

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 2012 Transportation/Land-Use Connections (TLC) Technical Assistance Program and Regional Peer Exchange Network

DATE: March 4, 2011

This memorandum presents the schedule for the FY 2012 Transportation/Land-Use Connections (TLC) technical assistance program. TPB staff has revised the project solicitation process based on feedback from the TPB and the TLC Selection Panel. The memorandum also provides an outline of the proposed FY 2012 work program for a new component of the TLC Program: the Regional Peer Exchange Network. More information about the TLC Program and the FY 2012 project solicitation process is available at the TLC website: www.mwcog.org/tlc.

FY 2012 TECHNICAL ASSISTANCE PROGRAM

The FY 2012 TLC technical assistance program will commence with the release of the call for projects on March 1. There are two amendments to the technical assistance program detailed below: an abstract review process midway through the project solicitation and an additional \$30,000 from MDOT for technical assistance projects.

FY 2011 PROJECT SOLICITATION

The call for projects for technical assistance under the FY 2012 TLC Program was released on March 1, 2011. The application requirements are the same as those used for the FY 2011 solicitation with one exception. The application form now includes an entry for implementing agency contact information, if applicable. As discovered during the evaluation of the TLC Program (presented to the Technical Committee in January 2011), many of the TLC projects yield small-scale implementation recommendations. Including this information in the application will show that the applicant has discussed the project concept with the implementing entity.

The FY 2012 will include an additional enhancement to the application process based on feedback from the TPB and TLC Selection panel. Applicants will have the option to submit an abstract of their project proposals midway through the project solicitation. The purpose is to allow the TPB staff to review an application concept and provide feedback before the applicant

submits their final application. Feedback will include suggestions from staff on ideas for how to strengthen the project concept and create a more compelling application submission. This optional abstract process formalizes a role TPB staff has played in that past in terms of providing feedback on application ideas. The benefit of including the abstract process in the middle of the project solicitation is to encourage applicants to think about project ideas earlier so as not to create a rush on TPB staff in the days prior to the application due date. Additionally, the abstract process allows TPB staff to see if there are any gaps in project topics or regional representation so that staff may tailor additional outreach related to the project solicitation. The TLC Selection Panel will not be involved in the abstract process.

It is anticipated that \$220,000 from the FY 2012 UPWP funding for the TLC Program will be made available for technical assistance projects in this application cycle. MDOT is expected to commit \$130,000 from their technical assistance account for projects in Maryland, with special emphasis on projects relating to transit-oriented development (TOD). Technical assistance 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 1, 2011, the TPB released the call for projects for the FY 2012 TLC technical assistance program, with a due date of May 18, 2011. On Friday, March 18, 2011, at 2:00 p.m. in Room 1 on the first floor at MWCOG, TPB staff will 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 (including the new abstract element), 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.

FY 2012 PROJECT SELECTION PROCESS

The TPB will again draw upon the expertise of the TLC Selection Panel to review the FY 2012 applications and recommend a slate of projects for TPB approval. The selection panel will meet in June, chaired by non-voting TPB member Julia Koster of the National Capital Planning Commission. Below is a list of organizations from which representatives will be sought for service on the selection panel:

- American Institute of Architects
- American Planning Association
- Institute of Transportation Engineers
- Transportation Research Board

FY 2012 TIMELINE

The following timeline is proposed for the FY 2012 TLC technical assistance program:

- March 1, 2011: The TPB released the call for projects for FY 2012 TLC technical assistance.
- March 18, 2011: The TPB will host an Application Workshop for jurisdictions and organizations interested in applying for FY 2012 technical assistance funding.
- March 31, 2011: TLC Abstracts are due by 4:00 p.m.
- April 15, 2011: TPB staff will provide feedback to applicants on abstract submissions.
- May 18, 2011: TLC applications for technical assistance are due by 4:00 p.m.
- June 2011: The TPB will convene the TLC Selection Panel to review and recommend projects.
- July 8, 2011: The TPB Technical Committee will be briefed on the FY 2012 slate of projects.
- July 20, 2011: Request TPB approval for FY 2012 slate of projects.

TLC REGIONAL PEER EXCHANGE NETWORK

The FY 2012 TLC Program will include a new component: the Regional Peer Exchange Network. The impetus for this network is based on input from past TLC technical assistance recipients, the TLC Selection Panel, and recommendations from the Assessment of the TLC Program completed by Reconnecting America. The goal of the regional peer exchange network is to provide a variety of opportunities and media through which to communicate information and best practices on TLC topics. TLC technical assistance recipients have requested an opportunity to share information about their projects and, in turn, learn about TLC best practices from other projects. The purpose of this network is to provide an opportunity for this information exchange to occur. In FY 2012, TPB staff will test a variety of techniques for facilitating information sharing.

REGIONAL PEER EXCHANGE FORUM

The kickoff event for the network will be the Regional Peer Exchange Forum, which will occur on September 16, 2011. The forum will provide an opportunity for TLC grant recipients, consultants, stakeholders, and other interested individuals to share information on TLC topics generated through the technical assistance program. One of the goals of the forum will be to learn from TLC Program stakeholders about key TLC issues on which they want more information. An objective of the forum will be to generate a list of key TLC topics on which to focus additional peer exchange opportunities and inform the future development of the TLC Program. The forum will be a half-day event and will be held at COG. The format is likely to include a plenary panel that will discuss general TLC opportunities across the region, several

breakout sessions that are topic specific, and a brainstorming session on TLC topics that are of regional interest and could benefit from further study.

REGIONAL PEER EXCHANGE OPPORTUNITIES

TPB staff will arrange additional peer exchange opportunities based on information gathered at the forum. Such opportunities may include:

- A peer exchange webinar series on TLC topics of interest both highlighted in past TLC projects and generated by the forum.
- An online information exchange to provide TLC stakeholders a central location to share information about TLC best practices in their communities, list topics about which they would like to learn more, and solicit additional ideas for peer exchange network events.

Other techniques for peer exchange may include: providing professional credit for participating in workshops; partnerships with other organizations to reach a broader audience, such as jointly hosting an exchange event or inserting an exchange event into a regularly scheduled outreach session of another organization; a mobile workshop to tour several TLC project locations; and video communications from TPB staff posted on the TLC website.

TLC Technical Assistance Application

APPLICATION DEADLINE FOR THE FY 2012 ROUND OF TECHNICAL ASSISTANCE: May 18, 2011

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 endorsement from the jurisdiction's chief elected official or chief administrative officer.**
- 2) A completed Project Overview form.**
- 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 your jurisdiction will address recommendations that may arise from the project. This includes addressing strategies for funding and implementation; 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:**
 - **A detailed description of 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 and project process.**

Applicants are strongly encouraged to submit an abstract of their project for review by TPB Staff.

Deadline: 4:00 p.m. on March 31, 2011.

Application Considerations:

- Any local jurisdiction in the Metropolitan Washington region that is a member of the TPB is eligible to apply. Each application must be accompanied by a letter of endorsement from the jurisdiction's chief elected official or chief administrative officer.
- The deadline for applications for the FY 2012 round of technical assistance is **4:00 p.m. on May 18, 2011.**
- 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 build upon 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 slate 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 other agencies, including transit, land-use, transportation, state, and regional partners.
- This application form and more details about the program can be found at www.mwcoq.org/tlc. For questions or more information, please e-mail Sarah Crawford at scrawford@mwcoq.org.

TLC Technical Assistance Application

APPLICATION DEADLINE FOR THE FY 2012 ROUND OF TECHNICAL ASSISTANCE: May 18, 2011

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.

Jurisdiction: _____ Funding Request: \$ _____

Project Name: _____

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: _____

Contact for Implementing 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 Your Application One of Three Ways:

- 1) Sarah Crawford, TLC Program
Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002-4290
- 2) E-mail to TLC@mwcog.org,
- 3) Fax to (202) 962-3202, Attn.: TLC Program

TLC TECHNICAL ASSISTANCE – PROJECT ABSTRACT
(FY 2012)

The TLC Technical Assistance Project Abstract is a new component of the application process for the FY 2012 round of technical assistance under the Transportation/Land-Use Connections (TLC) Program. TPB staff will review the abstract and provide the applicant with feedback towards the final application submission. The project abstract is not a requirement of the TLC application process, however potential applicants are strongly encouraged to provide an abstract. More information about the application process and the TLC Program may be found on the TLC website: www.mwcog.org/tlc.

Abstracts are due to Sarah Crawford (scrawford@mwcog.org) by **4:00 p.m. Thursday, March 31, 2011**.

JURISDICTION: _____	
PROJECT NAME: _____	
CONTACT NAME/TITLE: _____	
CONTACT E-MAIL: _____	
CONTACT PHONE: _____	FUNDING REQUESTED: \$ _____

PROJECT ABSTRACT:

Please explain your project concept below. Use only the space provided and touch on the following items: what is being requested, why are you requesting assistance, and how will it be implemented.

TLC TECHNICAL ASSISTANCE

PROJECT OVERVIEW

(FY 2012)

www.mwcog.org/tlc

JURISDICTION: _____

PROJECT NAME: _____

FUNDING AMOUNT REQUESTED: \$ _____

This project overview questionnaire is a required component of the application process for the FY 2012 round of technical assistance under the Transportation/Land-Use Connections (TLC) Program. This form will provide the TLC 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**.

LOCAL PLANNING CONTEXT

1. In two or three sentences, please provide a brief project description:

2. In one sentence, please describe the final product that will result from this project:

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

Yes

No

Uncertain

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

REGIONAL MODELS:

1. Explain what lessons-learned or models the project will provide for the region:

2. Please select which TLC Strategy (www.mwcog.org/tlc/strategies.asp) the project addresses:

Integrate Transportation and Land-Use Planning at All Scales

Build and Plan for Communities Today and in the Future with a Mix of Jobs, Housing, and Civic Uses

Develop Housing Affordable for a Range of Incomes around Regional Transit Networks

Foster Public Involvement in Planning Transportation Choices and Great Places

Broaden Regional Mobility Choices and Improve Safety and Access for Alternative Modes

Maximize Existing Investments and Effectively Link New Infrastructure by Focusing Development Around Transit

Improve the Health of Communities and the Environment through Development