

Transit-Oriented Communities Planning and Implementation Grants

2024 Call for Projects Application Guide

- 1. Zoning Density for New Residential and Commercial Office Development**
- 2. Housing Policies**
- 3. Parking Management**
- 4. Station Access and Circulation**

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Introduction

Grant Purpose and Goals

In September 2022, the Metropolitan Transportation Commission (MTC) adopted the [Transit Oriented Communities \(TOC\) Policy](#) to support the region's transit investments by creating communities around transit stations and along transit corridors that not only enable transit ridership, but also are places where Bay Area residents of all abilities, income levels, and racial and ethnic backgrounds can live, work, and access services.

The TOC Policy focuses on the core elements of land use density, affordable housing, parking management, and complete streets/multimodal access to implement [Plan Bay Area 2050](#) strategies. The TOC Policy applies to [the half-mile area](#) around existing and planned fixed guideway transit stops and stations (i.e., regional rail, commuter rail, light-rail transit, bus rapid transit, and ferries).

MTC is releasing approximately \$20 million for local planning and policy development across all four components of the TOC Policy to help achieve these goals:

1. Increasing residential and commercial densities around station areas,
2. Adopting housing policies from the “3Ps” menu (production, preservation, and protection),
3. Adjusting minimum and maximum parking ratios as well as transportation demand management policies, and
4. Planning for station access that includes active transportation uses and mobility hub infrastructure.

The Application is due Friday, November 22 at 4pm and is available on the [MTC Website](#).

Project Approach

MTC will provide grants to fund technical assistance and staff time to create and implement policies that will help jurisdictions to comply with each policy area. Jurisdictions may apply for as little as one or up to all categories of projects across this Call for Projects based on need and capacity to become TOC compliant in each area. Applying for funding in multiple categories will neither advantage nor disadvantage an applicant if the applicant demonstrates commitment to fulfilling the requirements across the TOC policy.

Awards may be made on a competitive basis depending on program demand. There is some variation across these policy and infrastructure areas described in the following sections, but will generally be determined based on:

- Level of impact of the proposed work;
- Demonstrated alignment and commitment to TOC program goals and Plan Bay Area 2050;
- Alignment with other MTC programs including TOC locations with Priority Development Area (PDA) or specific plans; Priority Sites; Mapping and Wayfinding pilot locations; and Equity Priority Communities;
- Readiness to complete the work; and
- Prioritization will depend on program demand.

Project Timing and Readiness: MTC understands that some projects require multiyear efforts and therefore may not be completed by the 2026 TOC compliance deadline. In such cases, a jurisdiction can demonstrate readiness by creating an ambitious yet realistic timeline, detailing the resources available to ensure timely completion, and/or referencing a track record of timely completion of planning and policy development initiatives.

Eligible Applicants

Eligible applicants are jurisdictions with at least one TOC area. Jurisdictions will be asked to identify which TOCs will be impacted in each proposal if the policy changes described are not jurisdiction wide.

Jurisdictions that do not have a TOC Policy station area may also apply. By doing so, these jurisdictions are choosing to opt in as outlined in MTC's TOC Policy ([Resolution 4530](#)) and [TOC Policy Administrative Guidance](#). As part of the application process, jurisdictions opting in will be asked to describe how they will opt into full compliance across all elements of the TOC Policy.

Applicants must have a housing element that was adopted by the Applicant's governing body and subsequently determined by the California Department of Housing and Community Development (HCD) to comply with state Housing Element Law by the time awards are announced. If an applicant is not able to meet this requirement, the next highest scoring eligible applicant may be funded in its place.

Integration

The plans and policies developed with this funding shall be connected to overall TOC Policy compliance. In addition to meeting TOC Policy requirements, participation in this program may require plans to include preferred or required standards or specifications to align with federal, state, regional, and local goals and policies and industry best practices (e.g., [Mobility Hubs Implementation Playbook](#), [Parking Policy Playbook](#), [Complete Streets Policy](#)).

How to Apply

Application

Visit the [following page](#) to view and complete the application. **The deadline for applications is Friday, November 22 at 4pm.**

Application Assistance

Interested applicants are encouraged to attend the informational webinar hosted by MTC **on Wednesday, October 9 from 1-2:30pm**, or view the recorded webinar, to learn more about this funding opportunity.

MTC staff are available to consult with jurisdictions through booking "office hours" to help you understand how to meet the standards set out in the TOC Policy and to design your proposal accordingly. Office hours can be used to review program-specific project ideas, address

application questions, and discuss specific guidance. These are opportunities to address any concerns and ensure your application is as strong as possible before submittal. To book office hours, please use the scheduling links provided on the [TOC Planning and Implementation Grant webpage](#).

Selection Process

MTC staff will review the application information for eligibility and request additional information as needed. Public agencies will be selected and/or prioritized for assistance based on the scoring criteria provided below. Funding is competitive pending program interest.

Application Schedule

Activity	Date
Call for Applications Announcement and Application release	September 30, 2024
Program information session (by Zoom)	October 9, 2024, 1-2:30pm
Application Deadline	November 22, 2024, 4pm
Commission (MTC Planning Committee) approval (tentative)	February 14, 2025
Planning assistance project kick-off (tentative)	March 1, 2025

Transit-Oriented Communities Policy Grant Areas

1. Specific Plans and Zoning Changes

TOC Compliance: Zoning Density for New Residential and Commercial Office Development

MTC is making up to \$8 million available for one-time grants to jurisdictions in the nine-county Bay Area to comprehensively address multiple TOC policies or updating zoning to be TOC compliant.

The TOC Policy seeks to ensure that local planning policies and zoning regulations enable new development within TOC areas to be built at sufficiently high densities to support transit ridership and increase the proportion of trips taken by transit. Please review the [TOC Policy Administrative Guidance](#) to see each TOC Transit Tier's density/intensity standards for new residential and commercial office development. During the application phase, MTC staff will be available for prospective applicants to book office hours to review project ideas, address application questions, and discuss specific guidance. This is an opportunity to address any concerns and ensure your application is as strong as possible before submittal; please see the contact information at the end of each Program Funding section.

Jurisdictions will be expected to hire their own consultants for this area of work and meet [CalTrans funding and procurement requirements](#). MTC may administer consultant contracts for grants of \$350,000 or less, at MTC's discretion. Jurisdictions may request an exception to the \$350,000 threshold for good cause, though the contracting mechanism remains at the discretion of MTC.

Examples of eligible projects include specific plans to comprehensively address multiple components of the TOC Policy, plan amendments, updates to zoning regulations or re-zoning parcels and the related work necessary for adoption, including code amendments, community outreach, analysis, presentations, and CEQA.

Scoring: Zoning Density for New Residential and Commercial Office Development

Proposal Impact • Number of TOCs in jurisdiction impacted • Depth of impact on number of residents, riders, and units • Overall impact of project(s) proposed on jurisdiction's TOC compliance	40%
Alignment with the program goals and approach • Demonstration of understanding and commitment to meeting all TOC policy requirements • Demonstration of understanding and commitment to the goals described in Plan Bay Area 2050	30%
Alignment with other MTC programs or grants underway • TOC areas with Priority Development Area (PDA) or specific plans • Priority Sites designation • Mapping and Wayfinding Pilot Station • The TOC area is also in/overlaps an MTC Equity Priority Community	20%
Readiness: demonstration that jurisdiction will be positioned to engage with this work in a timely manner, with a goal of achieving TOC compliance in 2026 (see note on project size and readiness in the Project Approach description).	10%

Proposals: Specific Plans and Zoning Changes

Applicants will be asked to provide the following information to apply for these funds.

1. List the Transit Oriented Communities within the jurisdiction that the project will apply to. See the [TOC map](#) or [list of TOC areas by jurisdiction](#).
2. Describe the scope of work proposed and how the project will bring your jurisdiction into compliance with this aspect of the TOC policy.
3. Briefly describe your jurisdiction's status related to this work, any progress to date, and any related planning efforts underway. (e.g., will you be starting from scratch and need to do preliminary planning work prior to commencing the project? Are you already working on implementing new zoning policies and need further assistance?)

4. Indicate the impact your agency seeks to make through this zoning density plan:
 - a. Number of the TOCs in your jurisdiction that will be impacted
 - b. Number of units increased – residential
 - c. Percentage of available parcels rezoned – residential
 - d. Increase square footage - commercial
 - e. Percentage of available parcels rezoned – commercial
5. Documentation of local support (e.g., a City Council/Board of Supervisors or Planning Commission resolution) for this application will be expected after awards are made and prior to entering into contract.

Program Funding: Specific Plans and Zoning Changes

MTC seeks to support a variety of approaches to TOC Compliance in this area, depending on a jurisdiction's need. Planning funds are available for re-zoning individual parcels, development of a specific plan, or amendment to an existing plan and the affiliated community outreach, presentations, and environmental review.

Minimum grant award amount is \$100,000 and the maximum amount of \$1.2 million for zoning density planning grants. Total anticipated funding in this category is approximately \$8 million. The share of this total allocated to the three grant categories will be determined by the volume and quality of applications. For grants under \$350,000, jurisdictions may request that MTC administer the consultant contracts for this effort.

Eligible Activities and Maximum Grant Awards:

1. **Plans:** Specific, Precise, or similar Plan that meets the minimum program requirements shown in Attachment A. **Maximum grant award:** \$1.2 million.
2. **Plan Amendments:** Amendments to an adopted Plan, including one or both of the following:
 - Amend one or more sections of the Plan, make any required zoning and general plan amendments, and complete any supplemental environmental analysis needed because of the amendment.
 - Add one or more sections to the Plan to meet the TOC requirements and minimum requirements in Attachment A, or to address an emerging TOC issue critical to the Plan area, and make any required zoning and general plan amendments, as well as any supplemental environmental analysis required to minimize project-specific review.**Maximum grant award:** \$600,000.
3. **Zoning Updates:** update zoning regulations or re-zone parcels and the related work necessary for adoption, including community outreach, analysis, staff reports presentations to policy makers and CEQA review; may be applicable to one or more TOCs. **Minimum grant award:** \$100,000.

Note: Consultant and/or Staff time are eligible expenses under these grants.

All activities will be assessed based upon anticipated resulting increase in affordable housing production, overall housing production, commercial office development, transit ridership, and decrease in vehicle miles travelled.

Contact Information: Specific Plans and Zoning Density for New Residential and Commercial Office Development

Please contact Ada Chan, Regional Planner at achan@bayareametro.gov with any questions.

2. Housing Policies

TOC Compliance: Housing Policies

MTC is making approximately \$2 million available for one-time policy grants to plan for and implement housing policies that meet the housing policy thresholds described in the [TOC Policy Administrative Guidance](#) (see Table 9, page 24, and further explained in Appendix A).

Note: Technical assistance support for the TOC Policy's commercial stabilization policy options is not included in this Call for Projects.

During the application phase, MTC staff will be available for prospective applicants to book 'office hours' to review project ideas, address application questions, and discuss specific guidance. This is an opportunity to address any concerns and ensure your application is as strong as possible before submittal; please see the contact information section.

Jurisdictions will be expected to hire their own consultants for this area of work. MTC may administer consultant contracts for grants of \$350,000 or less, at MTC's discretion. Jurisdictions may request an exception to the \$350,000 threshold for good cause, though the contracting mechanism remains at the discretion of MTC.

Scoring: Housing Policies

Proposal Impact - Policy Impact: - Production: Changes in development patterns, the number of deed-restricted affordable housing units, permit processing times, locations of affordable housing developments - Preservation: Number of unrestricted affordable housing units that will become deed-restricted affordable units, potential housing units, buildings, or lands that will convert to community or nonprofit ownership - Protections: Number of homes subject to the new protections, number of residents supported through services and assistance, changes in past actions or patterns to the benefit of renters, low-income households, and any marginalized residents - Description of how the selected TOC Housing Policies are intended to affirmatively further fair housing. Applicants may use	50%
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data from various sources (e.g., HCD, local Housing Element, ABAG's Housing and Land Use Viewer) to articulate this impact • Overall impact of project(s) proposed on jurisdiction's TOC compliance • Implementation of Preservation and/or Protections Policies ○ Priority will be given to proposals that focus on Preservation and/or Protections policies and address the items listed above with a clear articulation of community impact.	
Alignment with the program goals and approach • Demonstration of understanding and commitment to meeting all TOC policy requirements • Demonstration of understanding and commitment to the goals described in Plan Bay Area 2050	20%
Alignment with other MTC programs or grants underway • TOC areas with Priority Development Area (PDA) or specific plans • Priority Sites designation • Mapping and Wayfinding Pilot location • The TOC area is also in/overlaps an MTC Equity Priority Community (EPC)	20%
Readiness: demonstration that jurisdiction will complete the work funded through the Housing Policy grant.	10%

Proposals: Housing Policies

Applicants will be asked to provide the following information to apply for these funds.

1. List the Transit Oriented Communities within the jurisdiction that the project will apply to (indicate citywide if the policy is implemented at this level).
2. Please select the housing policies you intend to implement using the Housing Policy Grant.
 - a. As a reminder, to comply with the TOC Policy requirements, jurisdictions shall adopt two policies within each of the three housing policy areas – production, preservation and protections (the 3Ps).
 - b. Applicants are not required to use the Housing Policy Grant towards implementation of *all required* TOC Housing Policies (6 total). If a jurisdiction has already implemented one or more of the TOC Housing Policies to the policy threshold requirements, please make note of this.
3. Briefly describe the impact your jurisdiction(s) seeks to make through implementation of one or more TOC Housing Policies (see details in Scoring).
 - a. Please include descriptions and any relevant data to provide rationale for the estimated fair housing impact. Applicants may use data from various sources (HCD, [ABAG's Housing and Land Use Viewer](#), local Housing Element, etc.) to articulate this impact.
 - b. As a reminder, priority will be given to applications that focus on Preservation and/or Protections policies with a clear articulation of how these policies will impact the jurisdiction. Applicants may use relevant data and/or existing, in-progress workplans to

further articulate the jurisdiction’s commitment to supporting the implementation and impact of Preservation and/or Protections policies.

4. Briefly describe your jurisdiction’s status related to this work, any progress to date, and any related planning efforts underway. (e.g., will you be starting from scratch and need to do preliminary planning work prior to commencing the project? Are you already working on implementing new housing policies and need further assistance?)

Program Funding: Housing Policies

Housing Policy awards will be between \$100,000 to \$500,000. Total funding anticipated is approximately \$2 million.

Contact Information: Housing Policies

Please contact Hannah Diaz, Regional Housing Planner at hdiaz@bayareametro.gov with any questions.

3. Parking Management

TOC Compliance: Parking Management

MTC is making up to \$4 million available for one-time grant funds for activities needed to come into compliance with the TOC Policy’s Parking Management requirements. MTC will procure and administer consultant contracts to help successful applicants perform this work. Jurisdictions may request funds to hire their own consultants but must do so in coordination with MTC.

The purpose of the TOC Policy parking management requirements is to reduce automobile trips and prioritize the limited land area near transit for other shared transportation modes and active transportation. Please review the [TOC Policy Administrative Guidance](#) to understand the required parking standards for new residential and commercial development, bicycle parking, and shared, unbundled, and complementary local parking policies. During the application phase, MTC staff will be available for prospective applicants to book ‘office hours’ to review project ideas, address application questions, and discuss specific guidance. This is an opportunity to address any concerns and ensure your application is as strong as possible before submittal.

Through this call for projects, MTC is proposing a standardized parking management scope of work (found in Attachment B) to help jurisdictions achieve compliance with the TOC Policy parking management requirements. Given existing jurisdictional parking management policies and standards [that may comply \(or partially comply\) with the TOC Policy](#), jurisdictions are encouraged to review Attachment B and consider how some or all the tasks will help to achieve [full parking management](#) TOC Policy compliance.

Scoring: Parking Management

Proposal Impact	40%
• Percentage of TOCs in jurisdiction impacted	

- Breadth and depth of impact on jurisdiction's current parking policy and standards - Depth of impact on number of residents, transit riders and those traveling within the TOC station area. Overall impact of project(s) proposed on jurisdiction's TOC compliance (please include quantitative information if available)	
Alignment with the program goals and approach - Demonstration of understanding and commitment to meeting all TOC policy requirements - Demonstration of understanding and commitment to the goals described in Plan Bay Area 2050 - Demonstrated local support for parking management or plan to achieve it	30%
Alignment with other MTC programs or grants underway - TOC areas with Priority Development Area (PDA) or specific plans Mapping and Wayfinding Pilot location Priority Sites - The TOC area is also in/overlaps an MTC Equity Priority Community (EPC)	20%
Readiness: demonstration that jurisdiction will be positioned to engage with this work in a timely manner, with a goal of achieving TOC compliance in 2026	10%

Proposals: Parking Management

Applicants will be asked to provide the following information to apply for these funds.

- List the Transit Oriented Communities within your jurisdiction that the project will apply to. See the [TOC map](#) or [list of TOC areas by jurisdiction](#).
- Please refer to the standardized scope of work (Attachment B) anticipated for TOC Policy parking requirements compliance. How does this scope of work align with your jurisdiction's plans to become compliant with the TOC Policy? If it does not align with your needs, please describe any proposed deviations from the standardized scope of work.
- Briefly describe your jurisdiction's status related to parking management including any elements of the TOC Policy parking management requirements already in place or underway. (e.g., will you be starting from scratch, or will you be building on parking management policies in place but need further assistance to achieve TOC Policy compliance?) Describe the impact your agency seeks to make through this parking management plan:
 - Percentage of the TOCs in your jurisdiction that will be impacted
 - Breadth and depth of impact on jurisdiction's current parking policy and standards
 - Overall impact on jurisdiction's TOC compliance of project(s) proposed

Program Funding: Parking Management

MTC will award between \$100,000 and \$300,000 for these parking management planning grants. MTC anticipates awards within this range based on project size and jurisdiction needs.

Contact Information: Parking Management

Please contact Joel Mandella (jmandella@bayareametro.gov) with any questions.

4. Station Access & Circulation

TOC Compliance: Station Access and Circulation

MTC is making up to \$6 million available for one-time grant funds for station access and circulation. MTC will procure and administer consultant contracts to help successful applicants come into compliance with the TOC Policy's Station Access and Circulation requirements. Jurisdictions may request funds to hire their own consultants but must do so in coordination with MTC.

The purpose of the TOC Policy Station Access and Circulation requirements is to improve multimodal access to and within TOC station areas. Please review the [TOC Policy Administrative Guidance](#) to understand the requirements related to complete streets and active transportation projects, access gap analysis and related improvements, and opportunities for mobility hub planning and implementation. During the application phase, MTC staff will be available for prospective applicants to book office hours to review project ideas, address application questions, and discuss specific guidance. This is an opportunity to address any concerns and ensure your application is as strong as possible before submittal.

Through this call for projects, MTC is proposing a standardized scope of work (found in Attachment C) to help jurisdictions achieve compliance with the TOC Policy station access and circulation requirements. Given existing jurisdictional policies and documents and standards that may comply (or partially comply) with the TOC Policy, jurisdictions are encouraged to review Attachment C and consider how some or all of the tasks will help to achieve full station access and circulation TOC Policy compliance.

Scoring: Station Access and Circulation

Proposal Impact - Depth of impact on number of residents and transit riders – description of how the proposal improves the jurisdiction's station access and circulation and closes or improves access and circulation gaps within the TOC station area - Overall impact of project(s) proposed on jurisdiction's TOC compliance	40%
Alignment with the program goals and approach - Demonstration of understanding and commitment to meeting all TOC policy requirements - Demonstration of understanding and commitment to the goals described in Plan Bay Area 2050	30%

Demonstrated local support for station access and circulation or plan to achieve it	
Alignment with other MTC programs or grants underway - TOC areas with Priority Development Area (PDA) or specific plans - MTC Priority Sites Mapping and Wayfinding Pilot location - The TOC area is also in/overlaps an MTC Equity Priority Community (EPC)	20%
Readiness: demonstration that jurisdiction will be positioned to engage with this work in a timely manner, with a goal of achieving TOC compliance in 2026.	10%

Proposals: Station Access and Circulation

Applicants will be asked to provide the following information to apply for these funds.

- List the Transit Oriented Communities within your jurisdiction that the project will apply to. See the [TOC map](#) or [list of TOC areas by jurisdiction](#).
- Most jurisdictions have at least some access and circulation components in place, such as an adopted Complete Streets Policy. Briefly describe your jurisdiction's relevant policies, documents or standards related to access and circulation that are already in place or in progress (see [TOC Policy Administrative Guidance](#) for more information).
- Please refer to the attached standardized scope of work (Attachment C) anticipated for TOC Policy station access and circulation compliance. How does this scope of work align with your jurisdiction's existing policies, documents, standards or plans listed in Question 2 to become compliant with the TOC Policy? How does your proposal align or enhance jurisdiction policies, documents, standards or plans and how will your proposal close gaps in those existing policies, documents, standards or plans to achieve TOC Policy compliance? If the standardized scope of work does not align with your needs, please describe any proposed deviations from the standardized scope of work.
- Describe the impact your agency seeks to make through improving station access and circulation:
 - Depth of impact on residents, transit riders and travelers through the TOC station area
 - Anticipated improvements in the traveler experience to/from and within the TOC station area including the degree to which these improvements close existing access and circulation gaps
 - Overall impact of project(s) proposed on jurisdiction's TOC compliance

Program Funding: Station Access and Circulation

MTC will award between \$100,000 and \$400,000 for station access and circulation grants. MTC anticipates awarding up to this amount based on project size and jurisdiction needs.

Contact Information: Station Access and Circulation

Please contact Krute Singa (ksinga@bayareametro.gov) with any questions.

Disclaimers

MTC staff reserves the right to suspend, amend or modify the provisions of this Notice, to extend the deadlines, to reject all proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available. While the dates and schedule stated in this Notice represent MTC's preferred timetable, it shall not be considered binding on MTC. The submission of a response to this Notice shall not be binding upon MTC nor construed as a contract with or a commitment by MTC. MTC will not pay any costs incurred in the preparation of a response to this request. MTC reserves the right to make decisions on which proposal it deems in MTC's best interest, including rejecting all applicants. All submissions shall be public records subject to public disclosure pursuant to the provisions of the California Public Records Act (Government Code Section 6250 et seq.).

Post-Selection Process Roles and Responsibilities

Specific Plans or Zoning Changes Requirements

Funding for this category is federal Surface Transportation Block Grant (STBG) funds.

- MTC will add or amend the project into the [One Bay Area Grant 3 Program](#) and the Transportation Improvement Program (TIP)
- MTC will obtain funding obligation and authorization to proceed (Caltrans E-76)
- MTC will execute program supplements (and master funding agreements, if needed) with jurisdictions
- Local public agency staff will procure a consultant, if needed
- Local public agency staff and consultants will complete plan amendments or technical assistance projects within 24 months of project initiation and specific plans within 36 months
- Local jurisdictions are expected to comply with Caltrans Local Assistance Procedures Manual

Housing Policy Requirements

Funding for this category is MTC Exchange funds. Federal or state requirements do not apply to these funds.

- MTC will execute program supplements (and master funding agreements, if needed) with jurisdictions
- Local public agency staff will procure a consultant, if needed
- Local public agency staff and consultants will complete the housing policy plan within 24 months of project initiation

Parking Management and Station Access & Circulation Requirements

- Local public agency staff complete a Funding Agreement (or Supplemental Agreement if a Master Funding Agreement between the two agencies already exists) with MTC and/or a liability waiver
- Local public agency staff and consultants will complete plans within 18 months of project initiation

Requirements for All Planning Grants

- MTC will confirm the scope of work to be delivered with the public agency (project sponsor)
- Local public agency staff will attend a technical assistance awardee or kick-off meetings
- Local public agency staff will submit all required data and documentation in the TOC portal within a reasonable timeframe to be determined by MTC
- Local public agency will adopt a resolution of local support ([sample letter available](#)).
- In some cases, MTC will select and contract with consultants to deliver planning technical assistance to the local public agency; if so local public agency staff will complete MTC liability waiver
- Local public agency staff will provide necessary staff time, data, deliverable review, input, reporting, and other information and resources necessary for project delivery consistent with the project budget and schedule
- Local public agency staff will coordinate any necessary engagement with the public, other agency departments, advisory groups (working groups, technical advisory committees, etc.), and/or councils or decision-making bodies
- Local public agency staff and consultants will provide status updates in writing and/or meetings, as needed by MTC staff

Attachment A: Minimum Requirements for Specific Plans or Plan Amendments

This document defines the minimum requirements for Planning Grants. In addition to the requirements shown here and as described in the guidance above, grant-funded plans must also comply with the [Transit-Oriented Communities \(TOC\) Policy](#) where applicable.

I. Requirements. Planning grants must include or refer to previously adopted plans or policies for the planning area that include: (a) a Plan; (b) amendments to zoning, general plans, and other relevant policies and processes to achieve consistency with the plan; (c) an environmental document; (d) community assessment; and (e) community engagement.

a. Plan: Specific, Precise, or similar plan including, at a minimum, the following content, greater detail will be provided upon grant award.

1. Vision: Overview of the Plan written in [plain language](#) including the structure and intended outcomes of the Plan, a summary of the area's history and planning process, and future actions to advance the Plan.

2. Development Standards: Objectively verifiable standards applicable to proposed development projects in the Plan area. Standards should be quantitative and presented concisely in text, tables, and diagrams, and must establish a diagram of districts to which standards apply and specify permitted uses, share of required affordable housing, parking, building design, site design, and project approval process.

3. Public Realm Standards: Objectively verifiable standards applicable to improvements to existing public rights-of-way and to the design of new public rights-of-way and public spaces. Public realm standards must include right of way design standards, a circulation network diagram to which the right-of-way design standards apply, public space design standards, and a public space network diagram to which these standards apply.

4. Community and Equity: Policies to integrate equity and inclusion into the development projects and public works associated with the Plan, including, at a minimum, affirmatively furthering fair housing, ensuring equal access to people of all physical and mental abilities, addressing climate impacts on vulnerable populations, and equity metrics for development projects and public works.

5. Capital Improvements: Description and location of projects that will be carried out by the local jurisdiction or special districts responsible for public works in the Plan area, including improvements to the public right-of-way, public facilities, infrastructure, publicly accessible open space, and the preparation of publicly-owned land for redevelopment.

6. Implementation: Defined set of actions and investments with associated dates, responsible parties, and cost estimates. At a minimum, the

implementation plan must address design and construction of capital improvements, policy updates not adopted concurrently with the Plan, and a transparent process for ongoing tracking and reporting.

b. Amendments. Amendments to relevant sections of the local jurisdiction's code of ordinances, as well as any other regulatory or planning policies, necessary to achieve consistency with the contents of the Plan, including zoning, General Plan, and any relevant public right-of-way design standards or development review standards.

c. Environmental Document. Environmental analysis and, if necessary, mitigations sufficient to eliminate the need for project-specific review of development proposals consistent with the Plan. Typically, this involves completing a programmatic EIR for the Plan area, though other approaches that eliminate the need for project-specific review are acceptable. Grants may not be used to fund analysis of CEQA Environmental Factors that are eligible for exemption under state law, including transportation impacts.

d. Community Assessment. Assessment of the planning area and surrounding communities, both as unique places and as locations within the greater Bay Area and surrounding subregion, to inform the Plan. Assessments must address equity, affordable housing and jobs, mobility, community assets and infrastructure, and resilience and climate adaptation.

e. Community Engagement. Engagement throughout the planning process that elicits meaningful input from a full range of community members living within and nearby the planning area. Engagement efforts must ensure participation of residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, and staff from public agencies providing services in the area.

II. Exemptions from Requirements. Grantees may partially or fully satisfy the (a) Plan or (c) Environmental Document with plans, policies, or environmental documents adopted in the past 10 years. Grantees may partially or fully satisfy the (d) Community Assessment through studies completed in the past 5 years, such as analysis included in updates to Housing and other General Plan Elements.

Attachment B: Scope of Work for Parking Maximums and Parking & Transportation Demand Management Policy Adoption

Please use this scope of work to complete your application for parking management. This standardized scope of work anticipates including the following tasks (with each task listing example activities that may be performed):

Parking Maximums and Parking & Transportation Demand Management (TDM) Policy Adoption

A. Review of Existing Policies and Conditions

- Comprehensive review of existing policies and requirements (local policies in addition to regional and state legislation regarding parking requirements); data collection
- Possible deliverables: draft and final existing policy memo

B. Community and Stakeholder Engagement

- Outreach effort to gather the input of stakeholders, including residents, developers, businesses, etc. to be considered within the updated parking requirements
- Possible deliverables: stakeholder engagement plan, outreach materials

C. Determine approach for achieving parking maximums and supportive TDM policies

- As outlined in the TOC Policy Administrative Guidance, adopt one of the following two approaches for meeting the TOC Policy's maximum parking standards:
 - i. Adopt an overlay zone or updates to a parking use table or chapter.
 - ii. Adopt a parking district, station area cap, or other methods that limits parking.
- Possible deliverables: existing code language and modifications needs; draft and final recommendations for revisions

D. Revise Parking Code for TOC Areas

- Determine options to update Municipal Code to meet TOC requirements to eliminate parking minimums, enact parking maximums, allow shared parking and unbundled parking, and meet standards for bicycle parking in new residential and commercial office developments
- Possible deliverables: existing code language and modifications needs; draft and final recommendations for revisions

E. Parking & Transportation Demand Management (PTDM) Policy

- Develop policy to reduce automobile trips and VMT and complement a parking maximum policy; Identify a toolbox of PTDM strategies and methods for estimating and monitoring effectiveness; Establish monitoring requirements
 - Include complementary policies for parking management (shared parking, parking benefit district, pricing and/or demand responsive pricing)

- Include bike parking requirements
 - Deliverables: policy document
- F. Ordinance Adoption**
- Present parking maximum and PTDM policies to appointed officials for consideration and recommendation
 - Includes pre-meetings (i.e., planning commission listening sessions) before going to city councils
 - Possible deliverables: public hearing(s)

Note: It is recommended that **Parking Maximums and Parking & Transportation Demand Management Policy Adoption** connect to Station Access and Circulation for a holistic transportation approach to the TOC area.

Please note that the anticipated assistance activities listed above are subject to change. Final scope of work for each selected applicant may also depend on planning already completed by the applicant.

Attachment C: Scope of Work for Station Access and Circulation

Please use this scope of work to complete your proposal for station access and circulation. This standardized scope of work anticipates including the following tasks (with each task listing example activities that may be performed):

Mobility Hubs Plan and Station Access and Circulation

MTC's TOC Policy has the following requirements for transit station access and circulation: In coordination with transit agencies and other mobility service providers, community members, and other stakeholders, a jurisdiction must complete the following in all TOC areas:

- 1. Adopt a jurisdiction-wide Complete Streets Policy.**
- 2. Prioritize implementation of "All Ages and Abilities" active transportation projects on the regional Active Transportation Network, as stated in the MTC Complete Streets Policy and/or any relevant Community Based Transportation Plans** within the TOC area in its capital improvement program (CIP) or other adopted plan or program that lists the jurisdiction's funding and implementation priorities.
- 3. Complete an access gap analysis and accompanying capital and/or service improvement program for station access** from destinations within a 10-minute travel time (accounting for differences in travel speed and time for people who use wheelchairs or other mobility aids), and 15-minute bicycle or bus/shuttle trip either as a separate study or analysis or as part of a specific or area plan, active transportation plan, transit agency station access plan, or other transportation plan or study that, at a minimum, includes the following:
 - The geographic area that can currently be accessed via a 10- or 15-minute trip by these modes, with particular focus on access to Equity Priority Communities and other significant origins and/or destinations.
 - Infrastructure and/or service improvements that would expand the geographic area that can be accessed via a 10- or 15-minute trip by these modes.
- 4. As all TOC areas are also MTC Mobility Hub locations, identify opportunities for Mobility Hub planning and implementation as described in the Mobility Hub Implementation Playbook.** For transit lines where stops or stations are more closely spaced (e.g., less than ½-mile apart) such as light rail or bus rapid transit facilities, planning and implementation for Mobility Hubs may be done on a corridor-wide basis rather than for each individual stop or station. Additionally, recognizing that not all light rail or bus rapid transit stops/stations will receive enhancement treatments, locations that are transfer points for at least two different transit systems or major activity centers should be the focus, including [Priority Sites](#) and other sites with existing or planned transit-oriented development consistent with the TOC Policy.

The following tasks, A-G, will enable jurisdictions' compliance with the Station Access and Circulation TOC Policy requirements.

A. Review of Existing Policies and Conditions

- Comprehensive review of existing policies, including but not limited to the local and regional Complete Streets policies ([MTC Resolution 4493](#)), and transit station conditions and pedestrian, bicycle and vehicle access analysis within one half mile of the station area(s) (consistent with TOC policy area radius); data collection
- Possible deliverables: draft and final existing conditions memo and map
- B. Station Access Analysis**
 - Access gap analysis with a focus on identifying ways to improve non-single-occupancy vehicle (SOV) access to/from the TOC station shed areas; prioritize implementation of “All Ages and Abilities” active transportation projects on the regional Active Transportation Network, prioritize projects listed in Community Based Transportation Plans within the TOC Policy area, and map existing station access needs and opportunities for active transportation, roadways, and transit access to achieve compliance with the TOC Policy, including planned or potential transit-oriented development consistent with the Policy.
 - Possible deliverables: draft and final station access gap analysis memo and map
- C. Stakeholder and Public Outreach Round 1**
 - Outreach to inform mobility hubs services (including community needs (e.g., open space, community center) and priorities at each of these locations for mobility hub designs; inform access needs for station access design
 - Possible deliverables: public outreach plan; outreach materials
- D. Mobility Hub and Station Access Concept Design**
 - Design concepts
 - Possible deliverables: mobility hub and station access concept designs; Illustrations/ renderings
- E. Stakeholder and Public Outreach Round 2**
 - Outreach on concept designs
 - Possible deliverables: public outreach plan; outreach materials
- F. Mobility Hub and Station Access Final Design**
 - Final designs
 - Possible deliverables: mobility hub and station access designs; Illustrations/ renderings
- G. Implementation Plan**
 - Steps to implementation, identifying critical paths and roles and responsibilities for the various entities needed to support the proposed mobility hub and station capital and/or service access improvements; Board/Council report summarizing the key elements of the Plan
 - Possible deliverables: draft and final implementation plan with maps from tasks A and B

Note: It is recommended that **Mobility Hubs Plan and Station Access and Circulation** connect to Parking Maximums and Parking & Transportation Demand Management Policy Adoption, as well as to existing or planned transit-oriented development consistent with the TOC policy, for a holistic transportation plan/policy of the TOC area.

Please note that the anticipated assistance activities listed above are subject to change. Final scope of work for each selected applicant may also depend on planning already completed by the applicant.