

National Capital Region Transportation Planning Board

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MEMORANDUM

TO: Transportation Planning Board Technical Committee

FROM: Ronald F. Kirby 
Director, Department of
Transportation Planning

SUBJECT: Evaluation of the Transportation/Land-Use Connections (TLC) Program Pilot
Round of Technical Assistance Projects and Clearinghouse Web Site

DATE: August 31, 2007

TPB staff briefed the Technical Committee in July on the status of the pilot round of the TLC Program and its intent to evaluate the technical assistance projects and regional clearinghouse components of this Program. TPB staff has developed a series of questionnaires for technical assistance awardees, consultants, and stakeholder agencies who participated in the five location-specific projects. These questionnaires have been reviewed by the implementing agencies and are attached to this memorandum. TPB staff is currently conducting this evaluation through phone interviews with the awardees, consultants, and stakeholder agencies. A summary of progress to date with this preliminary evaluation will be provided at the Technical Committee meeting on September 7.

After receiving the briefing on the preliminary evaluation of the pilot round of the TLC Program at the September meeting, the Technical Committee will be invited to suggest any refinements to the evaluation process or additional evaluation activities that would assist the TPB in assessing the value of the TLC Program. Committee members will have the opportunity to provide staff with such feedback during the two weeks following the September 7 meeting.

The TLC Program will not be before the TPB as an item at the September 19 meeting. The Technical Committee will be briefed on October 5 on the final evaluation of the pilot round of the TLC Program, and will be presented with recommendations for the FY 2008 phase of the program. The TPB will receive a briefing on the evaluation of the TLC Program at its October 17 meeting, and will be asked to act on recommendations for the FY 2008 phase of the TLC Program within the Unified Planning Work Program.

TPB Transportation/Land-Use Connections (TLC) Program
FY07 Pilot Technical Assistance Program
Awardee Questionnaire

Person interviewed _____

Date _____

Jurisdiction _____

1. Through your participation in the TLC Program, was your jurisdiction able to accomplish something you otherwise would not have been able to accomplish (or accomplish as quickly)? Please explain.

2. Drawing on your experience with the TLC Program through your technical assistance project, please share your thoughts on how the program could be improved in future rounds. Use the following questions as a guide, but feel free to include other comments as necessary:

- *Application Process:* Were the application process and expectations for your submission clear as you prepared to apply for TLC funding?

- *Consultant Selection and Performance:* Do you think the consultant selected was an appropriate match for your project? If not, how might the selection process be improved? Are you satisfied with that firm's performance?

- *Project Limitations:* Was the amount of technical assistance provided and the time allotted for its performance sufficient for the work proposed, and for making a significant contribution to your jurisdiction's efforts? Were there any gaps in the assistance provided?

- *Project Management:* Was the role and involvement of TPB staff appropriate for the needs of the project?

- *Other Suggestions for Improving the Program:*

3. a. Although it may be difficult to evaluate outcomes at this early stage, what do you see as the short-term benefits and potential long-term benefits of this project for your locality. What is your opinion on the effectiveness of the TLC Program for the region as a whole?

3. b. How did this project contribute to improving the coordination of land-use and transportation planning in your jurisdiction?

4. How likely are you or your jurisdiction to apply for technical assistance in future rounds of the TLC Program?

5. Have you visited the TLC Program Website at www.mwcog.org/tlc?

(If yes, please answer the following questions, if no, please consider briefly visiting the site in order to complete the rest of this questionnaire.)

- Is the “TLC Clearinghouse” information on the site useful to you?
- Is the information about your project under “Current Projects” accurate and complete?
- Do you have any suggestions for improvements to the site?

TPB Transportation/Land-Use Connections (TLC) Program
FY07 Pilot Technical Assistance Program
Consultant Questionnaire

Person interviewed _____ Date _____

Company / Project _____ / _____

1. a. Do you believe that the project in which you were involved helped the local agency client(s) accomplish something they otherwise would not have been able to accomplish (or accomplish as quickly)? Please explain.

1. b. Did you feel the project advanced the goals of the TLC Program to promote the integration of land-use and transportation actions by local governments?

2. Please share your thoughts on how the TLC Program could be improved in future rounds. Use the following questions as a guide, but feel free to include other comments as necessary:

- *Procurement Process:* Were expectations of you as a consultant reasonable, as far as the information you were asked to provide and the time you were asked to commit in advance of being awarded a contract?

- *Project Limitations:* Was the amount of technical assistance provided and the time allotted for its performance sufficient for the work expected, and for making a significant contribution to the efforts of the local agency clients?

- *Project Management:* Was the role and involvement of TPB staff appropriate for the needs of the project, particularly regarding facilitating communication between you and the local agency clients?

- *Other Suggestions for Improving the Program:*

3. If asked to submit a proposal for a future TLC technical assistance project, how likely is your company to submit a proposal? Are there potential changes to the TLC Program that may influence your decision?

4. Have you visited the TLC Program Website at www.mwcog.org/tlc?

(If yes, please answer the following questions, if no, please consider briefly visiting the site in order to complete the rest of this questionnaire.)

- Is the “TLC Clearinghouse” information on the site useful to you?
- Is the information under “Current Projects” about the project(s) in which you were involved accurate and complete?
- Do you have any suggestions for improvements to the site?

TPB Transportation/Land-Use Connections (TLC) Program
FY07 Pilot Technical Assistance Program
Agency Stakeholder Questionnaire

Person interviewed _____ Date _____

Agency / Project _____ / _____

1. You have been asked to complete this survey as a stakeholder in a TLC Program technical assistance project in the 2007 pilot round. Do feel that you and your agency were adequately involved in this project? Please explain.

2. If a future TLC technical assistance project is relevant to the work of your agency, at what time should your agency be involved? (Check as many as apply)

- a. During the selection of projects for inclusion in the TLC Program
- b. During the procurement of consultants for the project
- c. At project "kick-off" meetings
- d. At project management meetings
- e. At public meetings regarding the project
- f. During review of draft products/reports for the project

3. Was the TLC project in which you were involved helpful or counter-productive to the work of your agency? Please explain.

4. Please share any other thoughts on how the TLC Program could be improved in future rounds.

5. Have you visited the TLC Program Website at www.mwcog.org/tlc?
(If yes, please answer the following questions, if no, please consider briefly visiting the site in order to complete the rest of this questionnaire.)

- Is the “TLC Clearinghouse” information on the site useful to you?

- Is the information under “Current Projects” about the project or projects in which you were involved accurate and complete?

- Do you have any suggestions for improvements to the site?

| <i>Awardees</i> | | | | |
|---|---|----------------------------|--|---------------|
| Name | Agency | Project | Email | Phone |
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| Malaika Abernathy | (formerly MNCPPC-Mgy. Co) | Langley Park | | |
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| Dan Rathbone | Fairfax Co. Dept. of Transportation | Fairfax TOD LOS | daniel.rathbone@fairfaxcounty.gov | 703-324-1417 |
| Leonard Wolfenstein | Fairfax Co. Dept. of Transportation | Fairfax TOD LOS | leonard.wolfenstein@fairfaxcounty.gov | |
| Jason Groth | Chas. Co. Dept. of Transportation | St. Charles Road Standards | GrothJ@charlescounty.org | 301-396-5814 |
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| | | | | |
| <i>Consultants</i> | | | | |
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| Jennifer Toole | Toole Design Group | Langley Park | jtoole@tooledesign.com | 301-927-1900 |
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| | | | | |
| <i>Involved Agency Representatives</i> | | | | |
| Name | Agency | Project | Email | Phone |
| Stephanie Yanovitz | Maryland SHA | Langley Park | syanovitz@sha.state.md.us | 410-545-5656 |
| Jennifer Weeks | consultant representing MTA | Langley Park | jweeks1@mtamaryland.com | 410-767-3788 |
| Ilona Blanchard | City of Takoma Park | Langley Park | ilonab@takomagov.org | 301-891-7205 |
| Lyn Erickson | MDOT | Langley Park | lerickson@mdot.state.md.us | 410-865-1279 |
| Shiva Shrestha | Maryland SHA | Langley Park | SShrestha@sha.state.md.us | 410-545-5667 |
| Chris Delfs | DDOT | Potomac Ave. Metro Scoping | Christopher.Delfs@dc.gov | 202-671-1598 |
| Natasha Goguts | DDOT | Potomac Ave. Metro Scoping | natasha.goguts@dc.gov | 202-671-4605 |
| Ask Jeff to recommend other active stakeholders | | Potomac Ave. Metro Scoping | | |