

FREQUENTLY ASKED QUESTIONS

1) *What is the benefit of holding a TAP?*

Think of a TAP as a fast-paced brainstorming session with a group of outside experts who will use their extensive professional experience to respond to a set of specific questions posed by a local government sponsor. The panel of professionals who come together to serve on a TAP are leading experts in the real estate, land use, planning and community development fields, and are hand-selected for each TAP based on the specific local challenge and on the skill sets needed to address this challenge. The multi-disciplinary nature of the panel and the quick-response nature of the TAP process often allow for new, creative ideas to be explored and vetted with a group of experts who bring “fresh eyes” to the issue. To review past TAPs conducted by ULI Washington in the National Capital Region, visit www.washington.uli.org/TAPs.

2) *What is the application process and how many ULI-COG TAPs are awarded?*

The application period is open from November 1, 2014 – December 4, 2014. All applications must be submitted by 4pm on December 4, 2014 to pdesjardin@mwkog.org and deborah.bilek@uli.org. Applications may be found by visiting <http://washington.uli.org/uli-in-action/technical-assistance-panels/uli-cog>. The application includes information about expected deliverables; panelists; partner responsibilities between ULI Washington, COG, and the applicant; timeline; and cost. There will be three ULI-COG TAPs awarded. It is our intent that at least one of the three awarded TAPs for this cycle will have a health-related emphasis.

3) *What is the typical agenda for a TAP?*

The TAP takes place over 1.5 days. On day one, the panel listens and learns. They usually tour the study area, hear a presentation from the city or county sponsor, and meet with key local stakeholders. On day two, the panel deliberates, collaborates, and develops recommendations, all of which culminate in a presentation that evening. A final written report is also developed and delivered approximately 12 weeks after the end of the TAP.

4) *What kind of stakeholder/public involvement is involved in a TAP?*

Stakeholder involvement is a key part of the TAP process. Due to the short term (1.5 days total) timeline of a TAP, ULI Washington works with the TAP sponsor (usually a city or county) to identify a group of key stakeholders whose input will be essential to the panel in addressing the local challenge. During the first day of the panel exercise, the ULI experts meet with these stakeholders and listen to their views. The broader public is usually invited to hear the panel's presentation on Day 2, and is encouraged to share feedback at that time. It is important to note that a TAP is a very short-term, exploratory exercise that usually serves as one step in a broader public planning process, which would involve more extensive public outreach.

5) *What are the roles and responsibility of the sponsor?*

The city/county sponsor will be responsible for developing a briefing book which provides the essential background information needed for the panel to tackle the assignment. In addition to staff time required to prepare the briefing book, additional time commitment is required on the part of local staff. While ULI Washington will take the lead on coordinating logistics for the 1.5 day TAP, the sponsor is responsible for providing the meeting rooms on-site, arranging to feed the Panel throughout the program, preparing an overview presentation, leading a site visit of the project area, and inviting local stakeholders to participate.

6) *What is the cost of the TAP?*

The cost to the city/county sponsor for this program is \$7,500. ULI Washington and COG will each contribute \$3,750 to cover the remainder of the TAP fee which totals \$15,000.

7) *Who should I contact for more information?*

Additional information can be found at the ULI-COG TAPs at <http://washington.uli.org/uli-in-action/technical-assistance-panels/uli-cog>. Questions may be directed to Deborah Bilek at ULI Washington via email at deborah.bilek@uli.org.