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**JANUARY 15, 2016**

**TO: BOARD OF DIRECTORS**

**THROUGH: PHILLIP A. WASHINGTON** *PAW*  
**CHIEF EXECUTIVE OFFICER**

**FROM: CALVIN HOLLIS** *CH*  
**INTERIM CHIEF PLANNING OFFICER**

**SUBJECT: TOD PLANNING GRANT PROGRAM ROUND 4-PERFORMANCE**

### ISSUE

On January 29, 2015 the Metro Board of Directors (Board) approved awards for Round 4 of the Transit Oriented Development Planning Grant Program (Program). A total of \$6,325,000 in grant funds was awarded to 14 projects in January 2015. Since Board authorization, five Grant Agreements have not been executed and projects have therefore been significantly delayed. The purpose of this Board Box is to notify the Board of this issue and advise on the intended path forward.

### DISCUSSION

#### Background

As a result of Metro's transformative expansion of the public transportation system, the Program was introduced in FY 2012 to support local governments in developing and adopting regulatory frameworks that promote sustainable transit supportive planning in Los Angeles County. Metro's objectives for the Program include increasing access to and utilization of transit, furthering the reduction in greenhouse gases through in-fill development and supporting sustainable development principles. Since inception, Metro has released four rounds of the Program, awarding a total of \$21.5 million in funds to 36 projects.

#### Round 4 Grantee Performance

Metro staff has been working diligently with all Round 4 grant recipients to develop and finalize the corresponding statements of work, budgets and schedules. Unfortunately, for various reasons, the following grant recipients ("Grantees") have been unable to respond to staff comments and provide materials needed to execute the grant agreements:

- City of Artesia
- City of Claremont
- City of Covina
- City of Inglewood
- City of Pasadena

Staff intends to mail a letter to each of the Grantees urging them to submit the documents needed to execute the Grant Agreement by January 29, 2016. The letter will describe three alternatives for Grantees to pursue:

- Respond and provide outstanding materials to advance grant execution;
- Withdraw from the Program; or
- If considerable progress has not been made towards grant execution by February 12, 2016, staff will recommend grant deobligation.

Per the Board approved Program Guidelines, in order to avoid deobligation, Grantees must demonstrate timely use of funds and effective implementation of the project scope of work. In the event that these are not being demonstrated, staff can provide notice of deobligation of funds to non-compliant Grantees. Prior to Board action to deobligate funds, Grantees recommended for deobligation have the opportunity to appeal to Metro's Technical Advisor Committee (TAC).

Funds which become available as a result of withdrawal from the Program or deobligation could be used for Round 5.

### **NEXT STEPS**

Staff will mail Grantees the letter and continue to work towards executing agreements with those who submit the required documents. Should any Grantees be recommended for deobligation and decide to appeal, staff will follow the Board approved process through the TAC.

If you have further questions or wish for additional clarification, please contact Elizabeth Carvajal, Transportation Planning Manager, at (213) 922-3084 or [carvajale@metro.net](mailto:carvajale@metro.net).