investments to include the preservation of existing affordable housing near transit.</p>	<p>(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.</p>	<p>Los Angeles County Bicycle Coalition</p>
<p>Provide further guidance on how cities may use multi-benefit Local Return investments, establish performance metric tracking, and require annual audits.</p>	<p>(Y) Annual audits are required.</p>	<p>Los Angeles County Bicycle Coalition Prevention Institute Valley Industry &amp; Commerce Association</p>
<p>We urge Metro to consider how to use Measure M to create and preserve transit-oriented communities and urge development that does not displace core transit riders and preserves Los Angeles' existing affordable housing while creating incentives to build new affordable housing.</p>	<p>(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.</p>	<p>Neighborhood Housing Services of Los Angeles County</p>
<p>Metro's language on TOCs does not consider housing affordability, which is an essential component of a sustainable future for Los Angeles.</p>	<p>(M) Noted. This issue of TOCs is currently being reviewed for the relationship between affordable housing and transit riders.</p>	<p>Neighborhood Housing Services of Los Angeles County</p>
<p>We encourage the board to emphasize in the Measure M guidelines the possible uses for local return funding, and that these uses include mechanisms to create and preserve affordable home opportunities. We recommend that 15% of local return funding go toward affordable transit-oriented communities.</p>	<p>(N) - Cities have requested maximum flexibility in use of funds</p>	<p>Neighborhood Housing Services of Los Angeles County</p>
<p>Local return funds are available for "street" repair but it's unclear whether the definition of street includes alleys. Please ensure that local return funds can be used for much-needed alley repair.</p>	<p>(Y) All public streets and roads, including public alleys, are eligible</p>	<p>Palms Neighborhood Council</p>
<p>Furthermore, the Guidelines should clearly articulate definitions for any use of terms like "fair" or "equitable" that are not based on advancing social equity, safety, or other policy objectives.</p>	<p>(N) Some terms can't be comprehensively defined</p>	<p>Safe Routes to School</p>
<p>Consider making the Local Return program subject to review by the Independent Tax Oversight Committee.</p>	<p>(Y) It will be</p>	<p>Valley Industry &amp; Commerce Association</p>

## ADA/Paratransit and Senior/Student Discounts

Comment (Main Points)	Response (Y/N/M/A)	Name
<b>Public Participation</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Allow for additional public participation, similar to processes proposed in various other investment categories.	(N) - The split allows for the flexibility in funding each of these programs	Advancement Project CA Investing in Place
<b>Miscellaneous Comments on ADA/Paratransit and Senior Student Discounts</b>		
Allow any operator including local dial-a-rides to access funding for ADA.	(N) - Local Dial-A-Rides are eligible for Local Return	Gateway Cities COG
Amend the Allocation Methodology section so that it is clearer what the ongoing split should be between these two worthy uses and that ADA paratransit, which is a federal civil rights mandate that must be funded by the region, is guaranteed a steady, dedicated funding source.	(N) - The split allows for the flexibility in funding each of these programs	Access Services
Add the following language: "Up to 10% of the ADA paratransit funds may also be used for activities that encourage the use of other transportation options (besides ADA paratransit) by older adults and people with disabilities, such as Travel Training and other similar programs in coordination with Metro.	(Y) - Guidelines revised to include Travel Training programs or similar programs as eligible uses	Access Services
Measure M guidelines should be clear that at least 75 percent of the 2% ADA Paratransit/METRO Discounts pot should be dedicated to support ADA paratransit in Los Angeles County.	(N) - The split allows for the flexibility in funding each of these programs	Local Transit Systems Subcommittee (LTSS)
The proposed guidelines would allocate 75% of this 2% for ADA paratransit. I strongly believe this is too much, and too lopsided a distribution. At the very least, the funding through this 2% from Measure M should be a 50-50 split (50% to ADA paratransit, 50% for students/seniors/persons with disabilities to use fixed route).	(N) - The split allows for the flexibility in funding each of these programs. The leveraging of Measure M funds with our current subsidy programs results in a 50/50 split.	Ellen Blackman
I urge Metro to use some of these funds to provide other encouragement and incentives for the use of Metro and possibly other fixed route transit, whether through transit education and training, outreach to the affected groups, and improvements to bus stops and paths of travel to and from bus stops and rail stations.	(Y) - Guidelines revised to include Travel Training programs or similar programs as eligible uses	Ellen Blackman
We recommend clarification on whether the 25 percent for fare discounts is a minimum or a maximum because the language in the proposed guidelines is not clear.	(Y) - Guidelines revised provides for a minimum of 25% for fare discounts and maximum of 75% for ADA Paratransit.	LA Thrives/Enterprise
While we generally support reforming the existing underutilized fare subsidy program to serve more riders, we recommend taking another look at the overall funding proposal, which was not vetted with interested stakeholder groups that represent the affected communities.	(Y) - Guidelines revised provides for a minimum of 25% for fare discounts and maximum of 75% for ADA Paratransit.	LA Thrives/Enterprise
We recommend allowing for up to 1 year to establish sub-guidelines for this investment category to allow for additional public participation, similar to processes proposed in various other investment categories.	(N) - Sub-guidelines are not needed.	LA Thrives/Enterprise
Reconsider the proposed split of these funds (75%/25%) between people with disabilities and seniors/student programs with further input from stakeholders.	(Y) - With the leveraging of Measure M funds, the result is a 50/50 split.	VICA

## 3% Local Contribution for Transit Projects

Comment (Main Points)	Response (Y/N/M/A)	Name
<b>First/Last Mile Projects</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
More flexibility is needed on what qualifies for the 3% set-aside for the major transit capital projects. There should be consideration for any expenditures that are accrued prior to the 30% plan completion. Additionally there should be consideration for the construction of housing or TOC development adjacent to the stations that provide direct or indirect system benefit such as: enhanced ridership, joint parking, pedestrian amenities, bicycle amenities and enhanced lighting and security.	(N) - To count towards the local contribution all first/last mile improvements must be included in the project cost estimate at 30% final design and consistent with station area plans developed by Metro in coordination with the local agency.	Gateway Cities COG Culver City LADOT Eco Rapid Transit VICA
<b>Local Contribution Cost Share</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
Will there be an adjustment for the 3% contribution based upon the profile of the alignment contained within or adjacent to the jurisdiction?	(N) - To the local contribution will be 3% of the total project cost estimate at 30% final design.	Eco Rapid Transit Gateway Cities COG
<b>In-Kind Contribution</b>		
<b><i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i></b>		
"In kind" local contributions should include the cost of staff time from the commencement of the environmental phase through the end of the warranty period.	(N) - The Guidelines state; "In-kind contributions are eligible to satisfy 3% local contribution...if calculated in the project cost." Staff time (e.g. plan review, inspection services...) would be eligible if those costs are specifically included in the estimated project costs at the conclusion of 30% final design	San Gabriel Valley COG Westside Cities COG Metro Gold Line Foothill Extension Construction Authority LA County Public Works
<b>Miscellaneous Comments on 3% Local Contribution</b>		
Projects that are determined to "SC" should be exempt from the 3% local contribution particularly when the construction of these projects is deemed to benefit the entire County. The Ordinance dictates that any project savings from "SC" projects goes to fund other "SC" projects, if this were to include a 3% local contribution, it would be unfair to the contributing jurisdiction.	(N) - Benefits to local agency from new stations occur with SC project and the local contribution requirement applies.	Gateway Cities COG
The language for the opt-out provision requires more specificity as to what may be negotiated or what the parameters are for failing to reach "a timely agreement".	(N) - The Ordinance and Guidelines specify the opt-out provision.	Gateway Cities COG
The criteria for local first/last mile investment contributions should be developed in a collaborative manner by MTA in conjunction with the COGs and LA County cities that will bear the responsibility for implementing these improvements. There should be an ability to negotiate, on a case by case basis, an additional transportation project investment after the conclusion of the 30% PE. Flexibility to work with private developers interested in improving station access/safety/security should not be arbitrarily rejected after PE.	(N) - To count towards the local contribution all first/last mile improvements must be included in the project cost estimate at 30% final design and consistent with station area plans developed by Metro in coordination with the local agency.	Gateway Cities COG
"Betterment work" funded by the local agency should be counted towards the 3% local contribution.	(N) - Betterments are defined by Metro Policy and excluded by the Ordinance.	San Gabriel Valley COG
Preliminary engineering (30% plans) need to have language to address projects that have already exceeded this point.	(M) For those few projects that are beyond 30% final design Metro and the jurisdiction will need to enter into an agreement that identifies the amount to be paid.	San Gabriel Valley COG
The Guidelines then exclude local funding of a "betterment" for credit against the 3% local contribution.	(N) - Because the betterments are beyond the project 30% final design and the benefits are limited to third parties, there is no justification to include the increased cost of those betterments in the local contribution.	Westside Cities COG

## 3% Local Contribution for Transit Projects

Comment (Main Points)	Response (Y/N/M/A)	Name
Any funds that a City spends on any first/last mile and active transportation projects that would improve or support access to a light rail station (or a future light rail station) should be considered as part of the City's 3% contribution.	(Y) - To count towards the local contribution all first/last mile improvements must be included in the project cost estimate at 30% final design and consistent with station area plans developed by Metro in coordination with the local agency.	Westside Cities COG
For projects where station locations are still quite speculative, and the environmental review process has not yet been done, flexibility should be given to local jurisdictions to negotiate with Metro on the amount of contribution and types of contribution.	(N) - Local contribution will be determined at the completion of 30% final design which will be completed with local agency coordination.	Culver City
Allow for a sub-regional authority to participate in the local contribution funding plan.	(Y) – Allowed in the Guidelines.	LA County Public Works
Any 3 percent local contribution amount attributed to an unincorporated County of Los Angeles area shall be an obligation of the Supervisorial District in which the project is located and not of the unincorporated County of Los Angeles as a whole.	(Y) - Allowed in the Guidelines Section VII	LA County Public Works
Additional guidance should be developed to provide a reasonable mechanism for satisfying the 3 percent requirement through in-kind contributions or active transportation and first/last mile investments.	(Y) additional guidance on the application of first/last mile improvement to the 3% contribution is pending and will be completed in 2018.	LA County Public Works
The Measure M Guidelines should not apply to projects which have already concluded preliminary engineering (30% plans) as of the date that the Guidelines are adopted.	(N) - The Guidelines state; "In-kind contributions are eligible to satisfy 3% local contribution...if calculated in the project cost at 30% final design."	Metro Gold Line Foothill Extension Construction Authority
The City of West Hollywood supports the concept that any funds that the City spends on first/last mile and active transportation projects that would improve or support access to a light rail station (or a future light rail station) be considered as part of the City's 3% contribution.	(Y) - To count towards the local contribution all first/last mile improvements must be included in the project cost estimate at 30% final design and consistent with station area plans developed by Metro in coordination with the local agency.	West Hollywood
Opt Out Option – The language for the opt-out provision requires more specificity as to what may be negotiated or what the parameters are for failing to reach "a timely agreement"	(N) - The Guidelines specify the opt-out provision.	Eco Rapid Transit
We encourage the Board to consider exceptions to this requirement when a locality's median household income is below \$50,000 and create a process for them to apply to use County funds to meet their 3% requirement.	(N) – The Guidelines state; "In some cases, principally in smaller cities, the default withholding of 15 year of local return from only Measure M Local Return Funds will be less than a formal 3% contribution."	Neighborhood Housing Services of Los Angeles County



# Project Readiness and Eligibility

Comment (Main Points)	Response (Y/N/M/A)	Name
<b>Countywide BRT Expansion</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Countywide BRT Expansion Should Not Exclude Municipal Operators	(Y) Guidelines have been revised for clarity; not limited to Metro.	NCTC Westside Cities COG Santa Clarita
<b>Shovel-Ready and Phase Eligibility</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
The guidelines are unclear what constitutes a "shovel-ready" project. Communities with projects in the pipeline need certainty as to what is eligible for funding. Currently, it is not clear if only the construction itself is eligible or if planning is also eligible. Please clarify those definitions in the final version.	(Y/A) - Guidelines have been revised for clarity. Project Readiness will apply to separate phases of project. Readiness thresholds will be determined for planning, environmental, right of way, and construction, and will be defined as appropriate for each funding category. Administrative procedures will be developed.	LA DOT LVMCOG San Gabriel Valley COG South Bay COG Westside COG Investing in Place LA County Public Works Palms Neighborhood Council Santa Clarita West Hollywood
<b>Guideline Development</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Develop more detailed guidelines over the next year to maximize the program benefits of the Countywide Active Transportation Program. The final guidelines should include a concrete transit equity policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs.	(M/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional criteria will be developed and will be considered as part of the LRTP process.	ACT LA Community Health Councils Investing in Place Los Angeles County Bicycle Coalition Prevention Institute
<b>Performance Measures</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Orient competitive funding programs to meet critical needs and leverage multi-benefit investments. Require that performance criteria be developed so that funded projects meet clearly identified objectives such as: network connectivity, multi-modal mobility, sustainability, safety, equity, and community engagement.	(M/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional criteria will be developed and will be considered as part of the LRTP process.	Investing in Place Los Angeles County Bicycle Coalition
<b>Miscellaneous Comments on Project Readiness</b>		
Clarification how multi-year, partially funded projects achieve a state of project readiness.	(Y) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Gateway Cities COG
Consideration for project acceleration should also include the potential for a project to be included or to receive funding from special or one-time state or federal programs.	(Y/A) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Gateway Cities COG
Transit Contingency Subfund - It is important that a Contingency fund from net revenues assigned to each mode not result in projects first in line automatically receiving funds, to the detriment of projects slower to develop.	(Y/A) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Gateway Cities COG
All interchange projects where the PSR/PDS/PAEDs are funded through Measure M must consider Expresslane alternatives according to the Guidelines. What happens if an Expresslane is found to be feasible and desirable but costly (right-of-way acquisition). How, or will, it be advanced or funded to construction?	(Y) - Some Program Eligibility areas will have competitive elements. Guidelines have been revised for clarity. For others COG 5 year plan process, and additional procedures will be developed.	Gateway Cities COG
The definition of Active Transportation should be expanded beyond "non-motorized, human-powered mode of transportation..." described in the Local Return section. This specificity excludes other current and future "slow speed" modes and the facilities to improve the safety of their use in public rights-of-way.	(M) - Some Program Eligibility areas will have competitive elements. Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Gateway Cities COG

# Project Readiness and Eligibility

Comment (Main Points)	Response (Y/N/M/A)	Name
2% System Connectivity Projects (Highway) states that; "The Measure M Expenditure Plan already includes the 1-710 South Phase 1 and 2 and the 1-105 Expresslane Projects which are to be funded with the Highway 2% System Connectivity Program." Of the two projects, only the 1-105 Expresslane project is actually designated as a "SC" project. Is the intention to make the 1-710 phases compete with other projects for the 2% System Connectivity Projects, or is the 1-710 a "major project" assigned to the Gateway Cities Subregion that accrues revenue over time and as project component pieces are ready? Or is the 1-710 project eligible for both? Will the 1-105 Expresslane Project and the 1-710 compete for funding?	(M) - I-710 is a major project. The Expenditure Plan identifies funding and timing for all major projects and programs. I-105 is fully funded in the Expenditure Plan. If I-710 scope is not fully funded it can compete for additional SC funds.	Gateway Cities COG
Visionary Project Seed Funding - The applicant pool should be expanded to include cities, COGs and groups of cities as well as organizations that chose to partner with a government entity to develop or present a visionary project. The match be reduced to 20% and allow for in-kind contributions including staff.	(N) Some program eligibility areas will have competitive elements. Plan process, criteria and additional procedures will be developed.	Gateway Cities COG
The Draft Guidelines regarding Subregional Equity Funds should not allow MTA to meet its obligations using "any combination of federal, state or MTA controlled funds including, but not limited to, Measure M."	(Y) Debt service is considered as part of cashflow for all capital. (M) Metro will seek concurrence on fund combinations.	Gateway Cities COG
Regional Rail, the only area where specific program standards are required for the support of the additional 1% regional rail funding allocation. The guidelines do not recognize the multi-county nature of SCRRRA but impose specific performance measures that presumably the agency must comply with in order to receive the funding.	(Y) - Clarity provided on regional rail performance.	Gateway Cities COG
Similar to Measure R, the Measure M guidelines should include some protection for funds within a subregion and for transfers between transit and highway subfunds. Due to the subregional equity intended to be built into the measure, it is important that funds assigned to a subregion stay within that subregion when reassigned to other projects.	(Y) - Funds assigned to a subregion will stay within the subregion	North County Transportation Coalition (NCTC)
Clarify Funding Source for I-10/Robertson Improvements	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Westside Cities COG
Add Local Transit Service to First/Last Mile Eligible Projects	(N) Must be capital per the Measure M Ordinance.	Westside Cities COG
The subregional Equity Funds should be made available to all the subregions, when the funding for the San Fernando Valley sub-regional equity project becomes available.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Culver City
Projects under the Subregional Equity Fund category should be developed by the subregions (COGs). The guidelines should not impose any special project readiness or local contribution requirements for these funds.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Culver City
Visionary Project Seed Funding: this is a laudable expenditure of funds and also verification that Measure M funds can be used for more than capital expenditures. The match should be reduced to 20% and allow for in-kind contributions including staff.	(M) - Additional procedures and criteria will be developed.	Eco Rapid Transit
The final guidelines should clarify that Metro's Complete Streets Policy applies to all funding programs, including multiyear subregional programs, and define Metro's oversight role to ensure compliance.	(M) - The intent of Complete Streets Policy is broadly applicable to future funding programs. Subsequent detailed program guidelines will consider specific applicability.	LADOT Safe Routes to School
The purchase of land for parking off of PCH would result in improved regional mobility, traffic flow, trip reliability, travel times and enhanced safety which by definition should qualify the project for Highway Efficiency and Operational Improvements funding. Add "the purchase of land or parking lots to improve safety and mobility" under the list of eligible projects for Highway Efficiency and Operational Improvements funding.	(M) - Acquisition of property/right-of-way must be financially reasonable and proportional to the cost of the project. A Benefit/Cost analysis will be required by Metro and shall be submitted by the City to support feasibility of the project. In subregional projects, Metro will determine the feasibility of the project and justifiable expenditure of Measure M funds. The COG will ensure the expenditures, if approved by Metro, are within the City's allocation.	Malibu

# Project Readiness and Eligibility

Comment (Main Points)	Response (Y/N/M/A)	Name
We ask that Metro consider that the regional rail system's ability to perform according to the guidelines is affected by: <ul style="list-style-type: none"> <li>• Metro contributions to maintenance and rehabilitation over time; and</li> <li>• Metro requests related to service (e.g., certain types of service may affect farebox/revenue recovery)</li> </ul>	(Y) - Considered and agreed.	MetroLink
Expand eligibility in the Active Transportation Program to explicitly include investments in programmatic and non-infrastructure activities, such as safe routes to school. Metro recently completed a robust Safe Routes to School Pilot Program to initiate and help sustain safe routes to school programs at ten schools across Los Angeles County.	(N) - Measure M program funds are eligible for capital and specified pre-development activities.	Safe Routes to School
Set aside money within the Countywide Active Transportation Program for ongoing Metro program needs, including safe routes to school non-infrastructure programs. While the 2% dedicated local funding for walking and biking through Measure M is a significant milestone, the amount falls well short of the need, especially in underserved communities.	(M) - Note that Active Transportation is pending detailed program guidelines	Safe Routes to School
Funding Plan, Community/Council Support: The Local Agency should not have to identify a match fund source in their Capital Improvement Program until the year the Local Agency is prepared to award the project.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Santa Clarita
Regional Rail: The City supports the increase the allocation from 1% to 2% beginning in 2039.	(Y) - Guidelines reflect the increase in allocation subject to Board evaluation and consideration	Santa Clarita
Eligible projects for Greenways and Green Streets: projects should be connected or germane to some type of travel and not detached park or open space improvements.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Santa Clarita
Metro Active Transportation 2% does not directly indicate that funds will be available to all jurisdictions for bike share programs. Can you clarify who will be able to receive these funds?	(M) - Note that Active Transportation is pending more detailed program guidelines, that bike share capital will be eligible, and procedures to access funding to be determined.	Santa Clarita
The Guidelines for TOC local return funding should 1) have equity and affordability as an explicit goal and 2) expand potential Transit Oriented Community (TOC) investments to include the preservation of existing affordable housing near transit. Affordable housing preservation strategies are critical to ensuring existing transit dependent residents can remain in TOCs and will likely be able to reach more units and residents than a production strategy with the same funding level could.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	ACT LA
The final guidelines should avoid distributing funding to any program on a "first come, first served" basis. Many of the most needed projects are in communities that do not have the capacity to jump to the front of the line; however the inclusion of authentic community engagement and a data-driven prioritization process can ensure that the most effective projects are identified.	(Y) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed, including community engagement.	Community Health Councils
First allocate stable funding for ongoing Metro countywide program needs. Next, Metro should target assistance to planning and project development in disadvantaged communities to help level the playing field in terms of resources for active transportation as well as to increase the region's competitiveness for state and federal funding programs. Finally, Metro should focus its limited resources on supporting innovative pilot projects that can advance the state of the practice for active transportation projects and programs in Los Angeles County.	(M) - Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Community Health Councils Investing in Place
Include recreational transit eligibility in all operations subfunds. This includes transit service to parks and open space. Recreational transit is only named as an eligible expense in the Local Return section; however, other subfunds that support transit service expansion should also explicitly allow recreational transit service	(M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Los Angeles County Bicycle Coalition
All subregions should conduct a transparent process for prioritizing additional funding from the Subregional Equity Program with robust public participation. Before allocating any Subregional Equity Program funding, Metro should work with each subregion to identify which projects and programs are priorities.	(Y) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Los Angeles County Bicycle Coalition
All projects and programs funded with Measure M funds must prioritize pedestrian and bicycle safety. The Guidelines should support Vision Zero policies pursued by jurisdictions throughout Los Angeles County.	(M) - Guidelines have been revised for clarity, a 5 year plan process, and additional criteria will be developed.	Joseph Sanderson Safe Routes to School
Expand eligibility to include funding for planning, community participation, and non-capital activities. The Guidelines should clarify eligibility for a range of programmatic and non-infrastructure solutions that are cost-effective and often equally as impactful as capital projects.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional criteria will be developed.	Safe Routes to School

# Project Readiness and Eligibility

Comment (Main Points)	Response (Y/N/M/A)	Name
Prioritize current Metro policy objectives that support strategic and equitable investments and do not rely on project readiness. Projects should be selected based on the project quality, ability to address inequity, and the impact on objectives such as safety, connectivity, and input received via thorough community engagement.	(M) These considerations will be part of the Long Range Transportation Plan Process	Safe Routes to School
Encourage Metro to pursue projects that include all of the identified BRT features in order to maximize improvement in travel time and customer experience. Include DASH and private shuttles as eligible to use BRT lanes.	(M/A) The development of the BRT study will help determine priorities.	VICA
Ensure that Metro's "Operation Shovel Ready" pipeline leverages new public and private funding opportunities and competitive timelines.	(Y) Alternative funding opportunities are allowed where appropriate.	VICA
Countywide Bus Rapid Transit Expansion (Page 5) Include "Earlier projects coming in under budget" as an event that could trigger acceleration of other projects.	(M/A) The development of the BRT study will help determine priorities.	VICA
Contingency Subfunds (Page 17) Support the use of these funds to allow for advance work on projects listed.	(N) See Section VII	VICA
Support Metro's active transportation program and integration with first/last mile policies. Consider providing an incentive for those programs which assist seniors.	(M/A) note that Active Transportation is pending more detailed program guidelines, that bike share capital will be eligible, and procedures to access funding to be determined.	VICA

# Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
<b>Parity of MSP Funding</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Sub-regional capital funds should not be considered subordinate obligations that are conditionally programmed funding after Metro Administration, Transit Operating & Maintenance, and Local Return/ Regional Rail Sub-fund needs are met. COGs should also be allowed to use Sub-regional funds to assist lead agencies in preparing project applications for any applicable federal, state and regional transportation grant programs that are consistent with Measure M eligibility requirements. Projects be funded through Measure M for project development and delivery and be prioritized and sequenced for Measure M and other matching funds. MSPs should have the same priority for programming as the other primary funding categories listed in the Ordinance.	(Y/M) Consistent with the Ordinance's assignment of funding purposes to capacity subfund account, the availability of funds for MSP investment is prioritized equal to the other Highway and Transit Capital subfunds. Actual disbursements of capital funding irrespective of subfund is subject to Cash Flow policies established in the Guidelines.	Gateway Cities COG Las Virgenes-Malibu COG South Bay COG
<b>MSP Subregional Planning Process</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Need a project development process (5 year), including public outreach, that allows for new projects and revisions to projects previously submitted that involves the subregions.	(Y) A new process has been inserted in to the Guidelines to coordinate project within the framework of five-year plans. Plans will be developed in each MSP in the Expenditure Plan to ensure accountable and responsive subregional project identification, selection and delivery and will include meaningful public outreach.	Gateway Cities COG Las Virgenes-Malibu COG San Gabriel Valley COG South Bay COG Westside Cities COG West Hollywood LA County Public Works LA County Public Health Local Transit Sys. Subcom. Investing in Place Advancement Proj. Calif. LA County Bicycle Coalition
<b>Measure M Funding for Development of Subregional Project List</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Allow subregions to use Measure M MSP funds to develop sub-regional five-year plans.	(Y) - Guidelines have been revised to allow up to 0.5% of MSP funding per year, per individual MSP program for program development by the subregion.	South Bay COG Westside Cities COG LA County Public Health LA County Public Works Investing in Place
<b>MSP Funding Debt Service</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
There needs to be consideration for debt service to support the delivery of MSP programs. The Guidelines should ensure that Metro will not approve loans without prior COG approval and that such approval will not be unreasonably withheld by the COG or Metro.	(Y) Metro can bond per the Cash flow (Section VI) of the Guidelines to address any MS cashflow needs in aggregate. However bonding authority is retained by Metro.	Gateway Cities COG Las Virgenes-Malibu COG San Gabriel Valley COG South Bay COG Westside Cities COG Eco Rapid Transit
<b>Project Readiness</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Metro and the COG should review project applications and clarify any items necessary with the project sponsor to determine project readiness and eligibility for pre-construction or construction activities. Authorization to proceed should require concurrence of the COG and Metro Board of Directors. Smaller jurisdictions may have difficulty advancing projects for competition under the existing MSP project readiness standards.	(Y) COG will be consulted and coordinated with in selection of projects and in shifting funds for projects and programs. Local Return funds can be used to implement transportation planning efforts	Gateway Cities COG South Bay COG American Heart Association Santa Clarita Bike Coalition VICA
<b>Project Sponsor and Local Match</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Sub-regional projects should not require a project sponsor match.	(Y) Does not require, but supplemental funds may be needed where funding is insufficient.	Gateway Cities COG South Bay COG LA County Public Works
<b>Subregional Equity Funds</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		

# Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
Projects under the Subregional Equity Fund category should be developed by the subregions (COGs). The guidelines should not impose any special project readiness or local contribution requirements for these funds. Project sponsors or subregions may choose to leverage Subregional Equity funding with other grant sources.	(Y) - Section XIX of the Guidelines clarifies funding availability and allowed uses.	Gateway Cities COG South Bay COG Westside Cities COG San Gabriel Valley COG Culver City LA County Public Works Eco Rapid Transit Investing in Place
<b>Purchased Transportation Services</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Include acquisition of contracted transportation services required for the service delivery associated with the capital acquisition identified by the subregions. This approach is similar to that which is identified in the Federal Transit Administration (FTA) 5310 Traditional Capital Grant Program.	(Y) - Direct costs associated with the purchased transportation services needed to support a capital project is define as eligible in Section XIII of the Guideline	Local Transit Systems Subcommittee (LTSS) Pasadena West Hollywood
<b>Changes to Measure M Guidelines and Subregional Boundaries</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
The Draft Measure M Guidelines allow the Metro Board to change the Subregional boundaries starting in 2047. Concurrence from the sub-regions should be required before the Guidelines or subregional boundaries are changed.	(M) - The amendment process is defined in Section III of the Guidelines which included public noticing.	Las Virgenes-Malibu COG San Gabriel Valley COG Westside Cities COG Culver City
<b>First/Last Mile and TDM Eligibility</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
The First/Last Mile Measure M Guidelines should include as eligible programs, strategies that eliminate trips or support ridesharing.	(M) - As individual FLM plans and projects are developed, some TDM strategies may be considered.	South Bay COG Westside Cities COG Investing in Place Community Health Councils
<b>Complete Streets and Safety Projects</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Metro's Complete Streets Policy is the primary mechanism for implementing this vision, yet the draft guidelines are vague about its applicability to some programs. The final guidelines should clarify that Metro's Complete Streets Policy applies to all funding programs, including multiyear sub-regional programs, and define Metro's oversight role to ensure compliance.	(M) intent of Complete Streets Policy is broadly applicable to future funding programs. Subsequent detailed program guidelines will consider specific applicability. The Guidelines as drafted consideration safety policies and best practices.	LA County Public Health Community Health Councils LA Thrives/Enterprise
<b>Recreational Transit Eligibility</b>		
<i>Multiple parties, as noted, presented comments related to the topic summarized below; with the accompanying response</i>		
Include recreational transit eligibility in all operations subfunds. This includes transit service to parks and open space, which are otherwise inaccessible to transit-dependent households, resulting in significant disparities in public health outcomes.	(M) - Pending subsequent program guidelines, access improvements to recreational and open space facilities may be eligible in some programs.	EnviroMetro Prevention Institute
<b>Miscellaneous Comments on Multi-year Subregional Programs</b>		
Could the transfer between Capital and Program subfunds affect or be affected by the creation of the contingency fund?	(N)	Gateway Cities COG
Will there be any reconciliation of yearly actual receipts within the five-year estimate of the cash flow model?	(M/A)	Gateway Cities COG Eco Rapid Transit
Develop a schedule for the creation of the outstanding guidelines and continue to engage all stakeholders in developing the individual guidelines.	(Y) - Appendix D of the Guidelines includes a timeline for developing the Administrative Guidelines	Gateway Cities COG
The SR-91/1-605/1-405 (1-605 Hot Spots) is a major transportation initiative (\$590 million allocated) under Measure R and a Multi-year Subregional Program (MSP) under Measure M, with an allocation of \$1 billion over 40- years.	(Y) - These projects are addressed in the Guidelines in Section X	Gateway Cities COG
All interchange projects where the PSR/PDS/PAEDs are funded through Measure M must consider Expresslane alternatives according to the Guidelines. What happens if an Expresslane is found to be feasible and desirable but costly (right-of-way acquisition). How, or will, it be advanced or funded to construction?	(M/A) Section X	Gateway Cities COG
Metro should only program Measure M funds for the "Subregional Equity Fund" program.	(N) Fund availability is clarified in Section XIX	Las Virgenes-Malibu COG
The definition for eligible uses for the "Highway Demand Based Program" should include park and ride facilities, as well as other ridesharing related facilities.	(M/A)	Las Virgenes-Malibu COG

## Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
The LVMCOG recommends that this term “pre-construction” be expanded to “planning and programming studies.” Adding the term “programming studies” will allow the Subregions through their respective COGs to develop Subregional project lists, and for subsequent project development and delivery. This will ensure that proposed projects complement each other and improve congestion and safety.	(M) Measure M is capital, not for project applications or entire life of project, but may be able to add additional project development costs.	Las Virgenes-Malibu COG
Project readiness is a critical factor in accessing funding under Measure M. The NCTC believes these guidelines should more adequately define project readiness for each phase of a project. In particular, the Multiyear Subregional Programs should have additional flexibility to ensure subregions can accomplish the various pre construction phases including environmental review, project design, and right-of-way acquisition with Measure M funds.	(Y) - Project readiness is fully described in the guidelines. At the on-set of projects, the project sponsor should identify the project schedule. Help will be available from metro and Caltrans. Once a reasonable schedule is set, the project will be expected to stay on that schedule.	North County Transportation Coalition (NCTC)
The "Arterial Street Improvements" multiyear subregional program for the North County, defined on Page 29 of the guidelines, should be adjusted to allow intersection treatments such as traffic signals and roundabouts. This subregional program should also include the ability to integrate complete streets concepts into arterial projects.	(M/A) 5 year plan process will be further developed. Recommended that project sponsors consult Metro staff early on to ensure the project is eligible for Measure M funds.	North County Transportation Coalition (NCTC)
Several programs lack sufficient definition to ensure subregions will be adequately able to compete for funds.	(M) note that Active Transportation is pending more detailed program guidelines, that bike share capital will be eligible, and procedures to access funding to be determined.	North County Transportation Coalition (NCTC)
Pre-construction activities are defined in the guidelines and include “planning studies”. SGVCOG recommends that this term be expanded to “planning and programming studies” to develop sub-regional project lists for corridor planning and coordination.	(N) Metro needs to retain bonding capacity for the entire Measure M Expenditure Plan. (Y) Metro will work with each impacted city to receive concurrence if federal funds are used for projects.	San Gabriel Valley COG
Do not allow Metro the ability to unilaterally determine the “Sub-Regional Equity Fund” to be met with something other than Measure M.	(N) Fund availability is clarified in Section XIX	San Gabriel Valley COG
“Highway Demand Based Program” should include park and ride facilities, as well as other ridesharing related facilities.	(M/A)	San Gabriel Valley COG
COGs and lead agencies need assurance that Metro will allow projects to have the funding that they need to proceed from development to delivery.	(M) Measure M is capital, not for project applications or entire life of project, but may be able to add additional project development costs.	South Bay COG
Metro should hold the sub-regions accountable for complying with the ordinance but it should not establish criteria beyond those needed to ensure legal compliance with the ordinance.	(Y) – needed to balance Expenditure Plan, but will coordinate with agencies.	South Bay COG
Sub-regions should be able to use Measure M funding for the entire life of a project—to develop sub-regional project lists, for corridor planning and coordination, and for subsequent project development and delivery.	(M) Subregional programs are not new developments and are similar to those set up in Measure R. Measure M has performance commitments for voters. Subregion cannot have sole purview.	South Bay COG
The Measure M Guidelines regarding Sub-Regional Equity funds should not allow Metro to meet its obligations using “any combination of federal, state or Metro-controlled funds including, but not limited to, Measure M. The guidelines need to require the agreement of the affected COGs that they can accommodate the requirements of funds from other sources. Borrowing or bonding against future Measure M revenues to fund the Sub-Regional Equity Funds should be considered in keeping with the ordinance directives.	(N) Fund availability is clarified in Section XIX. Concurrence is included. (Y) Metro can bond per Cash flow Section VI.	South Bay COG
The Visionary Project Seed Funding Guidelines should recommend that funding in this category be made available to any organization that presents a visionary project idea. The match should be no more than 20% and the Guidelines should allow for in-kind contributions including staff efforts by all partners to be counted toward the match.	(M/A)	South Bay COG
The Multi-Year Sub-Regional Programs (MSPs) commitments need to have the same priority for programming as the other primary funding categories listed in the Ordinance.	(Y) - Subject to the Cash flow Management Section VI	South Bay COG
COGs and lead agencies need assurance that Metro will allow projects to have the funding that they need to proceed from program development through project delivery.	(Y/A) Part of the 5 year plan process that requires further administrative development	South Bay COG

## Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
Cost Containment Policy for Expenditure Plan Major Projects What about scope changes? Standards change with time. There are safety, code, or statutory requirements that change and must be implemented on a project while in construction.	(M) This policy is for fund management for Measure M projects and applies to a variety of cost increases	Caltrans
If the project has both Measure R and Measure M funds will two logos be required or a combined logo?	(Y) - Combined logos should suffice	Caltrans
Will the Independent Audit Firm only be auditing Metro's files and/or agency files? Will all agency projects be audited every year?	(Y) - Metro will audit all Measure M expenditures per agreement.	Caltrans
Delete in Sections A – F (missing F) all instances of "State of good repair, maintenance and/or beautification projects are not eligible for Highway subfunds." Other than beautification, state of good repair and maintenance should be allowed under Measure M:	(N) - Measure M funds are intended for investments that would improve mobility on the State highway system and major arterials in Los Angeles County	Caltrans
"Capital Improvement Expenditures" means expenditures for the purpose of acquiring, upgrading, or maintaining transportation physical assets such as property, transportation facilities, rail improvements, highways, or equipment, so long as any such expenditures for maintenance substantially extend the useful life of the project."	(A) Administrative procedures will be developed within 6 months of adoption of the Guidelines	Caltrans
We strongly encourage Metro to establish improved roadway safety as the primary objective of the Measure M Multi-Year Subregional Programs (MSP). It funds a diversity of projects that provide sub-regional benefits. Whether a project's primary purpose is to improve goods movement, signal synchronization or a new bikeway, it should be engineered to improve safety for all users, especially the most vulnerable roadway users, pedestrians.	(Y) Guidelines as drafted contain consideration safety policies and best practices, and can be delineated further in subsequent detailed program guidelines	County of Los Angeles Public Health
Maintenance and expansion of green infrastructure definition. A This is especially imperative for low-income communities who are typically transit-dependent and have disproportionately less greening elements in their communities. These green infrastructure elements should be multi-benefit, delivering not only environmental results, but also enhancing the community experience of that space.	(M)	EnviroMetro
Require that performance criteria be developed so that funded projects meet clearly identified objectives such as: network connectivity, multi-modal mobility, sustainability, safety, equity, and community engagement.	(M) These considerations will be part of the Long Range Transportation Plan Process	EnviroMetro
Metro's Complete Streets Policy is the primary mechanism for implementing this vision, yet the draft guidelines are vague about its applicability to some programs. The final guidelines should clarify that Metro's Complete Streets Policy applies to all funding programs, including multiyear subregional programs, and define Metro's oversight role to ensure compliance.	(M) intent of Complete Streets Policy is broadly applicable to future funding programs. Subsequent detailed program guidelines will consider specific applicability.	Investing in Place
MSP funds should be allocated through a competitive grant program administered by Metro through a Call for Projects-like process tied to the five Measure M objectives. Depending on the size of the program and anticipated award amounts, the program would follow either annual or biennial cycles. All eligible project sponsors in each subregion would be able to apply directly for funding.	(Y/A) - Some MSP areas will have competitive elements. Guidelines have been revised for clarity. For others a 5 year plan process, and additional procedures will be developed.	Investing in Place
The Subregional Equity Program is equivalent to nearly \$1.2 billion across eight subregions, Metro should work with each subregion to identify which projects and programs are priorities for this funding. All subregions should conduct a transparent process for prioritizing this additional funding with robust public participation.	(Y/A) - Some MSP areas will have competitive elements. Guidelines have been revised for clarity. For others a 5 year plan process was added, and additional procedures will be developed.	Investing in Place
Local jurisdictions should have greater ownership of the sub-regional programs. With Metro's support, cities should identify their priorities and specific projects that flow from program level funding in the sub-regional pots. We would welcome the opportunity to create performance measures and specific guidelines for the sub-regional programs to ensure transparent, and strategic investments that support the City's adopted Mobility Plan.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	LADOT
The Highway Program should have specific objectives and performance metrics consistent with statewide guidance from the Office of Planning and Research and best practices in planning and evaluation. The guidelines should not rest on outdated metrics as cities and the county evolve current transportation and mitigation programs to align with state law. To ensure consistency across programs, shared metrics should analyze benefits and impacts on public health, sustainability, and social equity.	(M/A)	LADOT



# Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
Reword first sentence to clarify that the list of Subregional programs/projects are identified in an Expenditure Plan to Measure M Ordinance.	(Y) - can clarify Comment is unclear as to amendment process or beyond Exp. Plan horizon.	Local Transit Systems Subcommittee (LTSS)
Funding for projects identified as Major Projects in the Measure M Expenditure Plan should be provided directly from LACMTA to those project sponsors and should not go through a subregional entity, nor require the approval or involvement of any subregional entity.	(M)	Metro Gold Line Foothill Extension Construction Authority
SCRRRA generally supports broad eligibility requirements for programs so that Metro may invest in the regional rail system within Los Angeles County with as many potential sources of funding as possible.	(Y) Agreed	Metrolink
The "Highway – System Connectivity 2%" program should be limited to solely goods movement projects. This should be done concurrently with the development of METRO's Goods Movement Plan.	(M/A) The development of the Goods Movement Strategic Plan will help determine priorities.	Port of Los Angeles/ Long Beach
Metro should continue to think creatively about the role of the Policy Advisory Council and public participation in shaping its policy.	(Y)	Safe Routes to School
The lapsing policy is not consistent throughout the guidelines and should be revisited. A lapsing policy should be included in the adopted guidelines for each Measure M funding category.	(M/A)	Santa Clarita
Allocation Methodology: Clarification is needed as to which date/year will be used for California State Department of Finance estimate. It is recommended that it be the May report of the year of the fund allocation.	(M)	Santa Clarita
The Guidelines should encourage projects to identify during the environmental stage potential policy changes that might enhance the project's goals.	(M/A)	Joseph Sanderson
I've heard that the carpool lanes may require increased ridership to increase the speed to meet federal guidelines.	Inquiry forwarded to appropriate staff.	Karen Olds
Is there any thought to reducing access to hybrid vehicles to help with this regard?	Inquiry forwarded to appropriate staff.	Karen Olds
Use an accurate and comprehensive definition of equity and incorporate equity metrics to identify, select, and prioritize projects.	(M) These considerations will be part of the Long Range Transportation Plan Process	ACT LA
Provide further guidance on how cities may use multi-benefit Local Return investments, establish performance metric tracking, and require annual audits.	(M) for performance and tracking. (Y) Audits required.	ACT LA
We urge LA Metro to create mechanisms that identify and intentionally invest in communities with the highest need - especially those areas that have historically been underinvested and environmentally burdened. Factors like race, income, age, vehicle ownership, susceptible to injury, and exposure to hazardous environmental conditions are strongly linked with access to healthy land use and community design. The guidelines should explicitly support local return investments ensure existing transit dependent residents can remain in TOCs.	(M) These considerations will be part of the Long Range Transportation Plan Process	Advancement Project California
Final guidelines should avoid distributing funding in any program on a "first come, first served" basis. Doing so would miss the opportunity to select the most effective projects based on clearly defined performance measures. The final guidelines should anticipate such a policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance social equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	American Heart Association
Supports developing more detailed Active Transportation Program guidelines over the next year to maximize the benefits of this program. We believe this extra year for guidelines development will also provide an opportunity to integrate social equity metrics into this program.	(A)	American Heart Association
The Master Guideline is more an "evolving Framework" where some guidelines are fully articulated (Local Return, Transit Operations) and others are yet to be development. Many of the expenditure details do not currently exist. Over the next year it would be helpful for a schedule to be developed supporting the creation of the outstanding guidelines and continue to engage all stakeholders in the development of the individual guidelines	(Y)	Eco Rapid Transit
Consideration for acceleration should also include the potential for a project to be included or receive funding from special or one-time state or federal programs including those that relate to highways of national significance or primary freight corridors, and for stimulating 3P opportunities	(Y)	Eco Rapid Transit
Transit Contingency Subfund. All Net Revenues allocated to the Transit, First/Last Mile (Capital) Subfund, except those allocated to Metro State of Good of Repair, that are not assigned to a specific project or program coded "T" in the "modal code" column of Attachment A shall be credited to the Transit Contingency Subfund. Creating a Contingency fund from net revenues assigned to each mode may result in projects first in line receiving funds to the detriment of projects slower to develop.	(M/A)	Eco Rapid Transit
Before any Subregional Equity Program funding is allocated, MTA should work with each subregion to identify which projects and programs are priorities for this funding. There is a disconnect between funding projects on a "First come, first serve – project readiness" criteria and mobility benefit.	(M/A) See Section XIX	Eco Rapid Transit

## Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
MSP funds by definition are limited to capital projects. This is followed by criteria that describes project readiness and specified those activities that define construction readiness.	(Y/A)	Eco Rapid Transit
Implement performance criteria for Highway subfunds. If funding pre-construction activities, EnviroMetro strongly recommends that Metro place a cap on the percent of project costs for those activities, as a way to discourage harmful highway projects from using up valuable capital resources that could otherwise be spent enhancing communities. Metro should not explicitly exclude "beautification" from eligibility, as green infrastructure improvements provide beautification co-benefits	(Y/A) Guidelines revised with limits and need for administrative procedures development	EnviroMetro
The definition of the Greenway Network should be expanded beyond routes that are adjacent to urban waterways to also include routes that utilize other existing public right-of-ways, such as utility corridors and abandoned rail lines.	(M)	EnviroMetro
Consider initiating a process to bring previous revenue sources (Props A & C, Meas R) requirements into alignment with Measure M eligibility and performance standards.	(M) Not recommended at this time.	EnviroMetro
The final guidelines should anticipate such a policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance social equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs.	(Y) These considerations will be part of the Long Range Transportation Plan Process	Investing in Place
Support up to a one year extension for Metro staff and the Policy Advisory Council to develop specific guidelines for the Multiyear Subregional Programs. We believe this extension would not meaningfully delay any projects that would be funded by these programs due to the time it will take for sales tax revenues to accumulate in the first year.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Investing in Place
Measures like travel time reliability and vehicle miles traveled (VMT) can provide a more accurate representation of the benefits and pitfalls of proposed highway projects than the outdated level of service (LOS). Other metrics should analyze benefits and impacts on public health, sustainability, and social equity. Finally, program metrics should tie to regional performance metrics in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) to ensure that projects contribute toward regional goals.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Investing in Place
The final guidelines should make safety the first objective for all highway programs, with particular emphasis on people walking and biking. All subregional highway programs should be required to evaluate fatal and serious injury collision hotspots within their program area (i.e. a High Injury Network) and include safety countermeasures in projects within those areas.	(M)	Investing in Place
Eligibility for highway program funds should be determined with a complete streets approach. The final guidelines should clarify eligibility of streetscape elements, such as pedestrian amenities, shade trees, and green streets, that have functional purposes aside from beautification. As mentioned previously, these programs should also include broad eligibility for TDM programs that complement multimodal infrastructure improvements.	(Y/A) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Investing in Place
The final guidelines should anticipate such a policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance social equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs. We recommend adding language recognizing the anticipated social equity policy and implementation mechanisms to the Administration & Oversight section of the guidelines.	(M) These considerations will be part of the Long Range Transportation Plan Process	LA Thrives/Enterprise
Linking investments to and reinforcing Metro policies and planning (pp.35-36, 41) that are critical to improving access, safety, and sustainability in the transportation system such as the Active Transportation Strategic Plan, First/Last Mile Strategic Plan, Complete Streets Policy, and Countywide Sustainability Planning Policy. However, we see no reason why these policies ought not to inform a wider range of Measure M investments, all of which could contribute to increasing and improving access, safety and sustainability. We recommend making similar references to these plans and policies in other investment categories including Multi-Year Subprograms generally, Highway subfunds, 2% System Connectivity Projects, Subregional Equity Program, and Local Return.	(M/A) Additional administrative criteria will be developed. These considerations will be part of the Long Range Transportation Plan Process	LA Thrives/Enterprise
Expand green infrastructure definition to cooling benefits, do not exclude "beautification" from eligibility, and require multi-benefits.	(M)	Los Angeles County Bicycle Coalition
We encourage you to make reversing declining transit ridership one of the highest priorities for LA Metro in the implementation of Measures R and M, especially in programming the 20% Transit Operations funds in Measure M and in how you use SB 1 transit operations funds.	(M)	Move LA
In the interest of continuing to keep community interests and equity at the forefront of these conversations, we urge the Metro Board to add two members to the Independent Taxpayer Oversight Committee.	(N)	Neighborhood Housing Services of Los Angeles County
Please include steps to ensure that all stakeholders are involved in future guidelines development.	(Y) - Some MSP areas will have competitive elements. Guidelines have been revised for clarity. For others stakeholder a 5 year plan process, and additional procedures will be developed.	Palms Neighborhood Council
Use an accurate and comprehensive definition of equity and incorporate equity metrics to identify, select, and prioritize projects.	(M)	Prevention Institute

## Multi-Year Subregional Programs

Comment (Main Points)	Response (Y/N/M/A)	Name
Preserve and expand equitable Transit Oriented Communities (TOCs) by ensuring anti-displacement measures are coupled with transportation investments within the same neighborhood.	(M)	Prevention Institute
All projects funded by Measure M should align with State climate goals, help achieve vehicle miles traveled reduction targets, reduce burdens on disadvantaged communities, and improve safety especially for the most vulnerable road users.	(Y/M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Prevention Institute
Expand green infrastructure definition to cooling benefits, do not exclude "beautification" from eligibility, and require multi-benefits.	(M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Prevention Institute
Orient competitive funding programs to meet critical needs and leverage multi-benefit investments. Require that performance criteria be developed so that funded projects meet clearly identified objectives such as: network connectivity, multi-modal mobility, sustainability, safety, equity, and community engagement.	(Y/M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Prevention Institute
All subregions should conduct a transparent process for prioritizing additional funding from the Subregional Equity Program with robust public participation.	(Y/M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Prevention Institute
Metro should consider a one year extension to develop specific guidelines for the Multiyear Subregional Programs; the final guidelines should remove any explicit references to the Mobility Matrices for determining eligibility or priority within funding programs.	(Y/M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	Prevention Institute
Position Measure M most favorably to raise \$120 billion in sales tax receipts by expediting timelines for major projects, especially connecting job centers and goods movement corridors, expand bus rapid transit corridors in conjunction with road repair and innovative technology. Increase local job and entrepreneurship opportunities and mitigate transit construction impacts for small businesses. Incentivize growth by rewarding high growth areas at each 10-year review cycle. Create an innovative and technologically connected L.A. County.	(Y/M) - Guidelines have been revised for clarity, a 5 year plan process, and additional procedures will be developed.	VICA
Consider having the Independent Tax Oversight Committee also review the Multi-Year Subregional Programs and Local Return funds.	(M)	VICA

**Abbreviations:**

PAC – Comments came from Policy Advisory Council; Breakout Session abbreviation is added to further categorize comments

ADA – Comments received at ADA/Paratransit, Transit for Elder Adults and Students, Discounts Breakout Session

Y – Yes

N – No

M – Maybe

A – Additional administrative guideline development needed

**Measure M Guidelines**  
**Administrative Development Timeline**

<b>SECTION</b>	<b>COMPONENT</b>	<b>TIMELINE</b>
<b>VI. Cashflow Management</b>	Inter-program borrowing within the Multi-Year Subregional Program (MSP) and process for requesting funds	Up to 6 mos.
<b>VII. Contingency Subfunds</b>	Contingency Subfund account details will be further developed	12 mos.
<b>IX-XII. Multi-Year Subregional Programs</b>	Administration of and procedures for determining Multi-Year Subregional Programs 5 year plans, project readiness, and other criteria	Up to 6 mos.
<b>XIII. Transit Multi-Year Subregional Programs</b>	Street Car Circulator Projects details and administrative criteria	12 mos.
<b>XIV. Metro Active Transportation</b>	Metro Active Transportation Program (2%) administrative procedures and funding criteria	12 mos.
<b>XV. 2% System Connectivity Projects (Highway Construction Subfund)</b>	> Highway Systemwide Connectivity 2% program administrative criteria and funding availability	12 mos.
	> Administrative procedures for the Metro Goods Movement Strategic Plan and competitive funding program	12 mos.
<b>XVI. 2% System Connectivity Projects (Transit Construction Subfund)</b>	> Transit Systemwide Connectivity 2% program administrative criteria and funding availability	12 mos.
	> Administrative procedures for the Transit Systemwide Connectivity 2% competitive funding program, including eligible uses and evaluation criteria	24 mos.
<b>XVII. Visionary Project Seed Funding</b>	Visionary Project Seed Funding criteria and administrative selection process	12 mos.
<b>XVIII. Countywide BRT Expansion</b>	Updated study and review of proposed BRT corridors identified in the 2013 BRT and Street Improvement Study, including performance metrics	24 mos.
<b>XIX. Subregional Equity Program</b>	Additional details regarding the evaluation and administrative process for the Subregional Equity Program	<del>12</del> <u>Up to 6</u> mos.

**Note:** Pursuant to Section IV of the Guidelines, amendment procedures will be developed in consultation with the Measure M Independent Taxpayer Oversight Committee.

**Metro Responses to Policy Advisory Council Comments (as provided in Attachment A)**

	<b>Commenter Name</b>	<b>Comment</b>	<b>Metro Response</b>
1	PAC (Consensus)	Local Return, Transit Oriented Communities (TOCs) – On page 85, Metro added a reference to “Metro’s Transit Oriented Communities Program.” No such program exists. Instead, the language should state “as described in Metro’s Transit Oriented Communities Policy. In the absence of official Policy, jurisdictions should refer to the TOC Demonstration Program.” In addition, language should be added to clarify that all TOC activities described by the TOC policy (or Demonstration Program) are included in the definition of transportation purposes.	<b>Policy:</b> Metro recognizes the need for further development of a TOC policy. The broader coordination between transit and affordable housing need will be addressed through the LRTP process, and in the short term, the administrative process for Local Return can be refined to more clearly align with existing Metro programs.
2	PAC (Consensus)	Program Eligibility, Bus Rapid Transit – The Guidelines should be changed to explicitly state that municipal operators are eligible for BRT funds.	<b>Concurrence:</b> Metro concurs. See revision.
3	PAC (Consensus)	Performance Metrics – The Guidelines should give clear direction to sub-regional entities to develop performance metrics as part of the Multi-Year Subregional Programs. Performance metrics are critical to being able to communicate back to voters whether these investments have been successful.	<b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include PAC consultation.
4	PAC (Additional Discussion)	Potential expansion of eligibility for “Green Streets” beyond just stormwater improvements – On pages 42, and 78, “green infrastructure” or “green streets” should not be limited to only describing stormwater management benefits derived from natural processes. The definition should be expanded to include urban heat island mitigation, cooling benefits, shade and highly-reflective/less-heat-radiating materials. Incorporating cooling into transportation infrastructure delivers health benefits, and makes active transportation and waiting for the bus more viable options.	<b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.

\* Submitted additional testimony through a public speaker card and/or letter

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**Concurrence:** Metro concurs

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**Restated:** Staff notes Guidelines or Ordinance details

	Commenter Name	Comment	Metro Response
5	PAC (Additional Discussion)	Eligibility for 2% Highway Connectivity Programs – As criteria are developed for this program during the Administrative updates to the guidelines, the program guidelines should clarify the allocation between “earmarked” projects and discretionary projects. A preference for a more explicit tie to existing Goods Movement initiatives was suggested.	<b>Admin:</b> The criteria and clarifications will be included as part of the Goods Movement Strategic Plan, currently being developed, which will also result in administrative procedures.
6	PAC (Additional Discussion)	Procurement goals – The Guidelines should set forth specific minimum procurement goals for Small Business Enterprises, Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises.	<b>Admin:</b> Metro strongly encourages Small Business Enterprises, Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises. Additional criteria, as necessary, will be considered as part of the administrative procedures to be developed.
7	Kerry Cartwright - Port of Los Angeles (City of LA Harbor Dept)	<ul style="list-style-type: none"> <li>• 2% System Connectivity Projects (Highway Construction Subfund) (p. 43 of draft guidelines) The projected amount of annual funding for the “Highway – System Connectivity 2%” category is lacking in the program info and guidelines. The approved measure also listed “earmarked” projects that are within this subfund, thus diminishing the total available amount for a competitive process. Thus, the “Highway – System Connectivity 2%” program should be limited to solely goods movement projects, justified for the following reasons: <ul style="list-style-type: none"> <li>• Draft guidelines emphasizes goods movement</li> <li>• Significant program earmarks for all other modes/needs, except ports/goods movement</li> <li>• Local return formula funds not accessible by the Ports of LA/LB on behalf of goods movement sector</li> <li>• Alameda Corridor East has Measure M (and R) earmarked projects</li> <li>• Difficulty obtaining formula subregional funds (via Gateway COG, South Bay COG, etc.)</li> <li>• Limited amount available in “2% Highway” program.</li> </ul> </li> <li>• The development of the “Highway – System Connectivity 2%” program guidelines should be done collaboratively, and solely with the goods movement sector and pertinent public agencies and private sector entities. This should be done concurrently with the development of METRO’s Goods Movement Plan. The goods movement sector has collaborated for many years at the federal, State, and regional level, and has already identified needs and projects. Hence, a minimal</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Concurrence:</b> The criteria and clarifications will be included as part of the Goods Movement Strategic Plan, currently being developed, which will also result in administrative procedures.</li> <li>• <b>Concurrence:</b> The Goods Movement Strategic Plan will include outreach.</li> </ul>

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		<p>amount of time needs to be spent on this plan development. Additionally, a few to several critical, high priority projects should be earmarked initially, as done with numerous other Measure M projects as part of the approved ordinance. The Ports, SCAG, and METRO have collaborated for many years on such priority projects, and identified them via numerous studies. Such projects include then Ports of Los Angeles/Long Beach rail projects that reduce truck trips throughout the region, as a few interchange projects on I-110 and SR 47.</p>	
8	<p>* KeAndra Dodds – Enterprise Community Partners</p>	<p>Local Return: TOC Investments (Revised Guidelines Pg. 85) - While I appreciate the attempt by Metro staff to respond to our comments, the changes did provide more clarity. The new reference to Metro's Transit Oriented Communities Program is not helpful because there is no program with that title. There is a TOC Demonstration Program, TOC Planning Grants, Joint Development Program, the MATCH program, and affordable housing policies, all of which relate to TOCs, but none which clearly delineate specific activities or investments that will be considered TOC investments, and thus eligible for local return. We recognize the need to not be overly prescriptive and to allow for innovation, but there must be clearer guidance on what types of investments are eligible. Given Metro's Board adopted policies and programs, we recommend that eligible investments include those that: 1. Support the development and preservation of affordable housing, as defined in Metro's joint development policy, in TOCs; 2. Support the inclusion of small businesses in mixed use buildings in TOCs; 3. Help remove land use barriers to transit oriented development; 4. Implement best practices and policies for sustainable and transit-supportive land uses across a variety of neighborhood typologies; and 5. Otherwise ensure inclusive and equitable transit oriented communities for those at all income levels.</p>	<p><b>Policy:</b> Metro recognizes the need for further development of a TOC policy. The broader coordination between transit and affordable housing need will be addressed through the LRTP process, and in the short term, the administrative process for Local Return can be refined to more clearly align with existing Metro programs.</p>
9	<p>* Yvette Kirrin - GCCOG</p>	<p>Thank you for the timeline, and we'd like to see item XIX be advanced to 6 months consistent with item IX-XII.</p>	<p><b>Concurrence:</b> Metro concurs.</p>
10	<p>* Yvette Kirrin - GCCOG</p>	<p>Page 7, No. 5 Stated the addition of "Subregional funding reductions". What does this mean? Please clarify.</p>	<p><b>Policy:</b> As part of the cost containment policy subregional funds will be considered to address the funding shortfall within an affected subregion, if needed.</p>

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	Commenter Name	Comment	Metro Response
11	* Yvette Kirrin - GCCOG	Regarding Contingency Subfund creations, it's not clear how these can be established if the minimum revenues are not achieved. Will the contingency be funded by % similar to the other subfunds?	<b>Restated:</b> The Ordinance language dictates the Contingency subfund calculation. Cashflow Management (VI) addresses how cash receipt shortfalls will be addressed.
12	* Yvette Kirrin - GCCOG	Although advancing MSP projects is mentioned, using metro bonding as a tool is not specific to this section.	<b>Restated:</b> Cashflow Management (VI) addresses how bonding will be used.
13	* Yvette Kirrin - GCCOG	Now that the TFP has been removed as the funds forecasting methodology, what cash flow determination will be used?	<b>Restated:</b> Cashflow is addressed in Cashflow Management (VI) Cashflow needs will be forecast in the LRTP, Program Management Plan, Metro Budget, etc.
14	* Yvette Kirrin - GCCOG	The I-5 has been determined to be a local project yet self financing is not an option. This doesn't appear to be feasible. Please clarify the potential options outside of advancing the project via Metro Bonding or outside leveraged funds.	<b>Restated:</b> Depending on the ultimate scope and cost of a major project and determination of financial capacity, following the environmental process, the various potential sources of funds will be determined and pursued by all agencies involved in the project.
15	* Yvette Kirrin - GCCOG	In order to ensure that betterments are including by the 30% final design it's imperative that jurisdictions be credited for work done in advance, to be prepared and have the items incorporated into the appropriate documents (EIR, design plan etc.). Retroactive work by the jurisdictions that gets incorporated into the Final 30% design should count as 3%.	<b>Restated:</b> Any work that is part of the scope at the conclusion of 30% completion of final design may be considered as eligible contribution.
16	* Yvette Kirrin - GCCOG	There has not been any changes to the SC transit projects to provide relief for the 3% contribution, as these projects aren't attributed to our subregion. These projects should be Exempt from 3% local contribution. Additionally, if exemption of 3% is denied, and there are savings on the project, it's not clear that the savings, if 3% is collected, that it won't go to a different subregion.	<b>Restated:</b> 3% local contribution applies to all new transit projects ("coded 'T' in Attachment A"), based on center track miles, per the Measure M Ordinance.
17	Seleta Reynolds - Los Angeles Department of Transportation	<ul style="list-style-type: none"> <li>The guidelines are still missing either a) performance metrics for each program or b) a clear direction to sub-regional entities to develop their own. It is important to be able to measure and communicate back to the voters whether or not the investments they agreed to are successful and how we plan to measure success.</li> <li>The guidelines must align better with the Office of Planning and Research's direction to incorporate Vehicle Miles Traveled either</li> </ul>	<ul style="list-style-type: none"> <li><b>Restated:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Metro recognizes that State statute has changed the basis for evaluating Highway performance as part of CEQA (SB743). As such, implementation of the Measure M Guidelines will be consistent with the regulatory process attached to those statutory provisions.</li> </ul>

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	Committer Name	Comment	Metro Response
		<p>instead of or in addition to Level of Service as an evaluation methodology for highway projects. The highway program in particular (p. 35) references roadway widening as a tool to improve Level of Service, a notion that has been debunked repeatedly. As cities in Los Angeles County work to comply with OPR's deadline for changing the analysis methodology and mitigations for transportation projects, Metro's guidelines will create confusion and potentially legal uncertainty.</p> <ul style="list-style-type: none"> <li>• 3. (At the request of the Mayor's office) All mentions of green infrastructure and green streets (pg. 42 and 78) only refer to stormwater management benefits and leave out important urban heat island (UHI) mitigation / cooling benefits, which really should be addressed in our built streetscape environment, since asphalt is such a large contributor to the UHI effect. Instead, these definitions should be expanded to include shade and highly-reflective / less-heat-radiating materials to at least create the opportunity for investments that could make active transportation and waiting for the bus more appealing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Policy:</b> Metro recognizes the need for further development of a TOC policy. The broader coordination between transit and affordable housing need will be addressed through the LRTP process, and in the short term, the administrative process for Local Return can be refined to more clearly align with existing Metro programs.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> </ul>
18	* Yvette Kirrin - GCCOG	Page 30 under MSP Highway (Construction Activities), the last sentence states "It is expected that local jurisdictions will contribute to total project costs", which isn't mandatory per the Ordinance. Please remove the statement or change the language to "encourage".	<b>Concurrence:</b> As part of the Administrative Procedures language, staff will use "encourage."
19	* Yvette Kirrin - GCCOG	Regarding HOT Lanes and the Tier Funding, the issue requires further clarification of how the project will pay for them.	<b>Concurrence:</b> Further discussion needed.
20	* Yvette Kirrin - GCCOG	Regarding the removal of eligible projects within the Highway MSP specifically Two-Way left turns or right turn lanes, and intersection and street widening. The removal of these options within the guidelines are limiting options to improve safety and traffic flow. Street widenings specifically are capacity enhancements that have a direct nexus to freeway operations. It appears that arterials are being eliminated from eligibility altogether. In many cases safety and traffic improvements are necessary to improve access to freeways. These removals need to be placed back into the guidelines, and need to be eligible uses, as options for congestion relieve need to be maximized and not limited.	<b>Concurrence:</b> Further discussion needed.

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	Commenter Name	Comment	Metro Response
21	* Yvette Kirrin - GCCOG	Add I-5 JPA to Eligible Recipients as part of the 2% System Connectivity Projects (Highway), as other agencies including ACE Authority are eligible.	<b>Restated:</b> Language in Guidelines is "including, but not limited" to the agency types listed.
22	* Yvette Kirrin - GCCOG	Language needs to be softened, removed or suggested as an example (verses in alignment) regarding City of LA policies for Streetscape Enhancements and Great Streets. It's seems inappropriate for subregions to conform with the City of LA policy.	Comment is unclear.
23	* Yvette Kirrin - GCCOG	Regarding the definition of Active Transportation, "rolling modes" should be detailed or more definitve as there are many new mainstream modes such as e-bikes, Segway's, skateboards, motorized wheelchairs, scooters, etc. Please expand the definition.	<b>Policy:</b> Additional criteria will be considered as part of the administrative procedures to be developed.
24	* Yvette Kirrin - GCCOG	Clarification is still required regarding if MSP's and Major projects assigned to a subregion are eligible for the 2% SC Project (HWY Subfund) competition?	<b>Policy:</b> This will be determined as part of the Goods Movement Strategic Plan development.
25	* Yvette Kirrin - GCCOG	Regarding Visionary Project Seed Funding, the 40% match isn't reasonable. A 20% and/or In-Kind match should be considered.	<b>Restated:</b> In kind match can be for the entire amount of the requested local match.
26	* Yvette Kirrin - GCCOG	Regarding Subregional Equity Program, the considerations should mirror the funds availability dates accorded to the SFV.	<b>Restated:</b> Per the Measure M Ordinance, the funding is to be determined, and will be provided "as early as possible."
27	* Yvette Kirrin - GCCOG	Regarding the SEP, the statement regarding funds available "if any" is concerning, and these funds should be bonded against, as the SFV is going to be funded ASAP. The Board added the funds, so the subregions should receive it, verses leaving an "if any" option.	<b>Restated:</b> Per the Measure M Ordinance, the funding is to be determined, and will be provided "as early as possible."
28	* Yvette Kirrin - GCCOG	2% ADA Paratransit Eligible Recipients should be broadened to be any transportation agency providing ADA services, including local operators, such as dial a rides.	<b>Restated:</b> Per the Measure M Ordinance, these funds are for ADA Paratransit for the disabled. This service, which is a federal civil rights mandate, is provided by Access Services on behalf of Metro and the 44 fixed-route operators in LA County. Local Dial-A-Rides do not provide ADA paratransit as outlined in federal law and therefore are not eligible for these funds. In addition, local Dial-a-Rides are eligible to receive funding from both Measure M and past sales tax Local Return programs.

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**Concurrence:** Metro concurs

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**Restated:** Staff notes Guidelines or Ordinance details

	<b>Commenter Name</b>	<b>Comment</b>	<b>Metro Response</b>
29	* Hilary Norton – FAST	<p>Page 6 - Project Acceleration, Third Bullet, “Elements that determine eligibility of matching funds from available federal/state discretionary funding sources.</p> <p>Page 22 - Eligible Fund Contributions, End of section paragraph, add language “...amount by the conclusion of thirty percent (30%) of final design, Asset management portfolios, Performance Incentive Grants.”</p> <p>Page 37 – Intelligent Transportation Systems, Eligible uses category Add Bullet “Coordinate with Countywide BRT program to optimize on time performance and improved bus speed operations”</p>	<b>Admin:</b> These are considerations for additional administrative procedural development.

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**Concurrence:** Metro concurs

**Admin:** Administrative procedures

**Restated:** Staff notes Guidelines or Ordinance details

	Commenter Name	Comment	Metro Response
30	* Hilary Norton – FAST	<ul style="list-style-type: none"> <li>• Page 10 - Performance Metrics definition. Need clarity on the definition of performance metrics. Does that reflect the December 2015 Performance Metrics for the Mobility Matrix or will these be a new set of Metrics? Will the PAC be advised on how to define them or will that be up to the Metro Board? Does this mean transit and highway programs will have performance on whether or not they are moving more people or are they moving more goods that essential to the consumer driven sales tax receipts which fund our Measure M program? For example, according to LAEDC, 78% of the volume and 64% of the value of the Regions goods move through our streets and highways so should one project be jeopardized over a subjective definition. With this aspect of Performance Metrics, please consider the following definitions as this is consistent that the Mobility Matrix has now been replaced with the Multi-Year Subregional Program (MSP) Project Development process; <ul style="list-style-type: none"> <li>• Projects with the broadest economic benefit that increases sales tax revenue receipts;</li> <li>• That leverage current and future sources of state and federal funding (and must be timely in their request for matching funds);</li> <li>• Based on project readiness;</li> <li>• Projects that optimize opportunities for TOCs/TODs;</li> <li>• Consider communities with the highest need;</li> <li>• Project prioritization should be made in the context that we are expecting an economic downturn and must optimize the revenue that we collect, while being able to most effectively leverage private and public resources in a manner that would expedite major projects to meet or exceed timelines promised to Measure M voters.</li> </ul> </li> <li>• Page 21 - 3% Local Contribution Need Clarity How does this definition reflect new stations that intersect existing lines, an example would be the Northern Crenshaw Extension with the Purple Line on Wilshire. Would that be considered a retrofit of an existing or the building of something new? The goal should be to incentivize ridership increases through Multi-modal connectivity so outside of Active Transportation if a local jurisdiction uses and encourages private funding to construct a transit center or Mobility Hub adjacent to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include PAC consultation.</li> </ul> <p>Mobility Matrices are not replaced with MSP. Mobility Matrix projects can be considered in the development of MSP projects. Additional criteria will be considered as part of the administrative procedures to be developed.</p> <ul style="list-style-type: none"> <li>• <b>Restated:</b> 3% local contribution applies to all new transit projects (“coded ‘T’ in Attachment A”), based on center track miles, per the Measure M Ordinance.</li> </ul>

\* Submitted additional testimony through a public speaker card and/or letter

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**Concurrence:** Metro concurs

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		<p>a rail station, Does that count towards a city's 3% match?</p> <ul style="list-style-type: none"> <li>• Page 47 – Metro Active Transportation, Reporting requirements, typo? “Metro will provide annual reports to the Measure M Independent Taxpayer Oversight Committee describing how uses of Measure M system connectivity projects (Highway construction) (replace with Active Transportation) funds are contributing to accomplishing the program and strategic plan objectives.”</li> <li>• Page 55 – Countywide BRT, Eligible projects first paragraph, language amended “...potential for ridership increases including station amenities, restrooms for health, safety and quality of life,”</li> <li>• Page 57 in Subregional Equity Funds. Need Clarity. A detailed explanation should identify where this fund is located relative to the Measure M pie slice, as we recall back in the June 2016 Board meeting through a motion by Director John Fasana, this Subregional Equity pot was to be incorporated as part of the 2% system connectivity, Is this still true?</li> <li>• Page 67 – 20% Transit Operations, Eligible uses category. Last sentence “Metro will develop policies that will define and establish criteria for implementing pilot programs that increases ridership and improves operational reliability” Page 67 – 20% Transit Operations, Maintenance of effort. Second sentence (add language) In addition to implementing new transit services programs that improve headways and hours of operation, eligible recipients may use Measure M 20% funds...</li> <li>• Page 72 – ADA Add Bullet: “C) Community outreach to identify and ensure that performance metrics as outlined per contract for this program fund are adhered to and are followed.”</li> </ul> <ul style="list-style-type: none"> <li>• Page 74 – State of Good Repair Add Bullet: Station improvements that increase ridership and transit system capacity to handle more riders</li> <li>• Page 92 – Local Return, Audit Requirements, First Sentence A</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Restated:</b> Any work that is part of the scope at the conclusion of 30% completion of final design may be considered as eligible contribution.</li> <li>• <b>Concurrence:</b> Typo. Metro concurs. See revision.</li> <li>• <b>Restated:</b> Yes. These are considerations for additional administrative procedural development. Per the Measure M Ordinance, the funding is to be determined, and will be provided “as early as possible.”</li> <li>• <b>Restated:</b> Operations Guidelines were developed with other operators in a Working Group.</li> <li>• <b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include PAC consultation.</li> <li>• <b>Restated:</b> State of Good Repair will maintain all eligible assets.</li> <li>• <b>Restated:</b> Per the Measure M ordinance, the</li> </ul>

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		<p>financial and compliance audit will be conducted annually as part of Metro's Consolidated Audit Program to verify adherence to the Measure M guidelines and be subject to review by the Independent Taxpayer Oversight Committee.</p> <ul style="list-style-type: none"> <li>• Pages 98 and 99. Appendix A - Potential 3% jurisdictions. There are examples per the Measure M ordinance and Expenditure plan, where the project explicitly does not assume a specific mode or technology of corridor (LRT vs HRT) that has not had a proper vetting through an environmental impact report. The problem with such assumption is that it prejudices the Environmental Review Process and could place Metro in a litigious pickle albeit innocently. Those examples include on the list; East San Fernando Valley Transit Corridor, Sepulveda Pass Corridor, Vermont Corridor, Lincoln Blvd Corridor. All specific technological (LRT or HRT) references should be removed from the list and simply explained "All 3% corridors are all assumed (funding permitted) as rail corridors. Whereas past or currently under environmental review planned definitions, distinction of phasing or branching or logical extensions of existing Metro Rail lines or under constructed corridors to establish a consistency in definition Examples are; West Santa Ana Corridor, Eastside Phase 2 (SR 60 or Washington Blvd), Green Line extension to Torrance or Orange Line Conversion to Rail where there is specific language included in both the expenditure plan and attachment explanation.</li> </ul>	<p>Independent Taxpayer Oversight Committee is responsible for reviewing the Measure M Financial and Compliance audits.</p> <ul style="list-style-type: none"> <li>• <b>Restated:</b> All project are subject to the environmental process.</li> </ul>

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	<b>Commenter Name</b>	<b>Comment</b>	<b>Metro Response</b>
31	* KeAndra Dodds-Enterprise Community Partners	While the guidelines reference alignment with “Vision Zero” or equivalent policies, Metro does not have its own Vision Zero policy to guide investments. We recommend investing in the development and adoption of regional Metro Vision Zero guidance (policy, toolkit or framework) simultaneous to developing sub-guidelines for the 2% Active Transportation category. While specific investments and Vision Zero policies will likely be implemented by local jurisdictions rather than Metro, a regional Vision Zero policy would encourage local jurisdictions to adopt their own policy or provide guidance in the absence of such local policy.	<b>Policy:</b> Policy development regarding “vision zero” applications as they may apply countywide is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.
32	* KeAndra Dodds-Enterprise Community Partners	The final guidelines should anticipate a transportation equity policy in the Long Range Transportation Plan (LRTP) and include mechanisms to advance social equity in the implementation of Measure M programs, such as prioritization and/or set-asides in funding programs. While there were some changes to address this, the revised guidelines still do not include explicit mention of social equity nor the recognition that social equity will be considered in the implementation of Measure M once the LRTP is adopted. It makes the most sense to add it to the administration and oversight section.	<b>Admin:</b> The LRTP Update process, as presented to the Metro Board, identifies a need for a comprehensive equity analysis. This will include how equity is defined, and considered in setting priorities for Metro investments including but not limited to Measure M. This will occur during the LRTP development, in consultation with the PAC.

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33	Jacki Bacharach	<ul style="list-style-type: none"> <li>• Page 7 – At the bottom of Page 7, #5 – Sub-regional funding reductions should come from the sub-region in which the shortfall is happening. It is not clear in the document. Sub-regional funding should be used only with the concurrence of the responsible “sub-regional entities”.</li> <li>• Acceleration of projects must not: 1) Reduce the potential funding available for addressing cost containment using the methods listed on page 7; or 2) delay current regional and sub-regional projects due to redirecting funding for acceleration.</li> <li>• Page 10 – 1) Sub-regional entities should be consulted before the Metro Board is asked to approve all performance metrics through its 5-year assessment process in consultation with the Measure M Independent Taxpayer Oversight Committee. Particularly with respect to the sub-regional program and project criteria, the sub-regional entities should also be consulted. 2) Requiring approval only during the 5-year assessment may delay project readiness. There should be a process to accelerate approval changes more often than every 5 years.</li> <li>• Page 11 – Any change in subregional boundaries should only be made with consensus of all the sub-regional entities affected.</li> <li>• Page 12 – In 2<sup>nd</sup> group of bullets – the new one re: Changes in Technology should also include better service to the customer/consumer. Bottom of page 12 – The guidelines allow the Metro Board to amend the “Schedule of Funds Available” to accelerate an Expenditure Plan Major Project at any time but changes in commitments to current projects will only be evaluated every 10 years. The two policies are in conflict. Funds from a project that is completed with cost savings or a project that is no longer viable should be available for re-programming in the following fiscal year.</li> <li>• Page 16 – 2<sup>nd</sup> paragraph from the bottom –Metro should request notice from the responsible sub-regional entity which will compile the 5-year MSPs on behalf of the project sponsors. Sponsors should not be allowed to bypass the sub-regional planning process where there is one.</li> <li>• Page 17 – MSP borrowing needs to be approved by the sub-regional entity.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Concurrence:</b> Metro agrees that subregional funding reductions should come from the affected subregion.</li> <li>• <b>Restated:</b> Acceleration is addressed in Section IV and in Cashflow Management, Section VI.</li> <li>• <b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include PAC consultation.</li> <li>• <b>Admin:</b> Subregional changes have historically been done at the request of the subregion.</li> <li>• <b>Policy:</b> Policy development is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.</li> <li>• <b>Restated:</b> Acceleration is addressed in Section IV and in Cashflow Management, Section VI.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Page 26 – Metro allowed .5% of the annual cost of the sub-regional programs to be drawn from the MSP. Sub-regional entities and local jurisdictions should be explicitly eligible for these funds.</li> <li>• Page 26 – Parameters from the Mobility Matrices should be developed with concurrence of sub-regional entities. In the 2nd sentence referring to the Mobility Matrices, the word ‘using’ should be replaced with the word ‘considering’.</li> <li>• Page 30, 31, 33, 34 – Highway Operational Improvement project funding begins with the Project Identification Document rather than program development. To be consistent with Page 29, this guideline should not preclude use of funding from this category to prepare the project development matrix described on page 26.</li> <li>• Page 30, 31, 33, 34 – Metro added a provision that is in Measure R SBHP guidelines that requires Intersection or street widening/improvements to be “on a State Conventional Highway or within one mile of a state highway.” This restriction should be eliminated from the Measure M guidelines to allow projects to be implemented in areas like the Palos Verdes Peninsula that are not within 1 mile of a state highway and yet have major arterials.</li> <li>• Page 30, 31, 33, 34 – Signal synchronization and other intelligent transportation system improvements are not included as eligible projects in any of the Highway MSP categories. They should be explicitly included in the respective lists even though they are generally eligible in their own section beginning on page 37.</li> <li>• Page 37 – The guidelines do not currently include broadband or fiber-optic projects as eligible expenditures. Inter-city, sub-regional fiber-optic and broadband projects should be included in the ITS section and justified as a TSM strategy.</li> <li>• Page 42 – 1st/last mile should acknowledge eliminating travel through travel demand management strategies or projects. These types of projects should be eligible in the ITS section. The Greenway project category should be broadened slow speed electric transportation.</li> <li>• Page 44, 55 – BRT Capital improvements – Metro staff told the PAC that municipal operators would be included, but the guidelines do not yet reflect the change. Included and Municipal Operators and Metro</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Restated:</b> Metro retains bonding authority.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Concurrence:</b> Metro concurs. See revision.</li> <li>• <b>Concurrence:</b> Metro concurs. See revision.</li> </ul>

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		<p>should be explicitly eligible as lead agencies for BRT funded projects within a BRT program coordinated by Metro.</p> <ul style="list-style-type: none"> <li>• Page 48 – Allocation Methodology – It is unclear whether Metro taking an additional .5% here for administration from subregional programs over and above what they are already getting off the top. To avoid Metro double dipping, it should be clarified that Metro’s administrative costs do not exceed the %.05 that taken off the top.</li> <li>• Page 53 – Visionary Seed Funding eligibility is still restricted to transit in the revised guidelines. It should be available for other mobility and sustainability ideas beyond transit. The eligible applicants should include transit operators and other entities rather than relegating others to “partners” for visionary seed funding applications that do not include transit operators.</li> <li>• Page 79 – Fiber optic installations are limited to “signal-related electrical system and/or fiber-optic in the roadway.” Consistent with the comments on page 37, fiber-optic and broadband programs should be eligible as a transportation demand management projects and should not be limited to installations in the roadway since use of existing utility poles and underground conduits outside the roadway might be more cost-effective.</li> <li>• Page 102, 103 – Refocused Taxi Element – Although the guidelines are more inclusive in earlier sections of the document, this section should be expanded to include options to taxi operators such as car sharing and ride sharing providers and autonomous vehicle fleets.</li> <li>• Page 103 – Implementation Timeline – On the 4<sup>th</sup> line, in addition to taxi service, the timeline should include comparable options that exist or may emerge.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Concurrence:</b> See revision</li> <li>• <b>Concurrence:</b> See revision</li> </ul>

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34	* Moises Cisneros – Loa Angeles Latino Chamber of Commerce	Pulling from the business and small business recommendations, I am concerned that our recommended Business Interruption Fund for small businesses was not addressed. Small businesses in the path of construction have been known to go bankrupt due to the loss of pedestrians and foot traffic caused by construction chokeholds. Find below our original recommendation: INCREASE LOCAL JOB AND ENTREPRENEURSHIP OPPORTUNITIES, AND MITIGATE TRANSIT CONSTRUCTION IMPACTS FOR SMALL BUSINESS ...."We also recommend that the Business Interruption Fund, to assist businesses impacted due to Metro construction, be implemented for all transit, major highway and arterial projects. Beyond the Business Interruption Fund, Metro should provide small businesses with economic tools to help offset economic losses or assist in overcoming loss of clientele due to construction obstructions. These tools can be provided by Jurisdictions or third party providers of small business advisory services"....	<b>Admin:</b> All Metro policies and programs will be applied as appropriate. Additional criteria will be considered as part of the administrative procedures to be developed.
35	* Moises Cisneros – Loa Angeles Latino Chamber of Commerce	Two major issues that are of concern include: 1. No procurement goals or statement for a specific minimum is highlighted for Small Business Enterprises, Disadvantaged Business Enterprises. It's not enough to simply say there will be a goal. That goal needs to be reflective of the surrounding community and capacity for providing a service. 2. Disabled Veteran Business Enterprises are not mentioned at all for procurement goals. We strongly recommend Metro considers the following statement from both the business and small business community represented: "Measure M can be a turning point for the economic empowerment of small business in Los Angeles County. Metro has done a very good job of inviting small and local businesses to do business with Metro but more can be done to expand small business opportunities in Measure M. We recommend that Metro follow the example of the Port of LA to include local businesses in all projects, and report to the Metro Board regularly as to how those goals are being met. For Major projects and Local Return funds, we recommend guidelines of: 25% SBE, 17% DBE/MBE/WBE and 10% DVBE. We recommend prioritizing local small business and retail entrepreneurship opportunities in each Transit Oriented Community/Development, including support and preservation of businesses impacted by Metro project construction. In cases where jurisdictions do not have the capacity to implement the	<b>Admin:</b> All Metro policies and programs will be applied as appropriate. Additional criteria will be considered as part of the administrative procedures to be developed.

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		above percentage goals, we recommend that Metro administers the program on behalf of the jurisdiction.”	
36	* Bryn Lindblad – Climate Resolve	<ul style="list-style-type: none"> <li>• In defining eligible expenditures in the highway subfund, (on pg. 35) the 'Traffic Congestion Relief Investments' program description should not include the outdated level of service (LOS) metric nor misguided road widening as a method to relieve congestion. Instead, it should be replaced with a VMT-reduction metric, as instructed by SB743.</li> <li>• "Green", as referred to in the terms 'green infrastructure' and 'green streets' (on pgs. 42 and 78), should not be limited to only describing the stormwater management benefits that come from natural project elements. The definition should be expanded to include urban heat island mitigation / cooling benefits brought about by shade and innovative materials that radiate less heat. Incorporating cooling into transportation infrastructure not only delivers public health benefits, but it also makes active transportation and waiting for the bus more viable options for people who are otherwise deterred from doing so.</li> <li>• Operations subfunds (including Metro Rail Operations, pgs. 63-5 and Transit Operations, pgs. 66-9) should include eligibility for: a.) maintenance of green infrastructure, to ensure full life-cycle benefits</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Restated:</b> Metro recognizes that State statute has changed the basis for evaluating Highway performance as part of CEQA (SB743). As such, implementation of the Measure M Guidelines will be consistent with the regulatory process attached to those statutory provisions.</li> <li>• <b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Restated:</b> Per the Measure M Ordinance, this funding is for operating transit service, with Metro Rail for service delivery for operating and regular preventative</li> </ul>

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		<p>are achieved. (Often funding for this maintenance piece is overlooked, and doing so in Measure M guidelines could similarly prevent intended environmental and community outcomes.) b) recreational transit service to open space. (This is an important social determinant of health, which Metro is currently studying, and should have an opportunity to receive adequate Measure M funding.) Currently, this is only listed as an eligible expense in the Local Return section, but it should also be in these other categories that support transit service expansion.</p>	<p>maintenance for Metro Rail Lines.</p>
37	* Bryn Lindblad – Climate Resolve	<ul style="list-style-type: none"> <li>• Administrative development for multi-year subregional programs -- especially highway subfunds -- needs to include performance criteria that ensure investments are in alignment with climate goals, multi-modal safety and equitable accessibility priorities. This important process can go a long way in preventing Measure M dollars from doing more harm than good to EJ communities in particular, and should not be rushed through in a non-meaningful way. The 6-month timeline that is currently proposed may be too rushed and should potentially be lengthened to 12 months to create more of an opportunity for developing performance criteria mechanisms that ensure Measure M dollars achieve results that are better than the historical business as usual.</li> <li>• Will the supplemental funds provision trigger the State ATP restrictions that do not allow urban greenery to be funded in active transportation projects? If so, this remains a critical gap, that instead Measure M funds should try to fill.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include PAC consultation.</li> <li>• <b>Admin:</b> All Metro policies and programs will be applied as appropriate. Additional criteria will be considered as part of the administrative procedures to be developed.</li> </ul>

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	<b>Commenter Name</b>	<b>Comment</b>	<b>Metro Response</b>
38	Thomas Yee - LA THRIVES/ Low Income Investment Fund	Section 10. The Policy Considerations listed in Section 12, which have been revised to "shall comply with the" ATSP, Complete Streets Policy, CSPP, First/Last Mile Strategic Plan , etc, is more appropriate to be placed in Section 10 covering all of the MSP programs, and should be either moved in entirety into that section. All of the approved MSP categories would include relevant infrastructure improvements that should comply, not just the programs listed in section 12.	<b>Admin:</b> Additional criteria will be considered as part of the administrative procedures to be developed.

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39	Thomas Yee - LA THRIVES/ Low Income Investment Fund	<ul style="list-style-type: none"> <li>• Section 3: The addition of performance metrics is a good step, however the timing of the approval of metrics (as well as evaluation areas and criteria) need to be adopted in advance of the new MSP project development process, and the timeline should be specified in Section 3.</li> <li>• Section 8. The Consumer perspective should be explicitly referenced in the introduction. The rationale for the contribution should include language setting forth a goal to maximize multimodal access to all transit stations in every jurisdiction.</li> <li>• Section 14. The reference to Vision Zero in Section 14 (page 46) already states “Projects funded with Measure M funds, including Active Transportation 2%. should support the protection of pedestrian and bicycle safety in line with “Vision Zero” or equivalent policies. Since this is to be globally applied, it is more appropriate to be placed in either Section 1, 3, or 9 so that it is clearly a global policy goal, and not just limited to 2% ATP. In addition, in the absence of a Metro Vision Zero policy, the guidelines should allow for the development of Metro Vision Zero guidance as part of administrative and performance procedures. 25.</li> <li>• pg 85 - The revision to TOC needs some additional clean-up language. The memo to the PAC refers to a "TOC manual", whereas the revised guidelines refer to the Transit Oriented Communities Program". Neither of these are discrete Metro policy documents. We recommend language that clarifies this reference, and suggest the following: "as described in Metro's Transit Oriented Communities Policy. In the absence of official Policy, jurisdictions should refer to the TOC Demonstration Program." Additionally, the revised guidelines introduce new language on page 93 requiring adherence to expend funds "for transportation purposes, as defined by these guidelines." Because TOC by definition extends the definition of traditional transportation purposes, this creates uncertainty around expending funds for TOC activities. Clarifying language should be included on either page 85 or 93 clearly stating that all TOC activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admin:</b> Performance metrics will be evaluated for MSP assignment as part of the 6 month administrative procedures effort. Additional Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process —, including Measure M projects and programs. This will include every jurisdiction.</li> <li>• The comment is unclear.</li> <li>• <b>Admin:</b> Policy development regarding “vision zero” applications as they may apply countywide is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.</li> <li>• <b>Policy:</b> Metro recognizes the need for further development of a TOC policy. The broader coordination between transit and affordable housing need will be addressed through the LRTP process, and in the short term, the administrative process for Local Return can be refined to more clearly align with existing Metro programs.</li> </ul>

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		<p>described by TOC policy (or Demonstration Program) are included in the definition of transportation purposes. Attachment D. The phrase "including performance metrics" in Section XVIII should be mirrored in other MSP sections, specifically IX-XII, XIII, XIV, XV, XVI, XVII, and XIX</p>	

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	Commenter Name	Comment	Metro Response
40	* Jessica Meaney – Investing in Place	<p>The revised guidelines still lack an affirmative statement that Metro’s Complete Streets Policy applies to all funding programs. This leaves project sponsors and stakeholders uncertain as to which policies will apply to what projects, with differing interpretations potentially subjecting projects to administrative and political delays unless the issue is resolved. Metro’s Complete Streets Policy itself is clear about its application to all projects and all programs, yet the guidelines only reference the policy under the active transportation programs, which are--by definition--in compliance with complete streets. The revised guidelines include a Metro-administered eligibility screen for all projects funded by the Multiyear Subregional Programs. This is the appropriate place for Metro to evaluate each project’s compliance with its Complete Streets Policy, including the local jurisdiction mandate. The final guidelines should be revised to include this requirement unambiguously. The revised guidelines did not change the objectives for any of the highway programs. Traffic safety is still not integrated into the core purpose of investments in the street and freeway system and no specific procedures are proposed to make safety analysis a routine part of highway program administration. The revised guidelines continue to consider state of good repair, maintenance, and beautification projects ineligible for highway program funding, without clearly defining these terms to ensure that complete streets improvements are not inadvertently excluded. The revised guidelines continue to hold projects on city streets to the same objectives as freeway projects. The application of Metro’s Complete Streets Policy to these programs remains unclear, despite these programs being the one of the primary funding programs for street improvements in Los Angeles County moving forward.</p>	<p><b>Admin:</b> Additional criteria regarding the application of Metro’s Complete Streets Policy will be considered as part of the administrative procedures to be developed.</p>

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**Restated:** Staff notes Guidelines or Ordinance details

	Commenter Name	Comment	Metro Response
41	Joana Hankamer – City of West Hollywood	<ul style="list-style-type: none"> <li>The voters approved Measure M based on promoted programs and projects to be funded by the sales tax; however, many capital projects listed on the Expenditure Plan are not fully funded and many projects were also under-estimated for probable cost*. Metro is therefore urged to engage the Policy Advisory Council (PAC) in discussions about filling the funding gaps in Measure M in order to fulfil the promises of Measure M; and engage the PAC in the development of a comprehensive action plan focused on:               <ol style="list-style-type: none"> <li>updating the Expenditure Plan based on accurate cost assumptions,</li> <li>competing effectively and successfully in Sacramento for SB 1 funds, and</li> <li>accessing other non-Measure M revenue sources, including federal funds and private sector revenues</li> </ol> </li> </ul> <p>*For example, the Northern Extension of the Crenshaw/LAX Line was assigned a project cost of \$2.3 billion in the Expenditure Plan based the shortest alignment only, thereby under-estimating all but one alternative before any study has been done to identify a locally preferred alignment. Such insufficient cost estimate assumptions in Measure M create unanticipated budget shortfalls and unrealistic expectations for projects approved by the voters in Measure M. (In 2010 Metro identified more than four possible alignments for the Northern Extension of the Crenshaw/LAX Line, varying in length between 6 and 10 miles).</p> <p>The Draft Guidelines contain many references to the necessity to leverage the revenues generated from the Measure M program. One of the significant leveraging opportunities available to Metro is the recent enactment of “The Road Repair and Accountability Act of 2017”, SB 1 (Beall, Chapter 5, Statutes of 2017). The State has projected that over the next 10 years this new funding program will provide an estimated \$50.0 billion supporting both competitive and formula based transportation programs. Eligible expenditures include, among other activities, transit development, intercity rail, active transportation, local streets, freight projects, local planning, and work</p>	<ul style="list-style-type: none"> <li><b>Restated:</b> Depending on the ultimate scope and cost of a major project and determination of financial capacity, following the environmental process, the various potential sources of funds will be determined and pursued by all agencies involved in the project.</li> <li><b>Restated:</b> The Expenditure Plan is a part of the Measure M Ordinance, as are the provisions for amendment.</li> <li><b>Restated:</b> Cashflow is addressed in Cashflow Management (VI) Cashflow needs will be forecast in the LRTP, Program Management Plan, Metro Budget, etc. This includes the availability of non-Measure M fund sources.</li> <li><b>Policy:</b> Policy development is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.</li> </ul>

\* Submitted additional testimony through a public speaker card and/or letter

**Policy:** to be considered in future policy deliberations

**Concurrence:** Metro concurs

**Admin:** Administrative procedures

**Restated:** Staff notes Guidelines or Ordinance details

	Commenter Name	Comment	Metro Response
		<p>force development. For example, Metro has projected that approximately \$260.0 million annually will be available to Los Angeles County jurisdictions for improvements to local streets including “complete streets.” One of the key objectives in pursuing SB 1 generated funds is to access the maximum of new state funds to leverage Measure M revenues and accelerate the implementation of “Shovel Ready Projects.”</p>	

\* Submitted additional testimony through a public speaker card and/or letter

**Policy:** to be considered in future policy deliberations

**Concurrence:** Metro concurs

**Admin:** Administrative procedures

**Restated:** Staff notes Guidelines or Ordinance details

## Metro Responses to Public Speaker Comments Provided at June Committees

	Commenter Name	Comment	Metro Response
1	Jackie Illum – Community Health Councils; Andrew Pasillas – Safe Routes to School National Partnership; Claudia Goytia – American Heart Association; Papa Joe Aviance – American Heart Assoc. Volunteer; Amanda Meza – Investing In Place; * Wes Reutimann – Bike SGV; Lindsey Nolan – LA County Bike Coalition; Jean Armbrewster – Dept. of Public Heath * Andrew Yip – Bike SGV	These speakers placed an emphasis on the need for the following: <ul style="list-style-type: none"> <li>• Complete Streets policy;</li> <li>• An emphasis on safety; and</li> <li>• Prioritization of equity.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admin:</b> Additional criteria regarding the application of Metro’s Complete Streets Policy will be considered as part of the administrative procedures to be developed.</li> <li>• <b>Policy:</b> Policy development regarding Safety as it may apply countywide is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.</li> <li>• <b>Admin:</b> The LRTP Update process, as presented to the Metro Board, identifies a need for a comprehensive equity analysis. This will include how equity is defined, and considered in setting priorities for Metro investments including but not limited to Measure M. This will occur during the LRTP development, in consultation with the PAC.</li> </ul>

\* Submitted additional testimony through a public speaker card and/or letter

**Policy:** to be considered in future policy deliberations

**Concurrence:** Metro concurs

**Admin:** Administrative procedures

**Restated:** Staff notes Guidelines or Ordinance details

	Commenter Name	Comment	Metro Response
2	* Charlie Honeycutt – City of Signal Hill; Steve Lantz – South Bay COG	Address the road needs for small cities; access to additional funds.	
3	* Asiyahola Sankara – ACT-LA	Wants to expand TOC language and preserve affordable housing.	<b>Policy:</b> Metro recognizes the need for further development of a TOC policy. The broader coordination between transit and affordable housing need will be addressed through the LRTP process, and in the short term, the administrative process for Local Return can be refined to more clearly align with existing Metro programs.
4	* Jerard Wright - BizFed	Wants performance metrics that links tax expenditures to economic drivers.	<b>Admin:</b> Performance Metrics guiding Metro’s investment challenges and opportunities will be developed as part of the LRTP Update process—, including Measure M projects and programs. This will include PAC consultation. The need for performance metrics can be referenced in the Administrative procedures to be developed.
5	*Marianne Kim – Auto Club	Focus on traffic reducing project; and  Desire for MOE standards that can be audited.	
6	* Jessica Duboff – LA Chamber	Expanding programs and shifting funds	<b>Policy:</b> Policy development is needed. This can be done as part of the LRTP Update process, in consultation with the PAC.

\* Submitted additional testimony through a public speaker card and/or letter

**Policy:** to be considered in future policy deliberations

**Concurrence:** Metro concurs

**Admin:** Administrative procedures

**Restated:** Staff notes Guidelines or Ordinance details



# Measure M Guidelines

Planning and Programming Committee  
Executive Management Committee

June 14, 2017

June 15, 2017

# Introduction

Measure M is Distinct from Measure R:

- Measure M is more comprehensive & complex
- No sunset
- Increased oversight and evaluation mechanisms

Therefore, these Guidelines must:

- Reinforce fiduciary responsibility first and foremost
- Provide guidance framework for all aspects of Measure M, not just where guidance specifically indicated
- Use lessons learned from Measure R

## Outreach

- Staff attended more than 20 public meetings
- Comments from more than 60 submissions
  - More than 300 comments on various topics
- Focus of topics generally align with those selected by the PAC



## PAC Update

The PAC reported various comments at the May Board Meeting in the following five general areas:

- Local Return
- ADA/Paratransit & Senior/Student Discounts
- 3% Local Contribution for Transit
- Multi-year Subregional Programs (MSP)
- Project Readiness & Program Eligibility

# Local Return (Section XXV)

## **Metro Recommendation: Based on resident population**

1. No minimums established by Metro (p.75)
2. Reallocation of Local Return distributions can be pursued at the subregional level (p. 91)
3. Measure M Multi-year Subregional funds can be used to supplement Local Return allocations
  - Subject to the eligibility, process, and availability of funds as described in the Measure M Guidelines for MSP (p. 24)

# Local Return

Recommendation	Rationale
Resident Population	Most reliable data and updated annually Compliance with Ordinance Consistent with other sales tax measures
No minimums established by Metro	PAC consensus was to eliminate floors
Subregional Reallocation	Subregions can reallocate funds to help their smaller cities Does not impact subregions that choose not to reallocate
Measure M Multi-year Subregional funds	Can be used to supplement Local Return allocations, subject to eligibility, process, and availability as described in the Ordinance and the Measure M MSP guidelines (p.24)

# Operating, SGR & Regional Subsidies

<b>Measure M Category</b>	<b>Guidelines</b>
Transit Operations (20%)	No revisions (p. 66)
Metro Rail Operations (5%)	No revisions (p. 63)
Metro State of Good Repair (2%)	No revisions (p. 73)
<b>Regional Rail (1%)</b>	<b>Revised to reflect Metrolink comments (p. 59)</b> <ul style="list-style-type: none"><li>▪ Evaluation of performance measures are to be considered by Metro Board to determine whether to increase from 1% to 2%</li></ul>
<b>ADA Paratransit/ Metro Discounts Seniors &amp; Students (2%)</b>	<b>Revised to address PAC/ AARP/ Access/ stakeholder comments (p.70)</b> <ul style="list-style-type: none"><li>▪ Include Travel Training/Mobility Management programs (bridging mobility gap for older adults)</li><li>▪ Marketing campaign to create public awareness of the programs available</li></ul>



## 3% Local Contribution – Response to Comments

- Clarified what could constitute a local contribution, and how “betterments” are defined.
- Clarified that the requirement applies only to Measure M rail projects. (p. 21)
- Clarified calculation for the 3% local contribution occurs at 30% of Final Design (as called for in the ordinance). (p.21)
- Pursuant to the Guidelines and the ordinance, “in kind” contributions are allowed from the local agency provided that they are included in the project cost at the time 30% of the final design is completed. (p.22)
- Also, the contribution can be redistributed among the affected agencies, at their discretion, provided that it is within the timing parameters of the Ordinance language.
  - This may include the assignment of the contribution to the Supervisorial District for projects located in Unincorporated LA County. (p.23)

## 3% Local Contribution (Section VII)

### **Project Betterments**

The definition of betterment was slightly revised to reflect the definition adopted by the Metro Board\*: “as an upgrade of an existing city or utility’s facility or the property of a Third Party, be it a public or private entity, that will upgrade the service capacity, capability, appearance, efficiency or function of such a facility or property of a third party.” (p.22)

Once 30% final design project scope has been set, subsequent betterments cannot count toward 3% contribution. (p.22)

\*Supplemental modifications to Transit Projects Policy (2013)

# Multi-Year Subregional Programs (MSP)

## 2 Significant requests:

- Equal funding priority to other capital
  - Is on priority par with other purposes within H & T capital subfunds (p.28)
  - Disbursements by funds subject to cashflow procedures
  - Metro retains bonding authority
- Need a specific subregional process
  - MSP 5 year plan process defined (p.26)
  - Up to 0.5% of individual MSP funding category can be used to support plan process (p. 27)

## MSP 5 Year Plan – Key Elements

- Public Participation requirement for Project identification and inclusion in Program
- 5-year Program to be adopted by Subregional entity, then the Metro Board
- Mobility Matrix projects can be considered, but flexibility allowed
- Amendments can be made consistent with Program steps



# Readiness & Eligibility of Funds

## Requested clarification regarding:

- Project Readiness by Phase: readiness thresholds will be defined for distinct phases of project, up to and including construction (p.28)
  - Appropriate to distinct MSP categories
- Eligibility: recipient flexibility for countywide BRT, if consistent with upcoming countywide study (p. 55)

Further direction to be developed as part of Administrative Procedures

# Administrative Development – Attachment D

- Cashflow Management
- Contingency Subfunds
- Multi-year Subregional Programs
  - Transit
  - Highway
- Metro Active Transportation
- 2% System Connectivity
  - Transit
  - Highway
- Visionary Project Seed Funding
- Countywide BRT Expansion
- Subregional Equity Program

## Next Steps

- Public Comments Summary (Attachment)
- PAC Recommendations/Comments (Attachment)
- Board Committees- June 14-15
- Board Adoption-June 22
- Develop Administrative Procedures
  - PAC will have participatory role in development and review
  - CEO approves; can advance issues to Board as warranted



Questions?



Metro