



## MEMORANDUM

**TO:** Technical Committee  
**FROM:** Lamont B. Cobb, Transportation Planner  
**SUBJECT:** Transportation/Land Use Technical Assistance Program Call for Projects  
**DATE:** February 5, 2016

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On February 1, TPB staff opened the Call for Projects to the TLC Technical Assistance Program

The TPB initiated the TLC Technical Assistance Program in November 2006 to provide support to local jurisdictions as they deal with the challenges of integrating land-use and transportation planning at the community level. The program provides consultant assistance of \$30,000-\$60,000 for planning projects, and up to \$80,000 for conceptual design or preliminary engineering projects. Each year, the TPB typically funds 8- 10 projects. The program has funded 92 projects since its inception. Technical assistance may include a range of services, such as:

- Bicycle and pedestrian safety and access studies
- Complete Streets policy guidance
- Corridor and station area planning
- Design guidelines and roadway standards
- Safe Routes to School planning
- Streetscape improvement plans
- Trail planning and design
- Transit demand and feasibility assessments

Based on the recommendations of the 2016 TLC Program Evaluation, this year's Call for Projects will put greater emphasis on regional project criteria and integration with COG/TPB's other funding programs and partnerships. The TPB broadly seeks jurisdictional balance among the projects selected for technical assistance. Regional project criteria will include how well projects support the goals of the Regional Transportation Priorities Plan and Region Forward, regional Activity Centers, access to rail stations with underutilized capacity, and cross-jurisdictional collaboration.

COG/TPB staff encourage applicants to submit a joint abstract where staff will consider project ideas for both TLC Technical Assistance as well as the Urban Land Institute's Technical Assistance Panel (ULI-TAP) program.

The solicitation brochure and application are now available on the TLC webpage: [www.mwcog.org/tlc](http://www.mwcog.org/tlc). The application and more information about the ULI-TAP are available on their webpage: [washington.uli.org/what-we-do/technical-assistance-panels/](http://washington.uli.org/what-we-do/technical-assistance-panels/). The joint abstract deadline is February 25, 2016. The application deadline for TLC and ULI-TAP is April 1, 2016.

The **TLC Program** helps local governments and agencies plan and design vibrant communities, share success stories, and promote regional goals. For more information on how to apply to the different components of the program, please see the contacts below.

**TLC Technical Assistance and Regional Peer Exchange Network**

National Capital Region Transportation Planning Board  
[www.mwcog.com/tlc](http://www.mwcog.com/tlc)  
[TLC@mwcog.org](mailto:TLC@mwcog.org)

Lamont B. Cobb  
 (202) 962-3234  
[lcobb@mwcog.org](mailto:lcobb@mwcog.org)

John Swanson  
 (202) 962-3295  
[jswanson@mwcog.org](mailto:jswanson@mwcog.org)

**Transportation Alternatives Program**

District Department of Transportation  
[www.ddot.dc.gov/page/transportation-alternatives-program](http://www.ddot.dc.gov/page/transportation-alternatives-program)

Maryland State Highway Administration  
[www.roads.maryland.gov/index.aspx?pageid=144](http://www.roads.maryland.gov/index.aspx?pageid=144)

Virginia Department of Transportation  
 Local Assistance Division  
[www.virginiadot.org/business/prehancegrants.asp](http://www.virginiadot.org/business/prehancegrants.asp)

**Urban Land Institute Technical Assistance Panels**

ULI-Washington District Council  
[www.washington.uli.org/what-we-do/technical-assistance-panels/](http://www.washington.uli.org/what-we-do/technical-assistance-panels/)  
 Deborah K. Bilek  
 (240) 497-0550  
[deborah.bilek@uli.org](mailto:deborah.bilek@uli.org)

The **National Capital Region Transportation Planning Board** or TPB is the federally designated Metropolitan Planning Organization charged with coordinating transportation planning and funding for the National Capital Region. Members of the TPB include representatives of local governments, state transportation agencies, state and D.C. legislatures, and the Washington Metropolitan Area Transit Authority (WMATA).

**MEMBERS OF THE TPB**

- |                             |   |
|-----------------------------|---|
| Alexandria                  | Virginia House of Delegates                       |
| Arlington County            | Virginia Senate                                   |
| Bowie                       | Maryland Department of Transportation             |
| Charles County              | Virginia Department of Transportation             |
| College Park                | District of Columbia Department of Transportation |
| District of Columbia        | Washington Metropolitan Area Transit Authority    |
| City of Fairfax             |   |
| Fairfax County              | <i>Ex-Officio Members</i>                         |
| Falls Church                | Federal Highway Administration                    |
| Fauquier County             | Federal Transit Administration                    |
| City of Frederick           | Metropolitan Washington Airports Authority        |
| Frederick County            | National Capital Planning Commission              |
| Gaithersburg                | National Park Service                             |
| Greenbelt                   | Private Providers Task Force                      |
| Loudoun County              |   |
| Manassas                    |   |
| Manassas Park               |   |
| Montgomery County           |   |
| Prince George's County      |   |
| Prince William County       |   |
| Rockville                   |   |
| Takoma Park                 |   |
| Maryland House of Delegates |   |
| Maryland Senate             |   |

**National Capital Region Transportation Planning Board**  
 777 North Capitol St, NE Suite 300  
 Washington, DC 20002  
 (202) 962-3000  
[www.mwcog.org/tpb](http://www.mwcog.org/tpb)



**TRANSPORTATION/  
 LAND-USE  
 CONNECTIONS  
 PROGRAM**



The Transportation Planning Board's (TPB) Transportation/Land Use Connections (TLC) program is designed to promote regional policy goals, assist local jurisdictions as they work through local planning challenges, and share success stories and proven tools with local governments and agencies across the region.

Since 2007, the TPB has worked with nearly every jurisdiction in the National Capital Region through the TLC technical assistance program, the Transportation Alternatives Program, and the regional peer exchange network. TLC also includes a partnership with the Washington District Council of the Urban Land Institute through its Technical Assistance Panels.

## PRIORITIES

- **Regional Goals:** TLC will promote regional transportation and land use goals as stated in the TPB's *Regional Transportation Priorities Plan* as well as the Council of Governments' *Region Forward* plan.
- **Activity Centers:** TLC will support projects that improve circulation within or connections between regional Activity Centers.
- **Access to Transit:** TLC will improve station access to the region's Metrorail and commuter rail stations, with emphasis on those identified in the TPB's 2012 Station Access study.
- **Cross-Jurisdictional Collaboration:** TLC will facilitate projects that cross multiple jurisdiction borders or address common issues across several jurisdictions.

The **Technical Assistance Program** provides consultant services to local jurisdictions working on creative, forward-thinking, and sustainable plans and projects. The TPB provides consultant assistance of \$30,000 to \$60,000 for planning, and up to \$80,000 for up to 30 percent design. Projects recipients must be TPB member local jurisdictions or area organizations partnering with TPB member jurisdictions. Since 2007, the TPB has funded over \$3 million in technical assistance for 92 planning and design projects. Technical assistance may include a range of services, such as:

- **Bicycle and pedestrian safety and access studies**
- **Complete Streets policy guidance**
- **Corridor and transit station area planning**
- **Design guidelines and roadway standards**
- **Project scoping and visioning**
- **Safe Routes to School planning**
- **Streetscape improvement plans**
- **Transit-oriented development studies**

Through the **Transportation Alternatives Program**, the TPB allocates federal grant funding for capital improvements considered alternative to traditional highway construction. The TPB works with the District of Columbia, Maryland and Virginia to coordinate each state's application process in the region. The TPB strongly encourages applications that support TLC program priorities, Safe Routes to School, and other multimodal transportation including bicycle/pedestrian facilities and non-motorized access improvements projects. Applicants must provide a 20 percent match. Projects should be in final engineering and design phases.

The **Regional Peer Exchange Network** provides opportunities for planners across the region to share and discuss best practices and innovative ideas stemming from successful TLC projects and regional planning issues. The Network includes webinars, forums, site visits and other means of connecting the region's planners and promoting collaboration around TLC-related topics.

[www.mwcog.org/](http://www.mwcog.org/)



Designing a new streetscape for 19th Street to address land-use and stormwater issues in Downtown DC.



Planning a multi-use trail to connect suburban communities with Metrorail Stations and promote safety and health for Prince George's County, MD.



Supporting the expansion of Capital Bikeshare in suburban Activity Centers like Reston in Fairfax County, VA.

The **Urban Land Institute's Technical Assistance Panels** gather senior level development experts from ULI to provide focused, market-level feedback for local development and/or land-use issues. ULI-Washington and COG have partnered to select and support three technical assistance panels per year for projects located in Activity Centers. Under this partnership, applicants must be local governments and are eligible to pay a reduced rate. ULI-Washington has hosted past Technical Assistance Panels at Rhode Island Avenue in DC, Falls Church, VA, and Glenmont Shopping Center in Montgomery County, MD.



Urban Land  
Institute  
Washington

[www.washington.uli.org/  
uli-in-action/technical-  
assistance-panels/](http://www.washington.uli.org/uli-in-action/technical-assistance-panels/)

**DESCRIPTION**

The project abstract form is for applicants seeking technical assistance through the National Capital Region Transportation Planning Board's TLC program or a from ULI-Washington's Technical Assistance Panels. Project abstracts are not a requirement for either program, but potential applicants are strongly encouraged to provide an abstract. COG/TPB staff will review the abstracts and provide applicants with feedback toward final application submissions for either program.

For more information about both programs, click [TLC](#) and [ULI-TAP](#)

**CONTACT INFORMATION**

Jurisdiction:	Contact Name:	
Title:	E-mail:	Phone:

**PROJECT INFORMATION**

Project Name:	Indicate your program of interest (check one or both):
	<input type="checkbox"/> <b>TLC TECHNICAL ASSISTANCE</b> <input type="checkbox"/> <b>ULI-TAP</b>
If TLC, indicate the type of project (check one) and amount of requested funding:	
<input type="checkbox"/> <b>PLANNING</b>	<input type="checkbox"/> <b>DESIGN:</b> <b>REQUESTED FUNDING:</b>

**PROJECT ABSTRACT**

Describe your request for assistance with this project and explain the need or issue behind it (100-300 words):

# TLC FY 2017 PROJECT APPLICATION

## TRANSPORTATION/LAND USE CONNECTIONS

TECHNICAL ASSISTANCE

Submit completed applications to [TLC@mwkog.org](mailto:TLC@mwkog.org) by Friday, April 1, 2016 at 4:00 pm. For questions or comments: Lamont B. Cobb (202) 962-3234 [www.mwkog.org/tlc](http://www.mwkog.org/tlc) [TLC@mwkog.org](mailto:TLC@mwkog.org)

### APPLICATION CONSIDERATIONS

Any local jurisdiction in the National Capital region that is a member of the Transportation Planning Board is eligible to apply. Non-profits and non-member jurisdictions in the region may apply as secondary recipients to a TPB member jurisdiction. Recipients will receive short-term consultant services and no direct financial assistance. Projects are eligible to receive between \$30,000 and \$60,000 in technical assistance for planning projects and up to \$80,000 for design projects. **Applicants are strongly encouraged to submit an abstract by the February 25, 2016 deadline.**

A selection panel of industry experts and COG/TPB staff reviews applications. The panel will recommend a slate of projects to the TPB before technical assistance resources are authorized.

The TPB seeks to ensure that technical assistance is provided to a broad cross-section of jurisdictions throughout the region. Additional funds are provided for Maryland projects.

For more information, visit [www.mwkog.org/tlc](http://www.mwkog.org/tlc) or e-mail [TLC@mwkog.org](mailto:TLC@mwkog.org).

### Solicitation Schedule

Application Period Opens	February 1, 2016
Abstracts Due	February 25, 2016
Applications Due	April 1, 2016
TPB receives Selection Panel recommendations & COG/TPB Staff notifies applicants	May 2016
Consultant Selection	August 2016
Contracting Process	September - October 2016
Project Kick-off Meetings	Fall 2016

### TYPES OF TECHNICAL ASSISTANCE

#### PLANNING

##### \$30,000 - \$60,000 IN FUNDING

Planning projects categories may include (but are not limited to):

- Bicycle and pedestrian safety and access studies
- Complete Streets policy guidance
- Corridor and transit station area planning
- Design guidelines and roadway standards
- Project scoping and visioning
- Safe Routes to School planning
- Streetscape improvement plans
- Trail planning and design
- Transit demand and feasibility analysis
- Transit-oriented development studies

#### DESIGN

##### UP TO \$80,000 IN FUNDING

Design projects can cover any of the planning project categories, but should be projects that have undergone a local planning process. These projects are ready for focused conceptual design or preliminary engineering work. TLC funds can help projects reach the 30 percent design phase. 30 percent design project items may include (but are not limited to):

- Cost estimates of improvements
- Engineering systems description and analysis
- Preliminary or schematic drawings with site plans and elevations
- Rendering of site massing, elevation, or facility interior/exterior spaces
- Site survey

TLC design projects may not fully reach the 30 percent design phase based on available funds.



## PLANNING APPLICATION CHECKLIST

- Completed application form
- Letter of endorsement from chief elected official or chief administrative officer
- Detailed area map (if applicable to project) on 8.5" x 11" showing project location, Activity Centers, major transportation facilities, jurisdiction boundaries, title, scale, north arrow and legend. **(1 page)**
- Brief project description including the following **(2-3 pages)**:
  - Overall scope and requested service;
  - Benefits to applicant's local community and the region;
  - Connections to regional policies and priorities, such as the Regional Transportation Priorities Plan and Region Forward;
  - Strategies to address recommendations from the project, as well as provide for future planning, funding and implementation;
  - Collaboration with other agencies and/or jurisdictions;
  - Integration of public input and community support for future funding and implementation decisions.

For applications requesting over \$30,000:

- Detailed description of how the project might be scaled down if not fully funded **(1 page)**

## DESIGN APPLICATION CHECKLIST

- Completed application form
- Letter of endorsement from chief elected official or chief administrative officer
- Brief project description including the following **(3-4 pages)**:
  - Overall scope, location, and the specific design service requested;
  - Benefits to the applicant's community and region;
  - Connections to regional policies and priorities, such as the Regional Transportation Priorities Plan and Region Forward;
  - Why the 30 percent design work for this project cannot be otherwise funded;
  - Strategies to complete design components after technical assistance and seek future funding for implementation;
  - Prior planning or study of design concept, including results of public participation process;
  - Collaboration with other agencies and/or jurisdictions throughout the planning study and in preparation for funding and implementation (include their contact information).
- Supporting Graphic Materials **(3-4 pages)**:
  - A map of the previous planning project area on an 8.5" x 11" page that identifies the specific location of the design work to be conducted, Activity Centers, jurisdiction boundaries, title, scale, north arrow and legend;
  - Photographs of current conditions of the specific location for the design work;
  - Graphics depicting the desirable outcome of the project as developed through a previously completed planning study.



**TLC** **FY 2017 PROJECT APPLICATION**  
**TRANSPORTATION/LAND USE**  
**CONNECTIONS**  
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[TLC@mwkog.org](mailto:TLC@mwkog.org)

**CONTACT INFORMATION**

Project Name:

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Jurisdiction:

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Requested Funding:

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Primary Contact:

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Position:

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Agency:

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E-mail:

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Phone:

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Secondary Contact:

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Position:

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Agency:

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E-mail:

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Phone:

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Collaborating Agency Contact (if applicable):

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Position:

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Agency:

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E-mail:

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Phone:

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Implementing Agency Contact (if applicable):

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Position:

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Agency:

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E-mail:

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Phone:

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This application form, the project overview form, evaluation criteria, Frequently Asked Questions (FAQs), information about past projects, and more details about the program may be found at [www.mwkog.org/tlc](http://www.mwkog.org/tlc).



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TLC@mwkog.org

**PROJECT DESCRIPTION**

1. Provide a brief project description (1-3 sentences):

2. Describe the final product resulting from this project (1-2 sentences):

3. Explain what linkages this project creates between agencies or jurisdictions (1-2 sentences):

4. Explain how this project will create clearly defined priorities or next steps (1-2 sentences):

**LOCAL CONTEXT**

5. Explain any prior or planned public outreach/ participation involved with this project (1-2 sentences):

6. Explain how the project will address transportation and land use issues specific to the local community (1-3 sentences):

**Jurisdiction:**

.....

**Project Name:**

.....

**Requested Funding:**

.....

**Indicate your project type:**

**PLANNING**       **DESIGN**

**Indicate whether project is new or update to existing study/design:**

**NEW**       **UPDATE**

**Check here if your project previously received support through TLC or ULI-TAP.**





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**TRANSPORTATION/LAND USE**  
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TLC@mwcog.org

**REGIONAL GOALS AND PRIORITIES**

7. Note how the project supports or advances the transportation and land use goals of the Regional Transportation Priorities Plan and Region Forward (Check all that apply):



**MULTIMODAL TRANSPORTATION OPTIONS**

Provides, enhances, supports, or promotes the following:

(Please answer meaningfully and specific to your project):

- Planning and implementation of bicycle and pedestrian facilities
- Access and safety improvements to transit stops and stations
- Streetcars, bus rapid transit and other transit alternatives
- Complete Streets-related improvements
- Safe Routes to School planning
- Accessibility for disadvantaged groups, including low income, disabled persons, underrepresented racial/ethnic minorities, and persons with limited English proficiency

If your project is near a rail, streetcar, BRT or other transit station, identify below:

Is this one of the 25 stations identified in the 2012 Station Access study?  YES  NO

**DIVERSE, MIXED USE COMMUNITIES**



Enhances or supports regional Activity Centers and local communities:

- Concentrating growth of jobs and households
- Access to jobs and/or affordable housing for disadvantaged groups
- Mixed-use, compact development

If your project is located in one or more Activity Centers, identify below:

- Begins or ends in an Activity Center
- Connects two or more Activity Centers
- Promotes non-motorized travel within one or more Activity Centers

8. Explain what lessons learned or models the project can provide for the region (1-3 sentences):

**DESIGN SUPPLEMENT**

Complete these questions for design projects only.

9. Explain strategies identified for funding and implementation of future design components for the project (1-2 sentences):

10. Will your project require a site survey?  YES  NO  UNCERTAIN

