

National Capital Region Transportation Planning Board

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MEMORANDUM

TO: Technical Committee of the Transportation Planning Board

FROM: Sarah Crawford, Department of Transportation Planning

SUBJECT: Timeline for the FY 2011 TLC Technical Assistance Program and Update on the FY 2010 Transportation/Land-Use Connections (TLC) Technical Assistance Program

DATE: February 26, 2010

This memorandum presents a schedule for the FY 2011 TLC technical assistance program. The schedule and solicitation process are roughly the same as that conducted for the FY 2010 TLC Technical Assistance Program. The memorandum also provides a brief update on projects currently underway funded through the FY 2010 TLC technical assistance program. In addition, TPB staff anticipates completing a thorough evaluation of the entire TLC program by the end of FY 2010. More information about the TLC Program and the FY 2011 project solicitation process is available at the TLC website: www.mwcog.org/tlc.

FY 2011 TECHNICAL ASSISTANCE PROGRAM

TPB staff will commence the project solicitation process for FY 2011 projects in FY 2010. Beginning the technical assistance program earlier carries several benefits for the TLC program and its stakeholders. Completing project solicitation and beginning project review and selection prior to the start of the fiscal year will allow for a timeframe that accommodates larger-scale projects made possible by increased project funding levels. This same schedule was used for FY 2010 technical assistance and has created more opportunities within each of the projects for creativity and attention to detail, as consultants are not rushing to complete the projects over a four month time period. This increase in work time allows jurisdictions, consultants, and TPB staff to more diligently and comprehensively address projects by eliminating fiscal-year-related time constraints.

FY 2011 PROJECT SOLICITATION

Staff proposes that the same application requirements for technical assistance (Attachment A) be used for the FY 2011 program as were used in FY 2010 program. It is anticipated that \$220,000 from the FY 2011 UPWP funding for the TLC Program will be made available for technical assistance projects in this application cycle. MDOT is

expected to commit \$100,000 from their technical assistance account for projects in Maryland, with special emphasis on projects relating to transit-oriented development (TOD). In the FY 2011 program, technical assistance again will be provided in amounts from \$20,000 to \$60,000, with the potential for scaling applications to provide the greatest benefit for all applicants.

On March 12, 2010, the TPB will release the call for projects for the FY 2011 TLC technical assistance program, with a due date of May 12, 2010. On Thursday, April 1, 2010, at 10:00 a.m. in the first floor Training Center at COG, TPB staff will again conduct an application workshop for the TLC Program. The application workshop will provide an overview of the purpose of the TLC Technical Assistance Program, review lessons learned from past projects, detail the TLC application process, and highlight the evaluation criteria that will be used by the selection panel to review the applications. This workshop will also be accessible through webinar software. This workshop was provided for the first time during the FY 2010 solicitation and was well attended.

FY 2011 PROJECT SELECTION PROCESS

The selection process for the FY 2011 projects will mirror the process used in FY 2010. The TPB will convene a selection panel in June, chaired by non-voting TPB member Julia Koster of the National Capital Planning Commission, and will use the same evaluation criteria as FY 2010 (Attachment B). Below is a list of target organizations from which representatives would be sought for service on the selection panel:

- American Institute of Architects
- American Planning Association
- Brookings Institution
- Institute of Transportation Engineers
- Transportation Research Board
- Urban Land Institute

FY 2011 TIMELINE

The following timeline is proposed for the FY 2011 TLC technical assistance program:

- March 12, 2010: The TPB will release call for projects for FY 2011 technical assistance.
- April 1, 2010: The TPB will host an Application Workshop for jurisdictions and organizations interested in applying for FY 2011 technical assistance funding.
- May 12, 2010: TLC applications for technical assistance are due by 4:00 p.m.
- June 2010: The TPB will convene a selection panel to review and recommend projects.
- July 21, 2010: Request TPB approval for FY 2011 slate of projects.

FY 2010 TECHNICAL ASSISTANCE PROGRAM

All projects funded through the FY 2010 technical assistance program are underway. TPB staff anticipates that all projects will be completed by June 30, 2010. The following is a list of projects funded in FY 2010; more information may be found on the TLC website.

District of Columbia

- Independent Shuttle Bus Consolidation Strategy (ISBC) for the Greater Brookland Community (\$25,000)
- Golden Triangle Business Improvement District Design Standards (\$30,000)

Maryland

- Charles County, Waldorf Urban Transportation Improvement Plan (\$30,000)
- Prince George's County, Purple Line Bicycle Access and Bicycle Hub Location Study (\$30,000)
- Prince George's County (MNCPPC), Developing a Package of Interim Pedestrian Safety Measures for the New Carrollton Metro Station (\$30,000)
- Prince George's County (DPWT), Pedestrian-to-Transit Accessibility Prioritization Project (\$30,000)
- Montgomery County (MNCPPC), Trip-Generation Data for Basic Services in Smart Growth Development (\$40,000)

Virginia

- Arlington County, Multi-Use Trail Traffic Control Study (\$30,000)
- Fairfax County, Wiehle Avenue Station Multimodal Mobility Analysis (\$45,000)
- Prince William County, Harbor Station Multimodal Commuter Station (\$30,000)

TLC PROGRAM EVALUATION

Prior to the end of FY 2010, a thorough review will be conducted to evaluate the impact of the TLC program since its inception in 2007. This evaluation will comprehensively examine all the projects funded through the program to date, identifying common themes and lessons that might be further developed and shared on a regional basis. This evaluation will also review the effectiveness of the TLC website and regional clearinghouse. The goal of the evaluation will be to determine the impact the TLC program has had on the region and if future enhancements to the program can provide more effective information, service and funding opportunities to the region. In particular, the evaluation will seek to identify ways in which TLC assistance has catalyzed community planning and made local jurisdictions ready to move toward some level of implementation—next steps that may, or may not, be funded.

TLC Technical Assistance Application

APPLICATION DEADLINE FOR THE FY 2010 ROUND OF TECHNICAL ASSISTANCE: May 12, 2010
 The Technical Assistance component of the Transportation Planning Board's Transportation/Land-Use Connections (TLC) program provides focused consultant assistance to local jurisdictions working on creative plans and projects that integrate transportation and land-use planning.

Application Process:

To apply, simply fill out this form and attach:

- 1) A letter of transmittal and endorsement from the jurisdiction's chief elected official or chief administrative officer.***
- 2) A completed Project Overview form (included), that demonstrates how your projects meets TLC strategies.***
- 3) A brief description (1-2 pages) of the following:***
 - The overall scope and location of the project, and the specific service requested;***
 - How the project and requested service will benefit the applicant's community and the National Capital Region;***
 - How the project implements one or more of the TLC Program Strategies (www.mwcog.org/tlc/strategies.asp)***
 - How your jurisdiction will address recommendations that may arise from the project. This includes addressing in the application strategies for funding and implementation (if applicable); and***
 - A short description (including contact information) of how the applicant has collaborated with other agencies in developing the application.***
- 4) Please include the following information on an additional page for projects requesting greater than \$30,000 in technical assistance:***
 - Description as to how the project may be scaled to \$30,000 or less. Please provide specific details as to which aspects of the project will change and how that is reflected in the budget.***

Application Considerations:

- Any local jurisdiction in the Metropolitan Washington region that is a member of the TPB is eligible to apply. Each application should be accompanied by a letter of transmittal and endorsement from the jurisdiction's chief elected official or chief administrative officer.
- The deadline for applications for the current round of technical assistance is ***4:00 p.m. on May 12, 2010.***
- Recipients will receive short-term consultant services. Recipients will not receive direct financial assistance.
- Recipients are eligible to receive between \$20,000 and \$60,000 in technical assistance.
- Applicants are encouraged to explain how the technical assistance will enhance current efforts.
- Proposed scopes of work and budget allocations will be reviewed by a panel of industry experts based on criteria approved by the TPB. The panel will recommend a package of projects to the TPB before technical assistance resources are authorized.
- The TPB will seek to ensure that assistance is provided to a broad cross-section of jurisdictions throughout the region.
- Applicants are encouraged to work with partner agencies, including transit, land-use, transportation, state, and regional partners.
- This application form and more details about the program can be found at www.mwcog.org/tlc. For questions or more information, please e-mail TLC@mwcog.org.

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Project Name:

Jurisdiction:

Primary Contact:

Title:

Agency:

Address:

City:

State:

Zip:

Phone:

Email:

Secondary Contact:

Agency:

Phone:

Email:

Contact for Collaborating Agency (if applicable):

Agency:

Phone:

E-mail:

This application form, the questionnaire form, evaluation criteria, Frequently Asked Questions (FAQs), information about past projects, and more details about the program may be found at www.mwcog.org/tlc. For questions or more information, please e-mail TLC@mwcog.org.

Submit Applications To:

Ronald Kirby, Director of Transportation Planning
Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002-4290

or

E-mail to TLC@mwcog.org,

or

Fax to (202) 962-3202, Attn.: TLC Program

TLC TECHNICAL ASSISTANCE – PROJECT OVERVIEW
(FY 2011)

This project overview questionnaire is a required component of the application process for the FY 2011 round of technical assistance under the Transportation/Land-Use Connections (TLC) Program. More information about the application process and the TLC Program may be found on the TLC website: www.mwcog.org/tlc.

This form will provide the Selection Panel with a preview of your application submission and allow them to understand how you feel your project meets the following evaluation criteria. Please be as succinct as possible and limit your answers to the space provided.

APPLICANT/JURISDICTION:

PROJECT NAME:

LOCAL PLANNING CONTEXT

1. Please explain the long-term impact the project provides for your locality:

2. Will the project yield clearly defined implementation priorities or next steps?

Yes

No

Uncertain

3. What is your strategy for obtaining funds to follow through with the recommendations that may result from this project?

4. Explain what linkages, if any, the project creates between jurisdictions or agencies:

