

# MTC Local Parking Management Grant Program

July 28, 2022

The Metropolitan Transportation Commission (MTC) is soliciting project proposals from local governments interested in grant funding to implement local parking management programs. The **Local Parking Management Grant Program** seeks to support parking projects that help implement [Plan Bay Area 2050](#) strategies by managing parking and driving demand to reduce greenhouse gas (GHG) emissions and address other regional issues, such as health, safety, congestion, development cost and affordability, while advancing equitable outcomes.

Parking management programs include, but are not limited to:

- Pricing programs, including performance- and demand-based meters
- Shared parking facility management
- Parking benefit districts and parking enterprises
- Curb management such as a flex space or loading programs
- Employee programs such as parking pricing, cash-out, and transportation demand management (TDM)
- Other strategies to mitigate potential spillover impacts of reduced parking development

These strategies and others are described in MTC's [Parking Policy Playbook](#), an implementation guidebook for parking policies and parking management programs. These types of parking management strategies also support implementation of the parking requirements outlined in MTC's [draft Transit Oriented Communities Policy](#), anticipated to be adopted in Fall 2022.

## Key information

- *Project types* – Projects must help implement parking and curb management strategies to achieve greenhouse gas emission reductions and other co-benefits. Projects can include acquisition of equipment, software, data, services, and other capital expenses that support parking or curb management in alignment with the program goals.
- *Anticipated grant amounts (pending approval)* – \$9M for grants between \$250k and \$1.5M each with a minimum 11.47% match required
- *Eligible sponsors* – Public agencies eligible to receive federal-aid funding (e.g., Cities, Counties, County Transportation Authorities, and Transit Agencies).
- *Application Process* – Eligible sponsors should complete an online Letter of Interest (LOI) form (<https://www.surveymonkey.com/r/ParkingMgmtLOI>) by **September 14, 2022**. Following review, select projects will be invited to submit expanded applications to be considered for grant awards.
- *Informational meeting* – A meeting about the grant program will be hosted online on August 9, 2022 at 2 p.m. – register for the meeting here: <https://bayareametro.zoom.us/meeting/register/tZcqc-uppzgiHtLvkmWUhENJNCqQVM5Cxt1D>.
- *More information* is available below and at <https://mtc.ca.gov/planning/transportation/driving-congestion-environment/parking-curb-management>.

For questions, please review the program guidance below or contact James Choe, [jchoe@bayareametro.gov](mailto:jchoe@bayareametro.gov).

## Program Goals

The goals of the Local Parking Management Grant Program are to manage parking and driving demand to reduce greenhouse gas (GHG) emissions and address other regional issues, such as health, safety, congestion, development cost and affordability, while advancing equitable outcomes. The program seeks to support local governments in implementing sustainable parking and curb management approaches that increase affordable and safe access to destinations and balance parking and curb uses to improve health and safety. Additionally, the program seeks to identify effective parking management solutions that can be scaled or replicated in areas across the region.

## Eligible Project Types and Examples

Eligible project sponsors (see *Eligible Project Sponsors* below) are encouraged to submit project proposals to implement parking and curb management programs that will:

- Encourage more efficient use of parking and on-street space to accommodate and equitably balance demand for parking, active and shared mobility, delivery, and other uses
- Align with reduced parking development requirements and a right-sized parking supply to increase more affordable residential and commercial development
- Help achieve the Local Parking Management Grant Program Goals

Examples of projects that may be eligible include, but are not limited to:

- Collect and analyze parking inventory and parking and curb utilization data
- Develop program to manage shared parking facilities or set up an enterprise fund for parking district improvements
- Pilot a zone for both residential parking permits and metered pricing
- Install sensors, meters, and signage to implement dynamic pricing or flex curbs
- Pilot approach to manage passenger or delivery pick-up and drop-off at the curb
- Procure parking management software or service and purchase and install equipment
- Procure parking and curb policy enforcement equipment or service

Project can include the acquisition and installation of equipment, software, data, services, and other expenses that support the project and are in alignment with the program goals. Examples include:

- Smart parking meters
- Data collection equipment to manage parking management system (e.g., sensors, handheld tablets)
- Enforcement tools (e.g., license plate recognition equipment, handheld hardware)
- Parking management and reporting software or service
- Parking access and revenue control systems (PARCS) and signage
- Active or shared transportation options (e.g., scooter, bike, carshare, transit) in place of vehicle parking

Planning projects are not eligible; planning work can be a supporting component, but not the primary activity. Other eligibility restrictions may apply (see sections below) and will be determined in the review of Stage 1 submittals (see *Application Process* below).

## Eligible Project Sponsors

Eligible sponsors are those authorized to receive Federal Highway Administration (FHWA) federal-aid funds (including cities, counties, transit agencies, CTAs). Sponsors must also have a demonstrated ability to meet timely use of funds deadlines and requirements.

## Anticipated Funding and Programming Requirements

Grant funding available for this program is anticipated to be up to \$9 million, with potential funding for additional projects. The funding and programming information below is pending final program approval.

- Grant size
  - Minimum: \$250,000
  - Maximum: \$1,500,000
- Minimum match requirements
  - 11.47% of total project cost; matching funds must be non-federal
- Unless otherwise noted within these guidelines, OBAG 2 General Programming Policies (see [MTC Resolution No. 4202](#)), and Regional Project Funding Delivery Policy ([MTC Resolution No. 3606](#)) apply. Project delivery and monitoring must be in compliance with the MTC Regional Project Delivery Policy: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>
- Funds must be authorized in a federal E-76 and obligated by January 31, 2024

The anticipated source for these competitive grants is federal Congestion Mitigation and Air Quality (CMAQ) or Surface Transportation Block Grant (STBG) Program funds. All projects must meet CMAQ or STBG eligibility and requirements. Federal grant source will be determined by MTC based on funding availability and project eligibility.

Following grant awards, project sponsors must apply to Caltrans Local Assistance and comply with federal-aid requirements before incurring any project costs eligible for reimbursement. Projects must follow federal procurement rules, including a competitive bid process. For more information on these requirements:

- CMAQ Program Guidance: [http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/2013\\_guidance/index.cfm](http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/index.cfm)
- Surface Transportation Block Grant Program Guidance: [https://www.fhwa.dot.gov/specialfunding/stp/bil\\_stbg\\_implementation\\_guidance-05\\_25\\_22.pdf](https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf)
- Caltrans Local Assistance Guidance: <https://dot.ca.gov/programs/local-assistance>

## Minimum Requirements and Desired Qualifications

- Minimum Requirements
  - Project must serve a [Priority Development Area \(PDA\)](#) or [Transit-Rich Area \(TRA\)](#) [projects in transit areas to which the final MTC Transit-Oriented Communities (TOC) Policy (anticipated for adoption in fall 2022) applies may be prioritized in proposal evaluations]
- Desired Qualifications
  - Project or program is identified in a parking management plan or other locally adopted plan in alignment with Plan Bay Area 2050
  - Link to transportation demand management (TDM) policies or programs and meaningful access to mobility options besides driving alone
  - Advances equitable outcomes
  - Evidence of project readiness and support
  - Demonstrates an opportunity or approach to scale or replicate parking management solutions in line with regional goals in different settings across the region

## Application Process

Applications and selection will happen in two stages. All eligible project sponsors (see above) are welcome to submit a Letter of Interest (LOI) in Stage 1. Upon screening and evaluation, some or all of the project sponsors will be invited to submit an expanded application in Stage 2 to be considered for grant award recommendation.

### Stage One

All interested applicants must submit a Letter of Interest (LOI) through the online form: <https://www.surveymonkey.com/r/ParkingMgmtLOI>. The LOI must include: project sponsor contact information; a project description; funding estimates; and a description of project readiness (see *Attachment A* for specific information requested).

The proposed projects will be screened for eligibility. An evaluation panel will review all screened LOIs and contact applicants, as needed, for additional information and clarification. See *Evaluation Process* below. The evaluation panel will then invite some or all of the applicants to submit a more detailed proposal in Stage 2 for further evaluation.

### Stage Two

Applicants invited to Stage 2 will provide more detailed project proposal information, including a scope of work, schedule, budget, risk assessment, and performance tracking process. A key element of this application will be for project sponsors to respond to questions and comments from the evaluation panel's review in Stage 1.

The evaluation panel will evaluate the applications and contact applicants, as needed, for additional information and clarification. Based on the results of the evaluation, MTC staff will make recommendations for grant awards to the Commission.

### Evaluation Criteria

The evaluation panel will evaluate proposals in Stage 1 and Stage 2 using a qualitative rating system against the following anticipated evaluation criteria:

- Potential for GHG emission reductions and other benefits towards regional goals (e.g., equity, health, safety, mobility, and congestion benefits) (30%)
- Quality of proposal, including explanation of need, evaluation approach, and appropriate scope and budget (25%)
- Readiness, including indications of local support and capability of the project partners to implement the projects and assessment and mitigation of risks (25%)
- Local match percentage of total project cost (10%)
- Advancing equitable outcomes (5%)
- Scalability or replicability (5%)

### Timeline

| Activity  | Date (subject to change)    |
|---|-----------------------------|
| <b>Call for Letters of Interest issued</b>  | July 28, 2022               |
| <b>Grant Program Information Meeting</b>  | August 9, 2022, 2:00-3:00pm |
| <b>Deadline for Stage 1 Letter of Interest (LOI) submissions</b>                          | September 14, 2022          |
| <b>Stage 1 LOI review and invitation for select applicants to submit Stage 2 proposal</b> | September-October 2022      |
| <b>Stage 2 proposal submissions from select applicants</b>                                | October-November 2022       |
| <b>Stage 2 proposal review</b>  | November-December 2022      |
| <b>Project award recommendations</b>  | Winter 2022-23              |
| <b>MTC Commission grant award approval</b>  | Winter 2022-23              |
| <b>MTC Transportation Improvement Program (TIP) Amendment to approve federal funding</b>  | TBD                         |
| <b>Deadline for funds to be obligated by project sponsors</b>                             | January 31, 2024            |

### Contact Information

For questions, please contact James Choe, Climate Program Manager, at [jchoe@bayareametro.gov](mailto:jchoe@bayareametro.gov).

## Attachment A: Application Stage 1 Letter of Interest Form

**All interested applicants must submit a Letter of Interest (LOI) through the online form:**

<https://www.surveymonkey.com/r/ParkingMgmtLOI>. The information requested in the form is listed below.

### Applicant Information

1. Project Sponsor
  - a. Jurisdiction
  - b. Project manager
  - c. Departments involved
  - d. Email
  - e. Phone
2. External project partner(s), if applicable (*list Organization, Contact Name, and Email*)

### Project Description

3. Project title
4. Describe the project location and the Priority Development Area (PDA) or Transit-Rich Area (TRA) it will serve.
5. Briefly describe the proposed project, including the purpose of the project, how the project improves parking management or addresses a specific parking need or problem, the need for grant funding, the preferred project timeline, and how equity will be considered in project development and implementation. (max 500 words)
6. Describe and quantify, to the extent possible, the anticipated benefits of the project, including how the project will meaningfully reduce greenhouse gas emissions and yield other benefits (e.g., equity, health, safety, mobility, congestion). (*max 200 words*)

### Funding

*Grant awards are anticipated to be \$250k-\$1.5M, with a minimum 11.47% match of total project cost required. Approximate funding estimates at this stage are accepted; more specific funding and budget details will be required if invited to Stage 2 of the application process.*

7. What is the estimated total project cost?
8. What is the estimated grant funding amount needed?

### Project Readiness and Support

9. As noted in the program guidance, the deadline to obligate funds is January 31, 2024. Describe project readiness and your ability to obligate funds by the deadline, including any supporting studies or analysis or inclusion in any plans. (Provide links to online sources or upload documents below.)
10. Describe the level support for the project and any demonstrations of public, decision-maker, partner, or other essential stakeholder support. Letters of support from the City Manager or County Administrator's office and any other key partners are welcome but not required at this stage; however, they will be required if invited to apply in Stage 2. (Provide links to online sources or upload documents below.)
11. If applicable, upload supporting documentation, such as adopted plans, policy resolutions, City Council approvals, studies, and letters of support.