

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 2010 Transportation/Land-Use Connections (TLC) Technical Assistance Program

DATE: February 27, 2009

This memorandum presents a brief summary of the FY 2010 TLC Technical Assistance Program, as approved by the Transportation Planning Board (TPB) on February 18, 2009. For more information about the TLC Program and the FY 2010 project solicitation, please refer to the memorandum distributed to the Technical Committee on February 6, 2009, and also the TLC website: www.mwcog.org/tlc.

On February 6, 2009, the TPB Technical Committee received the recommended list of projects for funding under the FY 2009 TLC Program, as well as the proposed schedule for the FY 2010. On February 18, 2009, the TPB approved the projects put forth by the TLC Selection Panel for the FY 2009 round of technical assistance. The TPB also approved the FY 2010 schedule for TLC technical assistance.

FY 2010 TECHNICAL ASSISTANCE PROGRAM

Based on experience with the program to date, along with the results of the previous evaluation, TPB staff will commence the project solicitation process for FY 2010 projects in FY 2009. 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 increase in work time will allow jurisdictions, consultants, and TPB staff to more diligently and comprehensively address projects by eliminating fiscal-year-related time constraints that are present in the current TLC technical assistance program calendar. Additionally, this timeline will allow for more time for evaluation of the larger funding opportunities provided through the TLC Program.

After the completion of the FY 2009 and FY 2010 rounds of technical assistance, TPB staff will evaluate how the scalable funding structure worked for the jurisdictions and consultants. The TPB will have the opportunity to determine if improvements or additions are necessary to make the TLC Program more effective for the region.

FY 2010 PROJECT SOLICITATION

Staff proposes that largely the same application requirements for technical assistance (Attachment A) be used for the FY 2010 program as was used in FY 2009 program. The selection panel suggested some minor layout changes to the application that would provide future selection panels with better information as they review the applications.

It is anticipated that \$220,000 from the FY 2010 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 2010 program, technical assistance again will be provided in amounts from \$10,000 to \$60,000, with the potential for scaling applications to provide the greatest benefit for all applicants. Despite the relatively short timeframe between project solicitation for FY 2009 and FY 2010, it is anticipated that there will be no shortage of potential applications for the FY 2010 cycle.

On March 16, 2009, the TPB will conduct a pre-application workshop for the TLC Program, an idea that the TPB Technical Committee said would strongly enhance the project solicitation process. The pre-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.

The TLC pre-application workshop will be held on Monday, March 16, 2009, at 10:00 a.m. in the first floor Training Center of the Metropolitan Washington Council of Governments.

FY 2010 PROJECT SELECTION PROCESS

The selection process for the FY 2010 projects will mirror the process used in FY 2009. A newly convened selection panel will use the same evaluation criteria (Attachment B). The knowledge and insight provided by the FY 2009 selection panel proved to be invaluable and it would be desirable to convene a panel comprised of similar participants for FY 2010. 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 2010 TIMELINE

The following timeline was approved for the FY 2010 TLC technical assistance program:

- March 16, 2009: The TPB will release call for projects for FY 2010 technical assistance.
- March 16, 2009: The TPB will host a Pre-Application Workshop for jurisdictions and organizations interested in applying for FY 2010 technical assistance funding.
- May 18, 2009: TLC applications for technical assistance are due by 4:00 p.m.
- June 2009: The TPB will convene a selection panel to review and recommend projects.
- July 15, 2009: Request TPB approval for FY 2010 slate of projects.

TLC Technical Assistance Application

APPLICATION DEADLINE FOR THE NEXT ROUND OF TECHNICAL ASSISTANCE: December 19, 2008

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 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 description strategies for funding and implementation (if applicable); and*
 - If applicable, a short description (including contact information) of how the applicant has collaborated with other agencies in developing the application.*
- 3) Additional information for a project requesting greater than \$30,000 in technical assistance. In addition to the above items, please include the following information on an additional page:*
 - 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; and*
 - A short description (including contact information) of how the applicant has collaborated with other agencies in developing the application (this information is required for projects over \$30,000).*

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 **December 19, 2008**.
- Recipients will receive short-term consultant services. Recipients will not receive direct financial assistance.
- Recipients are eligible to receive between \$10,000 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 contact Darren Smith (202-962-3273, dsmith@mwcog.org) or Sarah Crawford (202-962-3237, scrawford@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, evaluation criteria, Frequently Asked Questions (FAQs), information about past projects, and more details about the program can be found at www.mwcog.org/tlc. For questions or more information, please contact Darren Smith (202-962-3273, dsmith@mwcog.org) or Sarah Crawford (202-962-3237, scrawford@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

