



MEMORANDUM

TO: TPB Technical Committee
FROM: Lamont B. Cobb, Transportation Planner
SUBJECT: Transportation/Land Use Technical Assistance Call for Projects and Program Updates
DATE: February 3, 2017

The Transportation/Land Use Connections Program (TLC) aims to support local jurisdictions plan and design vibrant communities, share success stories, and promote regional policy goals. TLC has three integrated program components: TLC Technical Assistance, the federal Transportation Alternatives/Surface Transportation Program Set-Aside (TAP), and the Peer Exchange Network (TLC PeerX).

The TPB opened the Call for Projects for FY 2018 TLC Technical Assistance on Wednesday, February 1, 2017. Project work for the FY 2017 technical assistance projects began in Fall 2016 and will continue through May 2017.

FY 2018 CALL FOR PROJECTS

On February 1, the TPB opened the call for projects for TLC Technical Assistance. TLC Technical Assistance, one of three components of the TLC program, is designed to support local TPB member jurisdictions as they deal with the challenges of integrating land use and transportation planning at the local level. Technical assistance is provided through paid consultant services and awarded through a competitive selection process.

TLC Technical Assistance provides \$30,000-\$60,000 for planning projects, and up to \$80,000 for conceptual design or preliminary engineering projects. When approved, the FY 2018 UPWP is expected to include \$260,000 for TLC Technical Assistance projects from the UPWP Core Program, along with \$160,000 in additional funds from Maryland’s Technical Assistance account in the UPWP. Each year, the TPB typically funds 8- 10 projects. The program has funded 100 projects with almost \$4 million in funding since 2007.

The application process will proceed as follows:

Application Period Opened	Optional Abstracts Due	Applications Due	Selection Panel reviews applications	TPB approves projects based on Selection Panel recommendations
February 1, 2017	February 24, 2017	April 3, 2017	April – May 2017	May 17, 2017

All of the TPB’s local member jurisdictions are eligible to submit applications, and the program has supported a diverse array of projects across the region. Non-TPB members may submit as secondary applicants with TPB members. TLC Technical Assistance projects should be creative, forward

thinking, and sustainable. Transit-oriented development analysis, affordable housing, bikeshare feasibility, and traffic demand management, are a few of the topics of past technical assistance projects. Planning projects can cover any aspect of the planning process, from scoping and visioning, to stakeholder outreach, data collection, or conceptual planning. Design projects take improvements from previously completed local plans to the 30% design and preliminary engineering stages.

A selection panel will review and select projects to recommend to the TPB. The selection panel will evaluate applications based on the following criteria: the goals of the *Regional Transportation Priorities Plan* and COG's *Region Forward*, cross-jurisdictional collaboration, access to transit, and diversity and equity issues. The selection panel will review how applicants define the context around their local planning issues and how technical assistance will help address it. The selection panel's final recommendations to the TPB will reflect these priorities, as well as represent a geographic balance of the diverse communities in the TPB's planning area.

COG/TPB staff encourages applicants to submit an optional joint abstract where TPB 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 application and more information about the ULI-TAP are available on their webpage: washington.uli.org/what-we-do/technical-assistance-panels/.

The solicitation brochure and application are now available on the TLC webpage: mwcog.org/tlc. The joint abstract deadline is February 24, 2017 at 4pm. Submit your abstract to TLC@mwcog.org.

The application deadline for both TLC and ULI-TAP is April 3, 2017 at 4pm. Submit your technical assistance applications in .pdf to TLC@mwcog.org. Submit ULI-TAP applications in .pdf to pdesjardin@mwcog.org or Deborah.bilek@uli.org.

FY 2017 TECHNICAL ASSISTANCE UPDATE

On May 18, 2016, the TPB approved eight projects for TLC Technical Assistance from the FY 2017 UPWP. TPB staff spent the summer and fall coordinating a selection process for consultants, including refining project scopes, reviewing consultant proposals, and drafting and executing contracts. Kickoff meetings for the projects occurred between October and November 2016. The following is a summary of current project work:

District of Columbia - Metrorail Walkshed Improvement Project

This project builds off of the TPB and WMATA's efforts to determine small-scale improvements to increase ridership at the Congress Heights, Naylor Road, and Southern Avenue Metrorail Stations. The consultant is working with stakeholders from the District of Columbia, TPB, and Prince George's County to review draft maps of the station areas and prepare for field visits later this month.

City of Falls Church - West Falls Church Transportation Study

The project will look at land use and transportation plans for the City's new "boundary adjustment" area, incorporating new access to the West Falls Church Metrorail station, an existing school, and connections to the rest of the city. The consultant has finished reviewing relevant state and local plans, as well as conducted best practices research from peer areas. They have initiated a travel preferences survey of school students and staff, as well as scheduled traffic counts data collection.

City of Frederick - Golden Mile Multimodal Enhancement Plan 30% Design

The project will provide pre-engineering services to convert an existing right turn lane into a right turn/bus only lane, with bus stops, shelters and preliminary improvements. The consultant has prepared typical sections, cross sections, and concept designs for the City and other stakeholders to review. The consultant will use feedback from stakeholders to advance designs into draft plans.

City of Greenbelt – Senior Mobility and Accessibility Needs and Barriers Study

This study will use focus groups, surveys, and stakeholder feedback to develop recommendations to improve mobility and accessibility for the city’s seniors. The consultant has completed a focus group and the first round of a survey of the city’s seniors. The consultant will refer back to stakeholders for the second round of survey dissemination.

City of Manassas – Streetscape Design Standards for Mathis Avenue

This project will build off of previous local planning efforts to enhance the streetscape of the commercial corridor along Mathis Avenue. The consultant has presented its initial drawings and designs for stakeholder review, including five different street sections.

Montgomery County – Bus Rapid Transit Station Design

This project will create standard requirements of conceptual designs for the County’s future BRT stations. The consultant has prepared draft prototypes that will be presented to stakeholders, and the County’s existing citizen advisory groups.

Prince William County - Mixed-Use Connectivity and Multimodal Connectivity around Future VRE Stations

This project will examine land use and transportation improvements around a proposed VRE expansion into Gainesville and Haymarket. The consultant is working to revise the project scope, as both VRE and Prince William County reassess the feasibility of the rail extension.

City of Takoma Park – New Avenue Bikeway

This project will create preliminary designs and cost estimates for a proposed protected bike lane along a segment of New Hampshire Avenue in Takoma Park. The consultant has completed 15% layout for review by City staff. Initial review and field visits, with a larger review from all project stakeholders, will occur later this month.

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

TAP provides reimbursable federal aid through the Surface Transportation Program, and the 2015 FAST act suballocates funds to the TPB for project selection in Suburban Maryland, Northern Virginia and the District of Columbia. The TPB has designated TAP as a component of the TLC program. TAP allows the region the opportunity to encourage TAP projects that support TLC priority criteria. TPB staff works with the state departments of transportation in each of our member states to solicit and review projects.

Virginia

The Local Assistance Division of the Virginia Department of Transportation solicited TAP projects between August and November 2016. TPB staff is currently reviewing project submissions from Northern Virginia and will convene a selection panel to present recommendations to the TPB later this spring 2017.

Maryland

TAP applications from Suburban Maryland are due to the Maryland State Highway Administration (SHA) on May 15, 2017. TPB staff will convene a selection panel, coordinate project review with SHA, and submit funding recommendations to the TPB in summer 2017.

District of Columbia

TPB staff is coordinating with the District Department of Transportation for their upcoming TAP solicitation in Summer 2017.

For More Information

Please contact Lamont Cobb at 202-962-3234 or lcobb@mwkog.org for any questions or comments regarding the upcoming solicitation, FY 2017 technical assistance projects, or the Transportation Alternatives Program.

2017 TECHNICAL ASSISTANCE PANEL (TAP) NOTICE OF FORTHCOMING APPLICATION

Program Description

Technical Assistance Panels (TAPs) are one of ULI Washington's signature programs, where a panel of 10-12 senior-level experts work over a concentrated timeline to evaluate and provide market-based feedback on a local development or land use challenge. Panelists are selected from over 2,100 members in the Metropolitan Washington Area based on needed skillsets and expertise to address the problem at hand. Panel member expertise typically includes developers, property owners/managers, investors, designers, planners, engineers, market and financial analysts, as well as members of the public sector. The panel takes place over 1.5 days, with a report of recommendations completed thereafter.

Through a strategic partnership, ULI Washington and COG will deliver three TAPs in COG-designated Activity Centers between June 2017 - June 2018. These TAPs will focus on identifying priority, catalytic strategies to maximize the impacts of investments in Activity Centers and throughout our region. ULI and COG recognize that communities around the region face pressing challenges related to housing affordability. Therefore, TAP applications that include the opportunity to address challenges associated with housing affordability will be given preference.

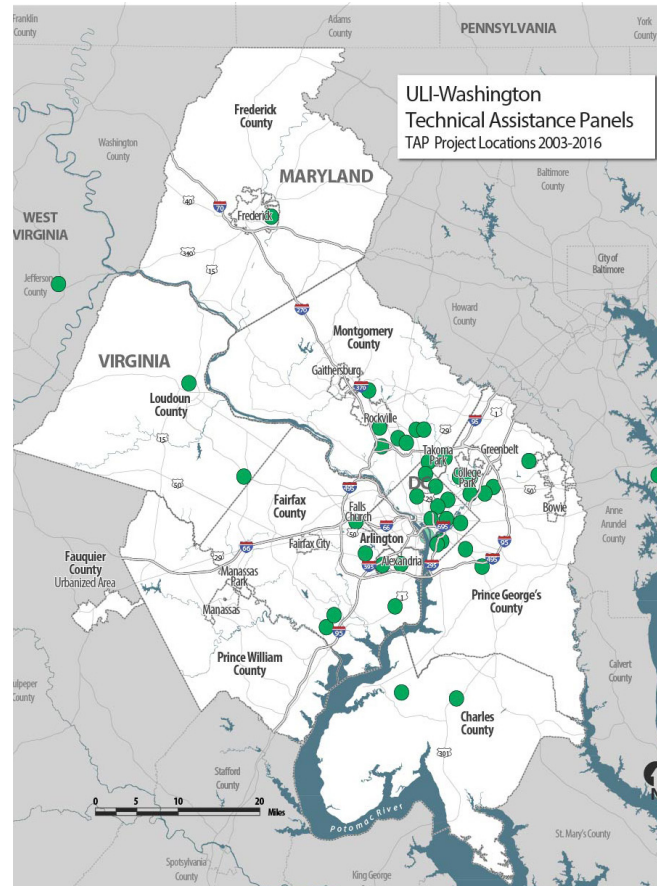
Cost of the TAP

A typical TAP costs \$20,000; TAPs selected through this partnership are reduced by 50%. The cost to the city/county sponsor for this program is \$10,000. **For those sponsors who are selected, ULI Washington will offer a one-year complementary Public Agency Membership Package to ULI. Of note, this membership package includes:**

- One full membership and two associate memberships;
- Allows memberships to be transferred to other employees within the Public Agency;
- Should you wish to add additional individuals as members, ULI can offer a reduced rate of \$100 under this membership package.

Application Process

The application period is open from February 1, 2017 – April 3, 2017. All applications must be submitted by 4pm on April 3, 2017 to pdesjardin@mwkog.org and deborah.bilek@uli.org. Applications may be found by visiting <http://washington.uli.org/what-we-do/technical-assistance-panels/uli-cog/>? Projects will be selected in May 2017 and scheduled upon selection, based on needs of the applicant.



2017 TECHNICAL ASSISTANCE PANEL (TAP) NOTICE OF FORTHCOMING APPLICATION

FREQUENTLY ASKED QUESTIONS

1) What is the benefit of holding a TAP?

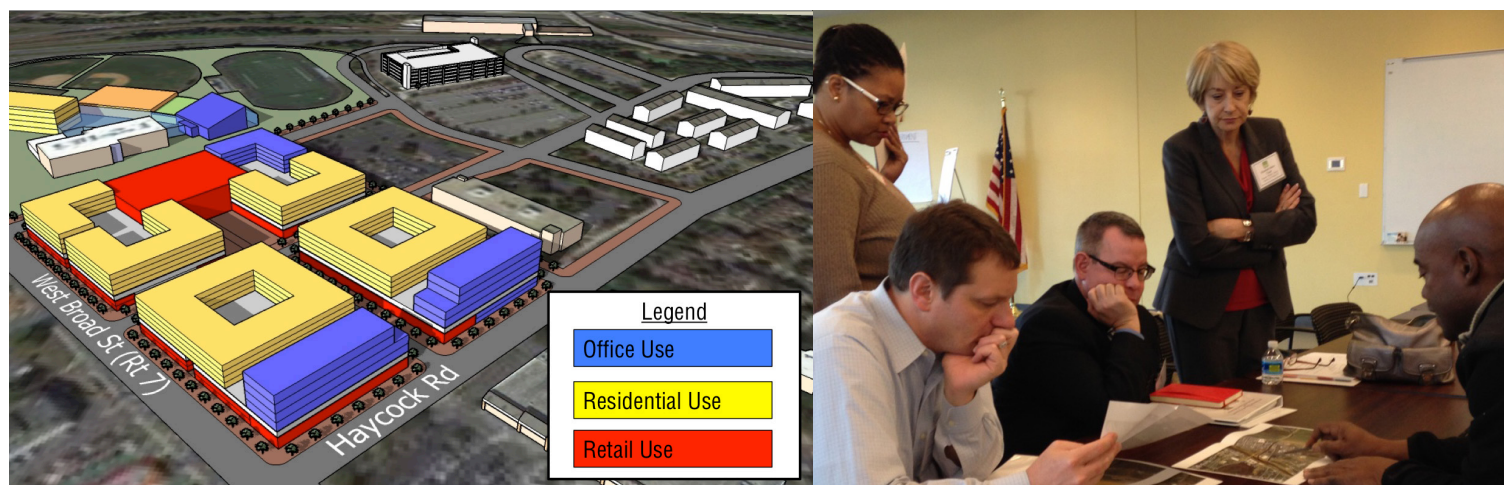
Think of a TAP as a fast-paced brainstorming session with a group of outside experts who will use their extensive professional experience to respond to a set of specific questions posed by a local government sponsor. The panel of professionals who come together to serve on a TAP are leading experts in 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 Metropolitan Washington Area, visit www.washington.uli.org/TAPs.

2) 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 will 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.

3) 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.



DESCRIPTION

The project abstract form is for applicants seeking technical assistance through the Transportation Planning Board's TLC Technical Assistance or from the ULI Washington's Technical Assistance Panels. Project abstracts are not a requirement for either program, but potential applicants are strongly encouraged to submit them. 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"/> TLC TECHNICAL ASSISTANCE <input type="checkbox"/> ULI-TAP
If TLC, indicate the type of project (check one) and amount of requested funding:	
<input type="checkbox"/> PLANNING	<input type="checkbox"/> DESIGN REQUESTED FUNDING:

PROJECT ABSTRACT

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

TLC FY 2018 PROJECT APPLICATION

TRANSPORTATION/LAND USE CONNECTIONS

TECHNICAL ASSISTANCE

Submit completed applications to TLC@mwkog.org by Friday, April 3, 2017 at 4:00 pm. For questions or comments: Lamont B. Cobb (202) 962-3234 mwkog.org/tlc 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 24, 2017 deadline.**

The TPB encourages technical assistance projects that are creative, forward-thinking, and reflect **TLC priority criteria**. 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 panel's recommendations will represent a broad cross-section of jurisdictions throughout the region.

Solicitation Schedule

Application period opens	February 1, 2017
Abstracts due	February 24, 2017
Applications due	April 3, 2017
Selection panel reviews applications	April - May 2017
TPB receives selection panel recommendations	May 2017
Consultant selection	August 2017
Contracting process	September - October 2017
Project kick-off meetings	Fall 2017

PRIORITY CRITERIA:

- **Regional Policy Goals**
*Regional Transportation Priorities Plan
Region Forward*
- **Cross-Jurisdictional Collaboration**
- **Activity Centers**
- **Access to Transit**
- **Diversity and Equity**

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) on 8.5" x 11" identifying 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 identified in the Regional Transportation Priorities Plan and/or 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;
 - Inclusion of diversity and/or equity measures in planning process and desired outcomes

For applications requesting over \$30,000:

- Concise 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 work requested;
 - Benefits to the applicant's local community and region;
 - Connections to regional policies and priorities identified in the Regional Transportation Priorities Plan and/or 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;
 - Results of 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);
 - Incorporation of diversity and/or equity goals in prior planning or concept study
- Supporting Graphic Materials (**3-4 pages**):
 - Map on 8.5" x 11" page of previous planning project area that identifies the specific location of proposed design work, Activity Centers, jurisdiction boundaries, title, scale, north arrow, and legend;
 - Photographs of current conditions of the specific design work location;
 - Graphics depicting the desired outcome of the project as developed through past planning/study



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CONTACT INFORMATION

Project Name:

Jurisdiction:

Requested Funding:

Primary Contact:

Title:

Agency:

E-mail:

Phone:

Secondary Contact:

Title:

Agency:

E-mail:

Phone:

Collaborating Agency Contact (if applicable):

Title:

Agency:

E-mail:

Phone:

Implementing Agency Contact (if applicable):

Title:

Agency:

E-mail:

Phone:

This application form, the project overview form, frequently asked questions (FAQs), information about past projects, and more details about the program may be found at www.mwkog.org/tlc.



TLC **FY 2018 PROJECT APPLICATION**
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PROJECT DESCRIPTION

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

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

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):



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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 those that meaningfully and specifically apply to your project):



MULTIMODAL TRANSPORTATION OPTIONS

Provides, enhances, supports, or promotes the following:

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

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



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

