

2024 Notice of Funding Availability for VTA’s Transit-Oriented Communities (TOC) Grant

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I. INVITATION AND NOTICE OF FUNDING AVAILABILITY

The Santa Clara Valley Transportation Authority (VTA) is launching a Notice of Funding Availability (NOFA) to invite qualified applicants to submit proposals for programs and activities that further the development of Transit-Oriented Communities (TOCs) within Santa Clara County. Through this NOFA, VTA is announcing the opportunity for Local Agencies and Community-Based Organizations (CBOs), as such terms are described in this NOFA, to apply for grant funding. The purpose of the VTA Transit-Oriented Communities Grant Program is to maximize mixed-use and mixed-income equitable communities around VTA transit stations and transit hubs to provide places for people of all ages and backgrounds to live, work, learn, shop and play. The goal of the grant is to grow innovative and robust partnerships between VTA, local public agencies, community-based organizations, and other diverse stakeholders to advance implementation of equitable Transit-Oriented Communities and remove barriers to safe, walkable, healthy, resilient, and thriving neighborhoods next to transit. VTA seeks to fund Local Agencies and Community-Based Organizations in empowering residents to shape the future of their communities, increase transit ridership, increase social and economic opportunities for all, and address regional priorities.

A. Overview

Through this grant program, VTA will work with Local Agencies and Community-Based Organizations to further goals outlined in the [Transit-Oriented Communities Policy](#)¹ and in Section II.B VTA's Transit-Oriented Communities Policy Overview. Projects must be located within ½ mile of an existing or planned VTA transit station, transit center, or commuter rail station served by BART, Caltrain, Capitol Corridor, or ACE. More program details can be found in Section III. Purpose And Eligibility.

The VTA Transit-Oriented Communities Grant Program focuses on four Program Areas:

- A. Planning and Policy Implementation
- B. Community Resilience
- C. Education and Engagement
- D. Placemaking, Arts, and Activation

To supplement the NOFA and provide more information for applicants, the following documents are attached:

- Attachment A: Grant Application Resources
- Attachment B: Grant Application
- Attachment C: Evaluation Criteria

B. How to Navigate this NOFA

This NOFA outlines the purpose of these grant opportunities and the application requirements. Please note that the application is a separate, complementary document. To best navigate this document, see below.

1. This Notice of Funding Availability includes the following:
 - a. Invitation and Notice of Funding Availability (this section)

¹ The VTA Transit-Oriented Communities Policy can be found at <https://www.vta.org/sites/default/files/2024-02/VTA-Transit-Oriented-Communities-Policy.pdf>

- b. VTA’s Transit-Oriented Communities Program Information, and
 - c. Transit-Oriented Communities Grant Eligibility Information.
2. A companion document to this Notice of Funding Availability is provided in Attachment A: Grant Application Resources. This includes the following sections:
- a. Application Preparation
 - b. Application Assistance
 - c. Application Review and Selection Process
 - d. Selected Grantee Requirements

Local Agencies and Community Based Organizations (CBOs) have different eligibility requirements and expected project outcomes. However, please note that all eligibility requirements and criteria will be organized by Transit-Oriented Community Program Area and by applicant type. The Transit-Oriented Community Program Areas are broken down to provide a description of each, example outcomes, and a list of ineligible activities.

C. Funding Availability

Grants will fund projects and activities that are planned to commence between July 1, 2024, and June 30, 2025. Program-specific schedule requirements for implementation and completion of the grant activities are identified in Table 1.

VTA is making available \$750,000 in total to eligible applicants responding to this Notice of Funding Availability. Only applications from eligible recipients for eligible activities will be considered for funding. The source of this funding is VTA Joint Development funds (local funds).

Grants will be awarded on a competitive basis. Due to funding limitations, priority will be given to applicants that clearly describe project implementation and projects that prioritize activities described in Attachment C: Evaluation Criteria. Total funding for each Program Area is capped at a maximum value, as identified in Table 1, below.

The reporting requirement is determined by grant size and length of project. Upon being selected, applicants will receive specific compliance and reporting requirements to follow in the Grant Agreement.

Table 1: Transit-Oriented Communities Grant Size and Terms by Program Area

Program Area		Anticipated Number of Awards	Maximum Grant per Application	Eligible Grant Terms
A	Planning and Policy Implementation	2-3	± \$175,000	1-5 years
B	Community Resilience	2-3	± \$100,000	1-5 years
C	Education and Engagement	4-5	± \$27,500	1 year
D	Placemaking/Arts and Activation	6-8	± \$15,000	1 year

II. VTA'S TRANSIT-ORIENTED COMMUNITIES (TOC) PROGRAM INFORMATION

A. What are Transit-Oriented Communities?

VTA defines Transit-Oriented Communities (TOCs) as mixed-use, mixed-income equitable and sustainable communities around transit stations and transit centers to provide places for people of all generations and backgrounds to live, work, learn, shop, and play with all the necessities of daily life available within a short walk, bike ride, or transit trip. Transit-Oriented Communities have the potential to increase transit ridership, reduce impacts from future growth, and enhance existing communities through improved access to choices for employment, housing, recreation, education, culture, and services. Transit-Oriented Communities offer environmental benefits through reduced greenhouse gas emissions resulting from more sustainable travel patterns (through use of transit and active transportation modes), improve health and safety outcomes, strengthen communities by providing an environment supportive to small and locally owned businesses, employing placemaking strategies to incorporate local art and culture into the built environment, and facilitate community events through provision of public and semi-public spaces.

The Transit-Oriented Communities Program is part of a strategic planning effort with other current VTA plans, programs, and projects developed concurrently for a common goal: to make Silicon Valley a sustainable, resilient, healthy, equitable, and economically and socially thriving place to live, work, learn, and play.

B. VTA's Transit-Oriented Communities Policy Overview

[VTA's Transit-Oriented Communities Policy](#)² outlines how VTA implements its Transit-Oriented Community and Transit-Oriented Development (TOD) programs in furtherance of its mission. The Policy addresses how VTA will further the building of mixed-use and mixed-income equitable and sustainable Transit-Oriented Communities on designated VTA-owned property and in surrounding communities in close collaboration with Local Agencies and their stakeholders through public-private and public-public partnerships. The Policy also advances regional goals including the [Metropolitan Transportation Commission's \(MTC\) Transit-Oriented Communities Policy](#)³.

C. Transit-Oriented Communities Grant Program Goals

VTA's Transit-Oriented Communities Grant Program advances implementation of VTA's Policy Goals through Grant Program-specific objectives, listed below.

- Support local agencies in developing plans and policies that advance development of Transit-Oriented Communities in Santa Clara County, including but not limited to improving alignment with VTA Transit-Oriented Communities Policy and MTC Transit-Oriented Communities Policy.
- Support efforts and activities that increase transit ridership, and use of active transportation modes for commute and non-commute trips.

² VTA's Transit-Oriented Communities Policy can be found online at:
<https://www.vta.org/sites/default/files/2024-02/VTA-Transit-Oriented-Communities-Policy.pdf>

³ MTC's Transit-Oriented Communities Policy can be found online at:
<https://mtc.ca.gov/planning/land-use/transit-oriented-communities-toc-policy>

- Support community-based organizations in pursuing projects that address the need for affordable housing in Santa Clara County.
- Support efforts that engage and empower local communities to advocate for policies and plans that result in implementation of Transit-Oriented Communities.
- Support efforts and activities that strengthen community culture and identity through placemaking, arts, and activation of public spaces.
- Advance equitable Transit-Oriented Communities and anti-displacement (see equity mission statement below).

D. Equity Mission Statement

VTA's Transit-Oriented Communities Program is committed to advancing equitable transit-oriented communities that benefit all community members – regardless of their income, background or identity – and seeks to fund diverse grantee partners who share this approach. VTA encourages grant applicants who work with or represent communities who have historically been left out of traditional planning processes. Historically, throughout the nation, infrastructure projects, such as transportation and transit, and housing developments, have had negative impacts on communities of color, low-income, and systematically disadvantaged communities. Further, VTA understands that the value generated by transit investments and housing development adjacent to transit, can increase housing and other costs through heightened market demand, and accelerate displacement for vulnerable communities.

To ensure that the quality-of-life amenities of transit-oriented communities are distributed to all, VTA seeks to mitigate the impacts of historical exclusion and the displacement of communities through coordinated and comprehensive strategies, in partnership with affected communities, local agencies, and stakeholders. VTA is committed to housing affordable to all income levels and family sizes, and facilitating greater social and economic opportunity for all current and future residents by supporting community-serving businesses, local arts and culture, living-wage jobs, schools, open space, community services, and enhanced mobility choices next to transit stations and transit centers. We commit to equitable processes that are culturally relevant and meaningfully engage affected communities, including those historically excluded, at the start of projects and throughout, to deliver projects that empowers communities to achieve stability and resilience, and enable safe, walkable, healthy and thriving neighborhoods next to transit.

VTA's Transit-Oriented Communities approach to equity is complemented by the Metropolitan Transportation Commission (MTC) Equity Priority Communities Framework that ensures that planning, investment of funds and community engagement are directed toward projects that advance equitable access to transportation, housing and services. More information can be found here: <https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities>.

III. ELIGIBILITY INFORMATION

This section defines the eligibility criteria for applicants and introduces the Transit-Oriented Community Program Areas and the types of activities that are eligible for grant funding.

A. Transit-Oriented Communities Program Areas

VTA's Transit-Oriented Communities Grant funds activities that further the vision of equitable and sustainable Transit-Oriented Communities around transit stations and transit centers in Santa Clara County. Grant funding is available for local non-profits, communities, and Local Agencies

for efforts that advance one of the following Transit-Oriented Community Program Areas. Projects must be located within ½ mile of an existing or planned VTA transit station, transit center, or commuter rail station served by BART, Caltrain, Capitol Corridor, or ACE. **Applicants may only apply for one Program Area.**

Program A and Program B are expected to have long implementation timelines of one to five years, e.g., station area plans and affordable housing preservation.

Program A. Planning and Policy Implementation

The Program Area is intended to help Local Agencies prepare and adopt long-range plans, policies, standards and codes to increase the share of Santa Clara County's future growth equitably and sustainably within one-half mile of transit stations and corridors, and advance alignment with VTA's and MTC's Transit-Oriented Communities policies. These funds can complement grant matching.

Examples of Eligible Activities:

- Create or advance station area plans
- Plans and policies that advance and facilitate implementation of mixed-use, mixed-income developments inclusive of VTA-owned Transit-Oriented Development Sites⁴.
- Access planning, access gap evaluation, and active transportation planning for a station area.
- First/last mile studies, equitable land use development and implementation plans.
- Value capture studies, development of affordable housing policies and/or initiatives, transportation demand management (TDM) plans, equity analysis.
- Technical assistance and training for agency staff to advance alignment with MTC's Transit-Oriented Communities Policy.

Program B. Community Resilience

The Program Area is intended to support Community-Based Organizations in increasing the stability and resilience of communities surrounding transit to advance and play more substantial roles in implementing balanced, equitable Transit-Oriented Communities, such as building capacity of emerging community development partners to advance affordable housing.

Examples of Eligible Activities:

- Support for and advancement of anti-displacement efforts including identification and preservation of naturally occurring affordable housing, training to increase capacity to acquire, rehabilitate or preserve affordable housing, and housing preservation pilot projects.
- Small business and commercial preservation support.
- Engaging technical support from experts in planning and development; trainings on specific Transit-Oriented Communities policy topics.

⁴ A list of VTA-owned Transit-Oriented Development sites can be found online at: <https://www.vta.org/programs/toc/transit-oriented-development/projects-portfolio>

- Projects that encourage and facilitate use of transit and other active transportation modes for individuals with limited incomes (i.e., equal to or less than 60% Average Median Income for Santa Clara County).

Programs C and D are expected to have shorter implementation timelines of less than a year, and are conducted at a smaller scale, e.g., providing childcare at engagement events and creating public art.

Program C. Education and Engagement

This Program Area is intended to increase Transit-Oriented Communities leadership and equitable engagement through providing accessible information and resources that empower community members to actively participate in shaping Transit-Oriented Communities that are equitable and well-connected. This Program Area is meant to help existing public engagement programs add initiatives that bolster equity.

Examples of Eligible Activities:

- Advocacy campaigns, community engagement and education aimed at strengthening community support for Transit-Oriented Communities-supportive policies and investments.
- Equity initiatives for community engagement, such as translation and interpretation services, community-based capacity building through the use of Promotores(as), food and childcare at community meetings, housing and homeowner application readiness workshops; and community walk audits.

Program D. Placemaking, Arts, and Activation

The Program Area is intended to enhance the transit rider and overall community experience through vibrant and engaging public spaces that utilize arts and cultural expression or community beautification. The goal is to foster a sense of community, encourage interaction, and promote and reinforce local culture, history or value, and position transit stations and transit hubs as safe, accessible, attractive cultural destinations. Projects will result in improving access in and around transit stations with a focus on pedestrian comfort and experience to enhance the transit passenger environment.

Examples of Eligible Activities:

- Place-based arts and culture projects within the public realm that enhance station area and community identity, such as murals and public art along building walls facing streets or sidewalks adjacent to transit stations, transit centers or bus stops.
- Universal and inclusively designed wayfinding such as easy, accessible, image-based, color-based signage that works for residents of all ages, abilities, and languages.
- Hiring crossing guards, park/trail clean-ups, graffiti removal.
- Public realm amenities such as park benches and shade installations.
- Festival-style events such as temporary or pop-up outdoor street festivals, performance events, street art galleries and parklets.

Note: For art installations under Program D. Placemaking, Arts and Activation, projects must meet the geography requirement first before locating within visible sight of a VTA station, transit center, commuter rail station, or bus stop.

B. Ineligible Activities and Nondiscrimination

The VTA Transit-Oriented Communities Grant is intended to support planning, engagement, and programming efforts that advance Transit-Oriented Communities in Santa Clara County. Construction activities such as infrastructure or building construction do not qualify for VTA Transit-Oriented Communities Grant funding.

Applicants cannot use the funds to inhibit unlawfully discriminate, harass, or allow harassment against any person because of race, religious creed, color, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), genetic information, marital status, age (over 40), sexual orientation, or military and veteran status, or promote a religion or religious activities.

C. Applicant Eligibility

Applications that are complete and submitted by the deadline will be accepted from applicants that meet the following conditions. Please note that eligibility varies depending on the Transit-Oriented Community Program Area for which the application is pursuing.

Eligibility requirements for each Transit-Oriented Community Program Area are noted below in **Table 2**.

Table 2: Transit-Oriented Communities Grant Program Eligibility

Program Area A: Planning and Policy Implementation	Program Area B: Community Resilience	Program Area C: Education & Engagement	Program Area D: Placemaking, Arts, & Activation
A public agency with land use authority or planning activities, located within Santa Clara County.	Organization with 501(c)(3) nonprofit status or is a sponsored project of a 501(c)(3) fiscal sponsor located or with principal place of business in Santa Clara County.* AND Must have at least a one-year history of providing community services in Santa Clara County, or partnered with a CBO.	Meet eligibility requirements for either Program Area A or Program Area B.	Meet eligibility requirements for either Program Area A or Program Area B.

* Exception: A group that does not maintain a central place of business may qualify if they offer most of their programming in Santa Clara County.

IV. TRANSIT-ORIENTED COMMUNITIES GRANT PROGRAM SCHEDULE

The following is a preliminary schedule of the anticipated dates for key activities and milestones in the Transit-Oriented Communities Grant process, and is intended to provide an estimated timeline for applicants. Applicants should refer to the schedule posted on the vta.org/TOCgrant webpage.

Release Notice of Funding Availability (NOFA)

Pre-Application Workshops

Deadline for Submission of Questions

April 1, 2024

Mid-April to Early May 2024

May 8, 2024

Deadline for Applications

May 22, 2024

Publish Award Recommendations

June 10, 2024

Appeal Submittal Deadline

Early June 2024

Notification of Awards

Late June 2024

A. Pre-Application Workshops

VTA will host four Pre-Application Workshops to help provide any clarifications and answer questions on VTA’s Transit-Oriented Communities Grant Program. Pre-Application Workshops will be held for both in-person and virtual attendees. Applicants will be required to attend *one* Pre-Application Workshop but are welcome to attend more if desired. Registration is required for all events. Please visit [vta.org/TOCgrant](https://www.vta.org/TOCgrant) to register and find more event details. Recordings of the virtual Pre-Application Workshops will be available online on VTA’s YouTube channel: <https://www.youtube.com/SCVTA>.

In-Person Pre-Application Workshops:

- **Wednesday, April 17, 2024**
 - Time: 11:30 a.m. – 12:30 p.m. PST
 - Location:
 - VTA Customer Service Center
 - 2 North Market Street
 - San Jose, CA 95113
- **Tuesday, April 30, 2024**
 - Time: 1:30 p.m. – 2:30 p.m. PST
 - Location:
 - Gilroy Library
 - 350 W. Sixth Street
 - Gilroy, CA 95020

Virtual Pre-Application Workshops:

- **Thursday, April 25, 2024**
 - Time: 11:30 p.m. – 12:30 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 823 2106 8646
 - Passcode: 486619
 - 1-669-900-9128
- **Wednesday, May 1, 2024**
 - Time: 1:00 p.m. – 2:00 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 822 4698 7924
 - Passcode: 802206
 - 1-669-900-9128

B. Additional Information

For more information on VTA’s Transit-Oriented Communities work to date and VTA’s Transit-Oriented Communities Policy, visit VTA’s Transit-Oriented Community website at <https://www.vta.org/transitorientedcommunities>.

For questions regarding VTA’s Transit-Oriented Community Program, please email TOCGrant@vta.org.

For translation services and other accommodations, please contact VTA Community Outreach at (408) 321-7575/TTY (408) 321-2330 or email community.outreach@vta.org.

Attachment A: 2024 Grant Application Resources for VTA’s Transit-Oriented Communities (TOC) Grant

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Attachment B: Grant Applications

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I. OVERVIEW OF APPLICATION RESOURCE DOCUMENT

This document is intended to be a companion to the 2024 Notice of Funding Availability (NOFA) for VTA's Transit-Oriented Communities Grant Program. Before continuing with this document, readers should review the NOFA, which provides an overview of VTA's Transit-Oriented Communities Policy, Grant Program goals, eligibility, and descriptions of the various grant Program Areas.

II. APPLICATION PREPARATION

A. Application Components

Transit-Oriented Communities Program Grant Applications will be evaluated on the following application components, identified below.

- Administrative
 - Project Organization
 - Partnerships Statement
- Transit-Oriented Community Elements
 - Equity
 - Transit
 - Geography
- Program
 - Project Description
 - Project Outcomes and Explanations
- Local Match¹
 - Match Statement as applicable

¹A minimum match is required for Local Agency applicants: 10% for projects up to \$120,000 and 15% for projects requesting more than \$120,000.

More information regarding application components can be found below and in the VTA Transit-Oriented Communities Grant Application, in Attachment B. Descriptions of the criteria that will be used to evaluate Grant Applications can be found in Attachment C.

B. Administrative and Transit-Oriented Community Elements

Project Organization

Applicants will provide general information including contact and organization details.

This grant aims to award grant funding to implementable projects that are most likely to result in desired outcomes that further implementation of Transit-Oriented Communities. To show the implementation plan, applicants must submit a Staffing Plan, a Milestones Schedule, and a Budget. Text boxes are included in the application for applicants to respond, and supplemental materials may be submitted as attached PDFs. Templates will be provided for the Staffing Plan, a Milestones Schedule, and the Project Budget.

- *The Staffing Plan* should include a description of the responsibilities for the staff involved in the implementation of the project. This will include descriptions of the current roles of the staff members and leadership and demonstrate that staff have sufficient time to dedicate to this effort, or the funding request should be used toward acquiring or shifting staff into those positions.
- *The Milestones Schedule* should outline how the applicant plans to spend the grant funding to achieve certain milestones. After grants are awarded, the Milestones Schedule will also serve to track progress throughout the project.
- *The Project Budget* should include administrative costs and other major costs required for project implementation. Applicants should note if the project needs all the grant funding up front or spread-out overtime.

Partnerships

Applicants should, as applicable, identify at least one partner for implementation of the proposed project and describe the role of each partner during the project. Applicants are encouraged to provide documentation of partnerships, such as a letter of support or letter of intent to support the process and implementation of project.

Applicants seeking to engage in activities conducted on private or public land/property, specifically related to Program Area D: Placemaking, Arts, and Activation, are required to submit authorization from the property owner (or public agency for public right-of-way) or provide proof of a commitment from the property owner or public agency for project implementation.

Equity

Equity must be considered in the development of Transit-Oriented Communities, both in the implementation process and as a project outcome. Applications should include:

- Description of how the proposed project will specifically benefit marginalized, vulnerable and/or underrepresented groups in the community, such as Equity Priority Communities.
- Description of what disparities the proposed project will help reduce or eliminate.
- Description of how equitable processes will be incorporated into the grant implementation.
- Description of how the project will have an equitable outcome that is in alignment with the grant's Equity Mission Statement (See Section II.D. Equity Mission Statement in the Notice of Funding Availability document).

Transit

Applicants should demonstrate how the proposed project will support transit ridership and promote active transportation options to VTA Station sites, therefore reducing personal auto trips.

Geography

Applications should identify the nearest planned or existing VTA Light Rail, transit center, or Commuter Rail stations served by BART, Caltrain, ACE or Capitol Corridor to the project and state the distance to that station or transit center. Applicants may verify project location

eligibility by visiting the interactive map on the VTA Transit-Oriented Communities Grant webpage vta.org/TOCgrant, also linked [here](#).

For art installations under Program D. Placemaking, Arts and Activation, projects must meet the geography requirement first before locating within visible sight of a VTA station, transit center, commuter rail station, or bus stop.

C. Program Narrative

Application will provide two narrative prompts to describe the project. Applicants may only apply for one Program Area, but the narrative may refer to activities related to other Program Areas. For example, a local agency may apply for a grant that focuses on advancing a station area plan through Program A: Planning and Policy Implementation. This activity may include public engagement efforts but would not be eligible for funding under Program C: Education and Engagement.

Project Description

Applicants should include:

- Description of the project and its connections to the Transit-Oriented Communities Grant Goals and the Equity Mission Statement found in the Notice of Funding Availability Document (Sections Section II.C. Transit-Oriented Communities Grant Program Goals and Section II.D. Equity Mission Statement , respectively).
- Identification of the community the project plans to serve, and current relationship or engagement with the community to date.

Project Outcomes

- Applicants should use Table 1, below, to select at least one applicable expected outcomes of their project for each of the Equity, Transit, and Geography sections, as well as their Program Area. Applicants may also include additional expected outcomes for Equity, Transit, and Geography and their Program Area if it is not listed on the table.
- Applicants must provide an explanation for each of the selected outcomes.
 - The explanation for each selected outcome should align with advancing the vision for Transit-Oriented Communities and provide context to the Evaluation Panel of how the project advances the VTA Transit-Oriented Communities Grant Goals.

Note: Applicants will only be scored on selected outcomes from Equity, Transit, Geography, and their Program Area.

Table 1: Transit-Oriented Communities Grant Desired Outcomes

Category	Desired Transit-Oriented Communities Outcomes
Equity	<ul style="list-style-type: none"> • Project addresses a specific challenge and directly produces an equitable outcome(s) for a specific population or community.
Transit	<ul style="list-style-type: none"> • Project contributes to a reduction of personal auto trips. • Project directs pedestrian interest and flow toward transit. • Project improves the perception of transit.

Category	Desired Transit-Oriented Communities Outcomes
Geography	<ul style="list-style-type: none"> Project increases Transit-Oriented Community activities within a half mile of existing light/commuter rail stations and VTA transit centers.
Planning and Policy Implementation	<ul style="list-style-type: none"> Project targets alignment with MTC Transit-Oriented Communities Policy and VTA Transit-Oriented Communities Grant Program Goals. Project supports placemaking and public life. Project benefits VTA-owned Transit Oriented Development Sites¹ through zoning and policy changes.
Community Resilience	<ul style="list-style-type: none"> Project contributes to protection, preservation, or production of affordable housing. Project raises profile of CBO as a community development stakeholder. Project increases CBO’s capacity for preservation of affordable housing. Project increases CBO’s ability to mitigate displacement. Project reduces overall transportation or housing cost burdens for limited-income individuals.
Education and Engagement	<ul style="list-style-type: none"> Project empowers community to advocate for Transit-Oriented Communities to local decision makers. Project overcomes public engagement barriers that limit participation of historically underrepresented groups.
Placemaking, Arts, and Activation	<ul style="list-style-type: none"> Project promotes local artists, culture, history, or value. Project aims to preserve and strengthen community identity, in an area that lacks art and activation currently. Project enhances pedestrian experiences and safety for community.

¹To learn more about VTA TOD sites, visit <https://www.vta.org/programs/toc/transit-oriented-development/projects-portfolio>.

The narrative provided in the application will serve as a basis for the scope that will be included as part of the Grant Agreement for grant recipients.

The Evaluation Panel will use the Administrative Elements, Transit-Oriented Community Elements, and Program Narrative to assist with evaluation scoring. For more details on the evaluation process, see IV.B Evaluation Panel.

D. Local Match

Match Statement

A match is required for all Local Agency applicants, no matter the Program Area. A 10% minimum match for projects up to \$120,000 and minimum 15% match for projects requesting more than \$120,000.

III. APPLICATION ASSISTANCE

All applicants are encouraged to attend the Pre-application Workshop. At the workshop, VTA staff will review the Transit-Oriented Communities Grant guidelines, timing, and application process.

The NOFA is being published on **March 25, 2024**. In-person Pre-Application Workshops are scheduled for **April 17, 2024** and **April 30, 2024**. Online Pre-Application Workshops are scheduled for **April 25, 2024**, and **May 1, 2024**. A recording of the Pre-Application Workshops will also be made available online and can be found on VTA's YouTube page: <https://www.youtube.com/SCVTA>.

VTA will accept written questions regarding the Application through 4:00 PM PST on Wednesday, **May 8, 2024**, and will provide a response to all applicants by Monday, **May 13, 2024**. Questions may be submitted to VTA at TOCGrant@vta.org, or through the OpenGov® Portal. VTA will answer questions regarding the Application requirements and will be making all questions and answers public for all applicants. All Q&A will be shared via e-mail to applicants who attended the workshop and posted online at vta.org/TOCgrant.

Applications must be submitted by **4:00 PM PST on Wednesday, May 22, 2024**. Applications should be submitted electronically through [OpenGov®](#). The link to the OpenGov® will also be on the VTA Transit-Oriented Communities Grant Program webpage. A fillable PDF application will be available for applicants, which must be submitted through OpenGov® by the application deadline. Any application received after the deadline will not be considered.

If digital submission is absolutely not possible, VTA will accept hard copies of Applications that are received by mail or dropped off at VTA Headquarters by the Application deadline. Applications should be addressed to:

VTA's TOC Program
Santa Clara Valley Transportation Authority
3331 North First Street, Bldg. A
San José, CA 95134

IV. APPLICATION REVIEW AND SELECTION PROCESS

A. Eligibility and Completeness Screening

VTA's Transit-Oriented Community Program staff will review all applications for eligibility and completeness. Applications that pass this initial review will then be scored by an Evaluation Panel, which will rely on the application and related materials submitted by applicants.

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The deadline for submitting an appeal letter is 4:00 PM PST **Monday June 24, 2024**. All appeals will be responded to within five business days of the close of the appeals process. No further appeals will occur.

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VTA will provide grantees with ongoing support and technical assistance during the grant implementation phase. Support would include access to experienced professionals in multiple fields of expertise in the land use and housing space and industry resources related to all Transit-Oriented Communities Program Areas. VTA will also provide technical support to selected grantees to assist in adhering to certification requirements listed in this section.

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Grantees will convene regularly in a Grantee Cohort that will help foster cross-community connections and help bring grant projects to life. Grantees will be required to report updates of their grant projects on a quarterly basis with a verbal report or a short slideshow presentation. Grantees will also be required to provide a financial update on a semi-annual basis. At minimum, such updates must include a summary of moneys expended on eligible activities, and any administrative costs associated with advancement of the project. Templates for reporting will be included as part of the Grant Agreements that will be required between selected grant recipients and VTA.

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1. Listed in good standing with the IRS (this can be verified on the IRS website: <https://apps.irs.gov/app/eos/>)
2. Listed as “current” in the Office of the Attorney General’s Charity Research Tool: (<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>)
3. Listed as “active” at <https://bizfileonline.sos.ca.gov/> with the correct business name matching the organization’s legal name.

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Successful grant applicants must have a current Business Tax Certificate. Not-for-profit organizations are normally exempt from paying the local business tax but must apply for the certificate and the tax exemption.

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Successful grant applicants shall indemnify and hold harmless VTA and its board members, officers, agents, employees, and consultants (each an “Indemnitee”; collectively, the “Indemnitees”) from any claims, liabilities, losses, injuries, damages, expenses, fines, penalties, liens, or fees and costs (including attorneys’ and experts’ fees and costs) (each a “Claim” and collectively “Claims”) arising out of, pertaining to, caused by, or in any way relating to the work performed under this Contract, including compliance or non-compliance with the terms of this Contract, by Grantee and/or its agents, employees, or subgrantees, whether such Claims are based upon a contract, personal injury, death, property damage, or any other legal or equitable theory whatsoever.

Successful grant applicants agree, at its own expense, and upon written request by VTA or any individual Indemnitee, to immediately defend any suit, action, proceeding, dispute, or demand brought against any Indemnitee founded upon, alleging, or implicating any Claims covered by Grantee’s indemnity obligation set forth above in subparagraph (1) immediately above and regardless of whether Grantee and/or any of its agents, employees, or subgrantees, was, in fact, liable. In the event a court of competent jurisdiction determines that any suit, action, claim, or demand brought against any Indemnitee was caused by the sole or active negligence or willful misconduct of VTA or its agents, servants, or independent Grantees who are acting on behalf of VTA, VTA shall promptly reimburse Grantee for costs of defending the Indemnitees in such action incurred by Grantee, but only in proportion to the sole or active negligence or willful misconduct of VTA or its agents, servants, or independent Grantees who are acting on behalf of VTA.

This indemnity and defense of claims provision will survive the expiration or termination of this Contract and remain in full force and effect.

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Grant recipients must acknowledge VTA’s financial support in all appropriate materials and media. The acknowledgment should read, “**Supported in part by a Transit-Oriented Community Grant Program from the Santa Clara Valley Transportation Authority**” or similar language, unless VTA is part of a list of supporters. In the latter case, the acknowledgment may say “**Santa Clara VTA.**” Grantees must display VTA’s logo whenever other sponsor logos are displayed, and in accordance with VTA logo use guidelines, found at the following link: https://vtaorgcontent.s3-us-west-1.amazonaws.com/Site_Content/SCVTA_Graphic_Standards_Manual.pdf.

I. Copyright law

No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of VTA property by a grantee, unless the grantee has first obtained all approvals and paid any license fee or other fee required by the copyright owner. When entering

into a Grant Agreement, a grantee indemnifies VTA and its officers and employees and agrees to keep them free and harmless from and against any and all liability and responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

J. Compliance with the Child Abuse and Neglect Reporting Act and Employee/Volunteer Clearance Verification

If awarded a grant and when required by federal state or local law, applicants who provide services involving minors will be required to conduct a criminal background check, including fingerprints, on each of its employees and volunteers who have supervisory or disciplinary authority over minors through the database of the California Department of Justice and an FBI criminal database or equivalent national database. Grantees must also comply with the provisions of the Child Abuse and Neglect Reporting Act.

VI. TRANSIT-ORIENTED COMMUNITIES GRANT PROGRAM SCHEDULE

The following is a preliminary schedule of the anticipated dates for key activities and milestones in the Transit-Oriented Communities Grant process, and is intended to provide an estimated timeline for applicants. Applicants should refer to the schedule posted on the vta.org/TOCgrant webpage.

Release Notice of Funding Availability (NOFA)	April 1, 2024
<i>Pre-Application Workshops</i>	<i>Mid-April to Early May 2024</i>
<i>Deadline for Submission of Questions</i>	<i>May 8, 2024</i>
Deadline for Applications	May 22, 2024
<i>Publish Award Recommendations</i>	<i>June 10, 2024</i>
<i>Appeal Submittal Deadline</i>	<i>Early June 2024</i>
Notification of Awards	Late June 2024

A. Pre-Application Workshops

VTA will host four Pre-Application Workshops to help provide any clarifications and answer questions on VTA’s Transit-Oriented Communities Grant Program. Pre-Application Workshops will be held for both in-person and virtual attendees.

Applicants will be required to attend *one* Pre-Application Workshop but are welcome to attend more if desired. Registration is required for all events. Please visit vta.org/TOCgrant to register and find more event details.

Recordings of the virtual Pre-Application Workshops will be available online on VTA’s YouTube channel: <https://www.youtube.com/SCVTA>.

A list of Pre-Application workshops is provided on the following page.

In-Person Pre-Application Workshops:

- **Wednesday, April 17, 2024**
 - Time: 11:30 a.m. – 12:30 p.m. PST
 - Location:
 - VTA Customer Service Center
 - 2 North Market Street
 - San Jose, CA 95113
- **Tuesday, April 30, 2024**
 - Time: 1:30 p.m. – 2:30 p.m. PST
 - Location:
 - Gilroy Library
 - 350 W. Sixth Street
 - Gilroy, CA 95020

Virtual Pre-Application Workshops:

- **Thursday, April 25, 2024**
 - Time: 11:30 p.m. – 12:30 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 823 2106 8646
 - Passcode: 486619
 - 1-669-900-9128
- **Wednesday, May 1, 2024**
 - Time: 1:00 p.m. – 2:00 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 822 4698 7924
 - Passcode: 802206
 - 1-669-900-9128

B. Additional Information

For more information on VTA’s Transit-Oriented Communities work to date and VTA’s Transit-Oriented Communities Policy, visit VTA’s Transit-Oriented Community website at <https://www.vta.org/transitorientedcommunities>.

For questions regarding VTA’s Transit-Oriented Community Program, please email TOCGrant@vta.org.

For translation services and other accommodations, please contact VTA Community Outreach at (408) 321-7575/TTY (408) 321-2330 or email community.outreach@vta.org.

Attachment A: 2024 Grant Application Resources for VTA’s Transit-Oriented Communities (TOC) Grant

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ATTACHMENTS

Attachment B: Grant Applications

Attachment C: Evaluation Criteria

I. OVERVIEW OF APPLICATION RESOURCE DOCUMENT

This document is intended to be a companion to the 2024 Notice of Funding Availability (NOFA) for VTA's Transit-Oriented Communities Grant Program. Before continuing with this document, readers should review the NOFA, which provides an overview of VTA's Transit-Oriented Communities Policy, Grant Program goals, eligibility, and descriptions of the various grant Program Areas.

II. APPLICATION PREPARATION

A. Application Components

Transit-Oriented Communities Program Grant Applications will be evaluated on the following application components, identified below.

- Administrative
 - Project Organization
 - Partnerships Statement
- Transit-Oriented Community Elements
 - Equity
 - Transit
 - Geography
- Program
 - Project Description
 - Project Outcomes and Explanations
- Local Match¹
 - Match Statement as applicable

¹A minimum match is required for Local Agency applicants: 10% for projects up to \$120,000 and 15% for projects requesting more than \$120,000.

More information regarding application components can be found below and in the VTA Transit-Oriented Communities Grant Application, in Attachment B. Descriptions of the criteria that will be used to evaluate Grant Applications can be found in Attachment C.

B. Administrative and Transit-Oriented Community Elements

Project Organization

Applicants will provide general information including contact and organization details.

This grant aims to award grant funding to implementable projects that are most likely to result in desired outcomes that further implementation of Transit-Oriented Communities. To show the implementation plan, applicants must submit a Staffing Plan, a Milestones Schedule, and a Budget. Text boxes are included in the application for applicants to respond, and supplemental materials may be submitted as attached PDFs. Templates will be provided for the Staffing Plan, a Milestones Schedule, and the Project Budget.

- *The Staffing Plan* should include a description of the responsibilities for the staff involved in the implementation of the project. This will include descriptions of the current roles of the staff members and leadership and demonstrate that staff have sufficient time to dedicate to this effort, or the funding request should be used toward acquiring or shifting staff into those positions.
- *The Milestones Schedule* should outline how the applicant plans to spend the grant funding to achieve certain milestones. After grants are awarded, the Milestones Schedule will also serve to track progress throughout the project.
- *The Project Budget* should include administrative costs and other major costs required for project implementation. Applicants should note if the project needs all the grant funding up front or spread-out overtime.

Partnerships

Applicants should, as applicable, identify at least one partner for implementation of the proposed project and describe the role of each partner during the project. Applicants are encouraged to provide documentation of partnerships, such as a letter of support or letter of intent to support the process and implementation of project.

Applicants seeking to engage in activities conducted on private or public land/property, specifically related to Program Area D: Placemaking, Arts, and Activation, are required to submit authorization from the property owner (or public agency for public right-of-way) or provide proof of a commitment from the property owner or public agency for project implementation.

Equity

Equity must be considered in the development of Transit-Oriented Communities, both in the implementation process and as a project outcome. Applications should include:

- Description of how the proposed project will specifically benefit marginalized, vulnerable and/or underrepresented groups in the community, such as Equity Priority Communities.
- Description of what disparities the proposed project will help reduce or eliminate.
- Description of how equitable processes will be incorporated into the grant implementation.
- Description of how the project will have an equitable outcome that is in alignment with the grant's Equity Mission Statement (See Section II.D. Equity Mission Statement in the Notice of Funding Availability document).

Transit

Applicants should demonstrate how the proposed project will support transit ridership and promote active transportation options to VTA Station sites, therefore reducing personal auto trips.

Geography

Applications should identify the nearest planned or existing VTA Light Rail, transit center, or Commuter Rail stations served by BART, Caltrain, ACE or Capitol Corridor to the project and state the distance to that station or transit center. Applicants may verify project location

eligibility by visiting the interactive map on the VTA Transit-Oriented Communities Grant webpage vta.org/TOCgrant, also linked [here](#).

For art installations under Program D. Placemaking, Arts and Activation, projects must meet the geography requirement first before locating within visible sight of a VTA station, transit center, commuter rail station, or bus stop.

C. Program Narrative

Application will provide two narrative prompts to describe the project. Applicants may only apply for one Program Area, but the narrative may refer to activities related to other Program Areas. For example, a local agency may apply for a grant that focuses on advancing a station area plan through Program A: Planning and Policy Implementation. This activity may include public engagement efforts but would not be eligible for funding under Program C: Education and Engagement.

Project Description

Applicants should include:

- Description of the project and its connections to the Transit-Oriented Communities Grant Goals and the Equity Mission Statement found in the Notice of Funding Availability Document (Sections Section II.C. Transit-Oriented Communities Grant Program Goals and Section II.D. Equity Mission Statement , respectively).
- Identification of the community the project plans to serve, and current relationship or engagement with the community to date.

Project Outcomes

- Applicants should use Table 1, below, to select at least one applicable expected outcomes of their project for each of the Equity, Transit, and Geography sections, as well as their Program Area. Applicants may also include additional expected outcomes for Equity, Transit, and Geography and their Program Area if it is not listed on the table.
- Applicants must provide an explanation for each of the selected outcomes.
 - The explanation for each selected outcome should align with advancing the vision for Transit-Oriented Communities and provide context to the Evaluation Panel of how the project advances the VTA Transit-Oriented Communities Grant Goals.

Note: Applicants will only be scored on selected outcomes from Equity, Transit, Geography, and their Program Area.

Table 1: Transit-Oriented Communities Grant Desired Outcomes

Category	Desired Transit-Oriented Communities Outcomes
Equity	<ul style="list-style-type: none"> • Project addresses a specific challenge and directly produces an equitable outcome(s) for a specific population or community.
Transit	<ul style="list-style-type: none"> • Project contributes to a reduction of personal auto trips. • Project directs pedestrian interest and flow toward transit. • Project improves the perception of transit.

Category	Desired Transit-Oriented Communities Outcomes
Geography	<ul style="list-style-type: none"> Project increases Transit-Oriented Community activities within a half mile of existing light/commuter rail stations and VTA transit centers.
Planning and Policy Implementation	<ul style="list-style-type: none"> Project targets alignment with MTC Transit-Oriented Communities Policy and VTA Transit-Oriented Communities Grant Program Goals. Project supports placemaking and public life. Project benefits VTA-owned Transit Oriented Development Sites¹ through zoning and policy changes.
Community Resilience	<ul style="list-style-type: none"> Project contributes to protection, preservation, or production of affordable housing. Project raises profile of CBO as a community development stakeholder. Project increases CBO’s capacity for preservation of affordable housing. Project increases CBO’s ability to mitigate displacement. Project reduces overall transportation or housing cost burdens for limited-income individuals.
Education and Engagement	<ul style="list-style-type: none"> Project empowers community to advocate for Transit-Oriented Communities to local decision makers. Project overcomes public engagement barriers that limit participation of historically underrepresented groups.
Placemaking, Arts, and Activation	<ul style="list-style-type: none"> Project promotes local artists, culture, history, or value. Project aims to preserve and strengthen community identity, in an area that lacks art and activation currently. Project enhances pedestrian experiences and safety for community.

¹To learn more about VTA TOD sites, visit <https://www.vta.org/programs/toc/transit-oriented-development/projects-portfolio>.

The narrative provided in the application will serve as a basis for the scope that will be included as part of the Grant Agreement for grant recipients.

The Evaluation Panel will use the Administrative Elements, Transit-Oriented Community Elements, and Program Narrative to assist with evaluation scoring. For more details on the evaluation process, see IV.B Evaluation Panel.

D. Local Match

Match Statement

A match is required for all Local Agency applicants, no matter the Program Area. A 10% minimum match for projects up to \$120,000 and minimum 15% match for projects requesting more than \$120,000.

III. APPLICATION ASSISTANCE

All applicants are encouraged to attend the Pre-application Workshop. At the workshop, VTA staff will review the Transit-Oriented Communities Grant guidelines, timing, and application process.

The NOFA is being published on **March 25, 2024**. In-person Pre-Application Workshops are scheduled for **April 17, 2024** and **April 30, 2024**. Online Pre-Application Workshops are scheduled for **April 25, 2024**, and **May 1, 2024**. A recording of the Pre-Application Workshops will also be made available online and can be found on VTA's YouTube page: <https://www.youtube.com/SCVTA>.

VTA will accept written questions regarding the Application through 4:00 PM PST on Wednesday, **May 8, 2024**, and will provide a response to all applicants by Monday, **May 13, 2024**. Questions may be submitted to VTA at TOCGrant@vta.org, or through the OpenGov® Portal. VTA will answer questions regarding the Application requirements and will be making all questions and answers public for all applicants. All Q&A will be shared via e-mail to applicants who attended the workshop and posted online at vta.org/TOCgrant.

Applications must be submitted by **4:00 PM PST on Wednesday, May 22, 2024**. Applications should be submitted electronically through [OpenGov®](#). The link to the OpenGov® will also be on the VTA Transit-Oriented Communities Grant Program webpage. A fillable PDF application will be available for applicants, which must be submitted through OpenGov® by the application deadline. Any application received after the deadline will not be considered.

If digital submission is absolutely not possible, VTA will accept hard copies of Applications that are received by mail or dropped off at VTA Headquarters by the Application deadline. Applications should be addressed to:

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2. Listed as “current” in the Office of the Attorney General’s Charity Research Tool: (<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>)
3. Listed as “active” at <https://bizfileonline.sos.ca.gov/> with the correct business name matching the organization’s legal name.

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Successful grant applicants agree, at its own expense, and upon written request by VTA or any individual Indemnitee, to immediately defend any suit, action, proceeding, dispute, or demand brought against any Indemnitee founded upon, alleging, or implicating any Claims covered by Grantee's indemnity obligation set forth above in subparagraph (1) immediately above and regardless of whether Grantee and/or any of its agents, employees, or subgrantees, was, in fact, liable. In the event a court of competent jurisdiction determines that any suit, action, claim, or demand brought against any Indemnitee was caused by the sole or active negligence or willful misconduct of VTA or its agents, servants, or independent Grantees who are acting on behalf of VTA, VTA shall promptly reimburse Grantee for costs of defending the Indemnitees in such action incurred by Grantee, but only in proportion to the sole or active negligence or willful misconduct of VTA or its agents, servants, or independent Grantees who are acting on behalf of VTA.

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Grant recipients must acknowledge VTA's financial support in all appropriate materials and media. The acknowledgment should read, "**Supported in part by a Transit-Oriented Community Grant Program from the Santa Clara Valley Transportation Authority**" or similar language, unless VTA is part of a list of supporters. In the latter case, the acknowledgment may say "**Santa Clara VTA.**" Grantees must display VTA's logo whenever other sponsor logos are displayed, and in accordance with VTA logo use guidelines, found at the following link: https://vtaorgcontent.s3-us-west-1.amazonaws.com/Site_Content/SCVTA_Graphic_Standards_Manual.pdf.

I. Copyright law

No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of VTA property by a grantee, unless the grantee has first obtained all approvals and paid any license fee or other fee required by the copyright owner. When entering

into a Grant Agreement, a grantee indemnifies VTA and its officers and employees and agrees to keep them free and harmless from and against any and all liability and responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

J. Compliance with the Child Abuse and Neglect Reporting Act and Employee/Volunteer Clearance Verification

If awarded a grant and when required by federal state or local law, applicants who provide services involving minors will be required to conduct a criminal background check, including fingerprints, on each of its employees and volunteers who have supervisory or disciplinary authority over minors through the database of the California Department of Justice and an FBI criminal database or equivalent national database. Grantees must also comply with the provisions of the Child Abuse and Neglect Reporting Act.

VI. TRANSIT-ORIENTED COMMUNITIES GRANT PROGRAM SCHEDULE

The following is a preliminary schedule of the anticipated dates for key activities and milestones in the Transit-Oriented Communities Grant process, and is intended to provide an estimated timeline for applicants. Applicants should refer to the schedule posted on the vta.org/TOCgrant webpage.

Release Notice of Funding Availability (NOFA)	April 1, 2024
<i>Pre-Application Workshops</i>	<i>Mid-April to Early May 2024</i>
<i>Deadline for Submission of Questions</i>	<i>May 8, 2024</i>
Deadline for Applications	May 22, 2024
<i>Publish Award Recommendations</i>	<i>June 10, 2024</i>
<i>Appeal Submittal Deadline</i>	<i>Early June 2024</i>
Notification of Awards	Late June 2024

A. Pre-Application Workshops

VTA will host four Pre-Application Workshops to help provide any clarifications and answer questions on VTA’s Transit-Oriented Communities Grant Program. Pre-Application Workshops will be held for both in-person and virtual attendees.

Applicants will be required to attend *one* Pre-Application Workshop but are welcome to attend more if desired. Registration is required for all events. Please visit vta.org/TOCgrant to register and find more event details.

Recordings of the virtual Pre-Application Workshops will be available online on VTA’s YouTube channel: <https://www.youtube.com/SCVTA>.

A list of Pre-Application workshops is provided on the following page.

In-Person Pre-Application Workshops:

- **Wednesday, April 17, 2024**
 - Time: 11:30 a.m. – 12:30 p.m. PST
 - Location:
 - VTA Customer Service Center
 - 2 North Market Street
 - San Jose, CA 95113
- **Tuesday, April 30, 2024**
 - Time: 1:30 p.m. – 2:30 p.m. PST
 - Location:
 - Gilroy Library
 - 350 W. Sixth Street
 - Gilroy, CA 95020

Virtual Pre-Application Workshops:

- **Thursday, April 25, 2024**
 - Time: 11:30 p.m. – 12:30 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 823 2106 8646
 - Passcode: 486619
 - 1-669-900-9128
- **Wednesday, May 1, 2024**
 - Time: 1:00 p.m. – 2:00 p.m. PST
 - Location: Online Zoom meeting
 - zoom.us/join
 - Webinar ID: 822 4698 7924
 - Passcode: 802206
 - 1-669-900-9128

B. Additional Information

For more information on VTA’s Transit-Oriented Communities work to date and VTA’s Transit-Oriented Communities Policy, visit VTA’s Transit-Oriented Community website at <https://www.vta.org/transitorientedcommunities>.

For questions regarding VTA’s Transit-Oriented Community Program, please email TOCGrant@vta.org.

For translation services and other accommodations, please contact VTA Community Outreach at (408) 321-7575/TTY (408) 321-2330 or email community.outreach@vta.org.

Attachment B: Grant Application for VTA’s Transit-Oriented Communities (TOC) Grant 2024

Applications should be submitted electronically through OpenGov®. If digital submission is not possible, find mail-in instructions in Attachment A section IV. Application Assistance.

The link to the OpenGov® and information on the Pre-Application Workshop dates will be on the VTA Transit-Oriented Communities Grant Program webpage at vta.org/TOCgrant.

Deadline for Application: 4:00 PM PST on Wednesday, May 22, 2024

Before completing this application, open the following documents to provide more details on application sections and context on the grant program: [Notice of Funding Availability](#), [Grant Application Resources](#), and [Evaluation Criteria](#).

Applicant and Project Information

Contact Information:

Organization / Local Agency:	
Contact Name:	
Title:	
Email:	
Phone:	
Address:	
Website/Social Media Links:	

Community Based Organization Applicants Only:

501 (c) (3) Nonprofit Status:	
Years Serving Santa Clara County (Must be more than 1):	
Brief Organization Description:	
Community Served:	
<i>If no 501 (c) (3) Status:</i>	
<i>Sponsor Name</i>	
<i>Sponsor Address</i>	

Project Information

Project Name:	
Program Area:	
Grant Amount Requested:	
Project Address:	
Location Description:	

If you are attaching photos, maps, or other materials, please confirm the following statement:

- I hereby confirm that I own the copyright, trademark, or have some other ownership rights in the materials or otherwise have permission to use such materials.

Administrative Elements

Directions: Address the 4 prompts below. At a minimum, applicants should respond using the tables provided below. Applicants may choose to attach supplemental materials such as organizational charts, Gantt charts, or the provided templates. Templates are provided for the Staffing Plan, Milestones Schedule, and Proposed Budget at the end of this application.

- 1. Staffing Plan.** Please include a description of the responsibilities for the key staff involved in the implementation and descriptions of the current roles of the staff members and leadership. Demonstrate that staff have sufficient time to dedicate to this effort or that funding should be used toward acquiring staff into those positions.

Format Answer: Staff Name, Role, Approximate Availability (Hours per Month)

Check box if Staffing Plan is included as an Attachment below.

--

- 2. Milestones Schedule.** Please include a project schedule that outlines how grant funding will achieve certain milestones. Provide a description of the milestones. Grants will fund programs and activities that are planned to commence between July 1, 2024, and June 30, 2025. Applicants for Program Areas A and B have eligible grant terms of 1-5 years after commencement, applicants for Program Areas C and D have to complete the projects in 1 year of commencement. *Note: After grants are awarded, the Milestones Schedule will also serve to track progress throughout the project.*

Format Answer: Milestone Description, Approximate Timing or Dates

Check box if Milestones Schedule is included as an Attachment below.

--

Proposed Budget. Please include a budget with the total project cost, outline administrative costs, and any other major costs required for project implementation. Include if the project needs all the grant funding up front or spread-out overtime.

Format answer: Cost Category, Amount Needed

Check box if Proposed Budget is included as an Attachment below.

3. Partnerships Statement. Please include a statement below that identifies strategic partnerships necessary for the implementation of the project, and if contact has already been made. Applicants should describe the role of each partner during the project. If applicable: Attach PDF documentation of partnerships, such as a letter of support or letter of intent to support the process and implementation of project.

Applicants seeking to engage in activities conducted on private or public land/property, specifically related to Program Area D: Placemaking, Arts, and Activation, are **required** to submit authorization from the property owner or provide proof of a commitment from the property owner for project implementation.

Check box if Partnerships document is included as an Attachment.

Required: Enter partnership identification statement here. (2-5 Sentences)

Transit-Oriented Community Elements

Directions: Address the 3 prompts below. Please keep responses to under 200 words per prompt.

1. Equity

Describe how project serves an Equity-Priority Community or another high-need area. How will the project benefit marginalized groups in the community? What disparities will the project help to reduce/eliminate?

Describe how equitable processes will be incorporated through implementation.

Describe how project will have an equitable outcome that is in alignment with the Equity Mission Statement, found in the NOFA in section II.4 VTA'S Transit-Oriented Community (TOC) Program Information.

2. Transit

Describe how activity will increase transit ridership and support use of active transportation proximate to VTA Stations.

3. Geography

Applicants may verify location eligibility by visiting the interactive map on the VTA Transit-Oriented Communities Grant webpage, also linked [here](#). Applicants may also reference the list of transit facilities at the end of this application.

Identify nearest planned or existing Light Rail Station, BART Station, Commuter Rail Station, or VTA Transit Center.
Identify approximate distance from selected station or transit center. (Place an "X" in the correct distance row)
<input type="checkbox"/> Immediately Adjacent (Visible from transit) ¹
<input type="checkbox"/> Quarter Mile
<input type="checkbox"/> Half-Mile
<input type="checkbox"/> Other, Please Describe

¹ Art installations under Program D must be within visible sight of a VTA bus stop that is located within a half-mile of transit.

Program

Project Description

Directions: Please address all questions under the Project Description. Please keep responses under 500 words each. Applicants may attach images and/or maps, as applicable, to supplement the narratives.

Describe the project and its connections to the Transit-Oriented Communities Grant Goals (II.C Transit-Oriented Communities Grant Goals) and the Equity Mission Statement (II.D Equity Mission Statement).

Identify the community the project plans to serve, and current relationship or engagement with the community to date.

Project Outcomes

Directions: Select the applicable expected outcomes of your project for the Equity, Transit, and Geography sections, as well as your Program Area using **Table 1**. Provide an explanation for the selected outcomes. The explanation for each selected outcome should align with advancing the vision for Transit-Oriented Communities and provide context to the Evaluation Panel of how the project advances the VTA Transit-Oriented Communities Grant Goals.

Table 1: VTA's Desired Outcomes

Category	VTA's Desired Transit-Oriented Communities Outcomes
Equity	<input type="checkbox"/> E1: Project addresses a specific challenge and directly produces an equitable outcome(s) for a specific population or community
Transit	<input type="checkbox"/> T1: Project contributes to a reduction of personal auto trips <input type="checkbox"/> T2: Project directs pedestrian interest and flow toward transit <input type="checkbox"/> T3: Project improves the perception of transit
Geography	<input type="checkbox"/> G1: Project increases Transit-Oriented Community activities within a half mile of existing light/commuter rail stations and VTA transit centers
Planning and Policy Implementation	<input type="checkbox"/> A1: Project targets alignment with MTC Transit-Oriented Community Policy and/or VTA Transit-Oriented Community Grant Program Goals <input type="checkbox"/> A2: Project supports placemaking and public Life <input type="checkbox"/> A3: Project benefits VTA-owned TOD Opportunity Sites through zoning and policy changes
Community Resilience	<input type="checkbox"/> B1: Project contributes to protection, preservation, or production of affordable housing <input type="checkbox"/> B2: Project raises profile of CBO as a community development stakeholder <input type="checkbox"/> B3: Project increases CBO's capacity for preservation of affordable housing <input type="checkbox"/> B4: Project Increases CBO's ability to mitigate displacement <input type="checkbox"/> B5: Project reduces overall transportation or housing cost burdens for limited income individuals ¹
Education and Engagement	<input type="checkbox"/> C1: Project empowers community to advocate for Transit-Oriented Communities to local decision makers <input type="checkbox"/> C2: Project overcomes public engagement barriers that limit participation of historically underrepresented groups
Placemaking, Arts, and Activation	<input type="checkbox"/> D1: Project promotes local artists, culture, history, or value <input type="checkbox"/> D2: Project aims to preserve and strengthen community identity, in an area that lacks art and activation currently <input type="checkbox"/> D3: Program enhances pedestrian experiences and safety for community
Other (Please Specify)	

¹ Limited income individual are defined as individuals earning not greater than 60% of AMI (Area Mean Income).

Note: Applicants will only be scored on selected outcomes and explanation from Equity, Transit, Geography, and their Program Area.

Provide a brief explanation of how selected outcomes will be achieved.

Application Checklist

Directions: Before submitting the application, refer to the list below to ensure you have all necessary components.

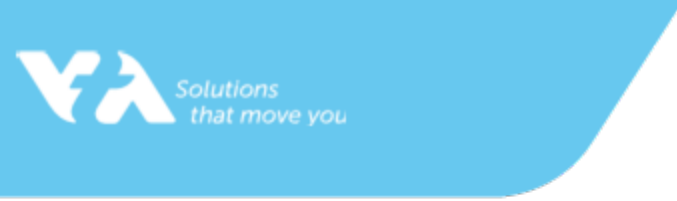
Application Components:

- Administrative
 - Project Organization
 - Partnerships Statement
- Transit-Oriented Community Elements
 - Equity
 - Transit
 - Geography
- Program
 - Project Description
 - Project Outcomes and Explanations
- Local Match¹
 - Match Statement as applicable

¹A minimum match is required for Local Agency applicants: 10% for projects up to \$120,000 and 15% for projects requesting more than \$120,000.

Transit Facilities

Transit Centers	
Berryessa / North San José Transit Center <i>(At Berryessa/North San José BART Station)</i>	Mountain View Transit Center <i>(At Mountain View Caltrain Station)</i>
Alum Rock Transit Center <i>(At Alum Rock Light Rail Station)</i>	Palo Alto Transit Center <i>(At Palo Alto Caltrain Station)</i>
Diridon Transit Center <i>(At San Jose Diridon Caltrain Center)</i>	Santa Clara Transit Center <i>(At Santa Clara Caltrain Station)</i>
Eastridge Transit Center	Sunnyvale Transit Center <i>(At Sunnyvale Caltrain Station)</i>
Gilroy Transit Center <i>(At Gilroy Caltrain Station)</i>	West Valley College Transit Center
Milpitas Transit Center <i>(At Milpitas BART Station)</i>	Winchester Transit Center <i>(At Winchester Light Rail Station)</i>
ACE	
Great America Station	Santa Clara Station
BART	
28th Street/Little Portugal BART Station (Planned)	Downtown San José BART Station (Planned)
Berryessa / North San José BART Station	Milpitas BART Station
Diridon BART Station (Planned)	Santa Clara BART Station (Planned)
Caltrain	
Blossom Hill Caltrain Station	San Antonio Caltrain Station
California Avenue Caltrain Station	San Jose Diridon Caltrain Station
Capitol Caltrain Station	San Martin Caltrain Station
College Park Caltrain Station	Santa Clara Caltrain Station
Gilroy Caltrain Station	South San Antonio Caltrain Station
Lawrence Caltrain Station	Sunnyvale Caltrain Station
Morgan Hill Caltrain Station	Tamien Caltrain Station
Palo Alto Caltrain Station	
VTA Light Rail	
Alder Station	Japantown/Ayer Station
Alum Rock Station	Karina Station
Bascom Station	Lick Mill Station
Baypointe Station	Lockheed Martin Station
Bayshore/NASA Station	Mckee Station
Berryessa Station	Metro Station
Blossom Hill Station	Middlefield Station
Bonaventura Station	Moffett Park Station
Borregas Station	Montague Station
Branham Station	Mountain View Station
Campbell Station	Ohlone-Chynoweth Station
Capitol Station	Old Ironside Station
Champion Station	Orchard Station
Childrens Discovery Museum Station	Penitencia Creek Station
Cisco Station	Race Station
Civic Center Station	Reamwood Station
Component Station	River Oaks Station
Convention Center Station	San Antonio Station
Cottle Station	San Fernando Station
Cropley Station	Santa Clara Station
Crossman Station	Santa Teresa Station
Curtner Station	Snell Station
Diridon Station <i>(At Diridon Caltrain Station)</i>	Saint James Station
Eastridge Station (Planned)	Story Station (Planned)
Fair Oaks Station	Tamien Station <i>(At Tamien Caltrain Station)</i>
Fruitdale Station	Tasman Station
Gish Station	Vienna Station
Great America Station	Virginia Station
Great Mall Station	Whisman Station
Hamilton Station	Winchester Station
Hostetter Station	

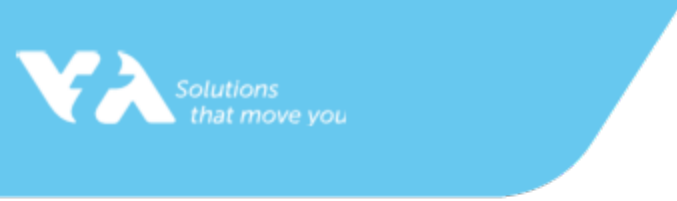


Valley Transportation Authority Transit-Oriented Community Grant Program Application **Staffing Plan Form**

Staffing Plan

Use this section to provide a description of the responsibilities for the key staff involved in the implementation and descriptions of the current roles of the staff members and leadership. Demonstrate that staff have sufficient time to dedicate to this effort or that funding should be used toward acquiring staff into those positions. Applicants may add as many rows to the table as needed.

	Key Staff Name	Role	Approximate Availability (Hours per Month)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Valley Transportation Authority Transit-Oriented Community Grant Program Application Milestones Schedule Form

Milestones Schedule

Use this section to provide project milestones and the approximate dates. Applicants may add as many rows to the table as needed. *Note: After grants are awarded, the Milestones Schedule will also serve to track progress throughout the project.*

	Milestone Description	Approximate Timing or Dates
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Valley Transportation Authority Transit-Oriented Community Grant Program Application Project Budget Form

Project Expenses

Use this section to provide expense categories. Applicants may add as many rows to the table as needed.

	Project Activity	Funding Amount	Additional Funding Planned or Secured (Y/N)	If Y, Additional Funding Amount
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
10		\$		\$

Additional Budget Notes

Use this section to provide detail for any line item in the Project Expenses table.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Organization Budget

	Total Revenue	Total Expenses
<i>Current Fiscal Year</i>	\$	\$
<i>Next Fiscal Year</i>	\$	\$

Attachment C: 2024 Evaluation Criteria for VTA's Transit- Oriented Communities (TOC) Grant

Overview

The Evaluation Criteria outlines how the Evaluation Panel will review and score applications. The Evaluation Criteria is organized into two sections:

1. *Administrative and Transit-Oriented Community Element Criteria* are intended to evaluate project readiness, capacity for implementation, and alignment with key elements of transit-oriented communities. These criteria account for approximately 40%-45% of total available points.
2. *Program Area-Specific Criteria* will be used to evaluate how well grant activities align with the goals of each Program Area. Program Area criteria make up between 55% and 60% of total available points, depending on program area.

Refer to the Notice of Funding Availability (NOFA) and companion documents for more details about each the sections, more detail is provided for individual elements of the application, all of which are reflected in the Notice of Funding Availability (NOFA) Application Resources Document.

Evaluation Criteria

1. Administrative and Transit-Oriented Community Elements (14 Maximum Points)

- **Project Organization** (4 Available Points)

Applicants must submit a Staffing Plan, a Milestones Schedule, and a Budget for the proposed project. To earn full points, applicants must provide a schedule that shows a clear path to implementation, a detailed budget that aligns with schedule milestones, and a staffing plan that includes specific staff roles, responsibilities, experience, and availability.

- **Partnerships** (2 Available Points)

Applicants must demonstrate how they will make use of partnerships and a multi-disciplinary team to conduct activities within their project. This can look like partnering with Local Agencies or CBOs to conduct any elements of the project. To earn full points, applicants must provide documentation of an existing partnership through a letter of support or other documentation.

- **Equity** (4 Available Points)

Applicants must explain how the project will incorporate equitable processes and produce equitable outcomes that align with the Equity Mission Statement. To earn full points, activities must directly result in equitable outcomes specifically targeting systematically disadvantaged or historically excluded populations.

- **Transit** (2 Available Points)

Applicants must include how the project will reduce personal auto trips through supporting the use of transit and active transportation options near VTA Stations. To earn full points, activities must clearly contribute to a shift in travel patterns away from personal auto to transit, walking, or biking.

- **Geography** (2 Available Points)

Applicants must identify the nearest existing or planned light rail, commuter rail, or VTA transit center and the distance to the project location. For Program D: Placemaking, Arts and Activation, art installations must also be within visible sight of a VTA bus stop that is located within a half-mile of transit. To earn full points, activities must be within a quarter-mile of transit stations or transit center.

Program Areas

Program Area A: Planning and Policy Implementation (20 Maximum Points)

The Program Area is intended to help Local Agencies prepare and adopt long-range planning, policies, standards and codes to increase the share of Santa Clara County's future growth equitably and sustainably within one-half mile of transit stations and corridors, and advance alignment with VTA's and MTC's Transit-Oriented Communities policies. These funds can complement grant matching.

- **A1: Alignment with Regional Policy** (8 Available Points)
Application includes activities that target alignment with MTC Transit-Oriented Communities Policy. To earn full points, applicants must also demonstrate how the project support while supporting placemaking and public life around transit.
- **A2: Advancement of TOD** (8 Available Points)
Applications include activities that result in benefit to VTA Transit-Oriented Development Projects or sites. To earn full points, activities must include zoning and/or policy changes that facilitate entitlement of mixed-use, mixed-income developments around transit.
- **A3: Alignment with VTA TOC Grant Program Goals** (4 Available Points)
Applications include: (1) activities that support placemaking and public life, or (2), and directly advance VTA Transit-Oriented Communities Grant Program Goals. To earn full points, activities must advance both of the above.

Program Area B: Community Resilience (20 Maximum Points)

The Program Area is intended to support Community-Based Organizations in playing more substantial roles in implementing balanced, equitable Transit-Oriented Communities, such as building capacity of emerging community development partners to advance affordable housing.

- **B1: Affordable Housing** (8 Available Points)
Application includes activities that contribute to the protection, preservation, or production of affordable housing. To earn full points, activities must focus on preservation of naturally occurring affordable housing.
- **B2: Anti-Displacement** (8 Available Points)
Application includes activities that mitigate displacement of small businesses or residents. To earn full points, activities must address the cost of housing and/or cost of transportation for limited-income residents and employees.

- **B3: Raise CBO Profile** (4 Available Points)

Application includes activities that include trainings and/or technical support that may increase Community-Based Organization's capacity for preservation of affordable housing. To earn full points, activities must raise profile of the applicant as a community development stakeholder.

Program Area C: Education and Engagement (16 Maximum Points)

This Program Area is intended to increase Transit-Oriented Communities leadership and equitable engagement through providing accessible information and resources that empower community members to actively participate in shaping Transit-Oriented Communities that are equitable and well-connected. This Program Area is meant to help existing public engagement programs add initiatives that bolster equity.

- **C1: Engagement** (12 Available Points)

Application includes activities that improve collaboration and empower community to co-define local programs or planning efforts by overcoming engagement barriers that limit participation of historically underrepresented groups.

Application includes activities that increase community participation in local programs or planning efforts by overcoming public engagement barriers that limit participation of historically underrepresented groups. To earn full points, activities must empower the community by directly addressing barriers that limit their ability to co-define local programs or planning efforts.

- **C2: Education** (4 Available Points)

Application includes education activities that empower community to advocate for Transit-Oriented Communities to their elected officials and decision makers. Application includes activities that inform community of benefits of and grows support for Transit-Oriented Communities. To earn full points, education activities must empower the community to advocate to local decision makers.

Program Area D: Placemaking, Arts, and Activation (16 Maximum Points)

The Program Area is intended to enhance the transit rider and overall community experience through vibrant and engaging public spaces that utilize arts and cultural expression or community beautification to foster a sense of community, encourage interaction, and promote and reinforce local culture, history or value, and positions transit stations and transit hubs as safe, accessible, attractive cultural destinations. Projects will result in improving access in and around transit stations with a focus on pedestrian comfort and experience to enhance the transit passenger environment.

- **D1: Arts and Culture** (8 Available Points)

Application includes activities that promote local artists, culture, history, or value by hosting events or programs, providing public art that aim to preserve and strengthen community identity. To be eligible for funding, art installations must meet the geography requirement and be within visible sight of a transit station, transit center or VTA bus stop. To earn full points, activities must be located in an area that lacks art and activation currently.

- **D2: Placemaking Around Transit** (8 Available Points)

Application includes activities that contribute to pedestrian experience through programs that improve pedestrian safety and comfort around transit stations and stops. To earn full points, activities must directly focus on improving safety and comfort for vulnerable populations, such as youth and seniors.