



# **FY 2021 PROJECT APPLICATION**

## **TRANSPORTATION LAND-USE CONNECTIONS PROGRAM**

TECHNICAL ASSISTANCE

Submit completed applications to [TLC@mwkog.org](mailto:TLC@mwkog.org) by Monday, March 9, 2020  
For questions or comments:  
John Swanson [mwkog.org/tlc](http://mwkog.org/tlc)  
(202) 962-3295 [TLC@mwkog.org](mailto:TLC@mwkog.org)  
Jaleel Reed  
(202) 962-3321

### **TLC PROGRAM OVERVIEW**

Since 2007, the Transportation Planning Board (TPB) has funded small planning projects at the community level through the Transportation Land-Use Connections (TLC) Program.

The projects vary across the region, but the challenges are often similar. How can planners foster better, more viable transportation choices? How do communities get the right type of development near transit stations? What improvements—such as streetscaping, sidewalks, or lighting—can make a street safer and more inviting?

The TLC Program is designed to assist local jurisdictions as they work through challenges like these, and to share success stories and proven tools with local governments and agencies across the region.

### **Solicitation Schedule**

<b>Application period opens</b>	January 9, 2020
<b>Abstracts due</b>	January 27, 2020
<b>Applications due</b>	March 9, 2020
<b>Selection panel develops recommendations</b>	March - April 2020
<b>TPB approves projects</b>	April - May 2020
<b>Consultant selection</b>	June - July 2020
<b>Contracting process</b>	August 2020
<b>Project kick-off meetings</b>	Fall 2020

### **APPLICATION PROCESS**

Any local jurisdiction in the National Capital Region that is a member of the Transportation Planning Board is eligible to apply. Projects are eligible to receive between \$30,000 and \$60,000 in assistance for planning projects and up to \$80,000 for design projects. Recipients will receive short-term consultant services. They will not receive direct financial assistance.

The FY 2021 application period is open between January 9 and March 9, 2020. Potential applicants may also submit an optional abstract by January 27, 2020. TPB staff will provide preliminary feedback on the abstracts approximately one week after their submittal.

A panel of industry experts and COG/TPB staff will review the application submissions and recommend projects to the TPB for funding. The panel's recommendations will represent a cross-section of jurisdictions throughout the region. The TPB is scheduled to approve the applications in April or May.

Projects will begin in the fall of 2020 and must be completed by June 30, 2021.

The TPB is the federally designated metropolitan planning organization for metropolitan Washington. It is responsible for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process in the metropolitan area. The TPB is staffed by the Metropolitan Washington Council of Governments (COG).





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## FUNDING PRIORITIES

The TPB encourages applications that address one or more of these regional land-use/transportation priorities at the community level:

- **MULTIMODAL TRANSPORTATION OPTIONS:** The TLC Program seeks projects that support a variety of travel choices, particularly those that reduce dependence on driving. Such options include bicycle and pedestrian facilities, transit alternatives, options for people with disabilities, Safe Routes to School enhancements, and freight improvements.
- **LAND-USE ENHANCEMENTS IN ACTIVITY CENTERS AND NEAR HIGH-CAPACITY TRANSIT:** The TPB encourages projects that support balanced development in the region's 141 Activity Centers, which are places that the TPB and COG have prioritized for future growth, and near transit stations. Such projects may promote increased employment or more housing, especially affordable housing. [mwkog.org/activitycenters](http://mwkog.org/activitycenters)
- **ACCESS FOR LOW-INCOME AND MINORITY COMMUNITIES:** The TPB has identified locations, called Equity Emphasis Areas, that have high concentrations of low-income and minority populations. The TLC Program encourages applications focused on these areas. [mwkog.org/tpb-equity-emphasis-areas](http://mwkog.org/tpb-equity-emphasis-areas)
- **ACCESS TO TRANSIT:** The TLC Program encourages projects that improve access to high-capacity transit stations. Such access improvements may include pedestrian, bicycle and other micromobility connections, as well as short-range transit connections. The TPB anticipates there will be nearly 300 high-capacity transit stations in the region by 2045. [mwkog.org/maps/map-listing/hct](http://mwkog.org/maps/map-listing/hct)
- **KEY REGIONAL TRAILS:** Projects on high-priority regional trails are encouraged, particularly those that support connections to and completion of the National Capital Trail. [mwkog.org/maps/national-capital-trail](http://mwkog.org/maps/national-capital-trail)

## TYPES OF TECHNICAL ASSISTANCE

### PLANNING

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

The TPB encourages planning projects that are creative, forward-thinking, and reflect TPB policies and priorities. Projects may include (but are not limited to):

- Corridor and transit station area planning
- Bicycle and pedestrian safety and access studies
- Transit-oriented development studies
- Housing studies
- Economic development studies
- Design guidelines and roadway standards
- Streetscape improvement plans
- Safe Routes to School planning
- Trail planning and design
- Transit demand and feasibility analysis

### DESIGN

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

Design projects can cover any of the planning project categories and should have undergone a local planning process. Projects should be ready for focused design or preliminary engineering work. TLC funds can help projects reach up to 30 percent design completion or make progress toward that phase of project development. Project categories 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





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**APPLICATION FORM**

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

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

3. How does this project create /expand working relationships across agencies and/or across jurisdictions? (1-2 sentences)

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

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 is an update to an existing study/design:

**NEW**       **UPDATE**

.....  
 Check here if your project previously received support through TLC.





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**APPLICATION FORM**

7. Regional Policies: Note how the project supports or advances TPB policies and priorities. (Check those that meaningfully and specifically apply to your project):

**MULTIMODAL TRANSPORTATION OPTIONS**

The proposed project promotes the following:

- Walking
- Bicycling
- Transit
- Accessibility for persons with disabilities
- Complete Streets-related improvements
- Safe Routes to School improvements
- Freight

**LAND-USE ENHANCEMENTS TO ACTIVITY CENTERS OR NEAR HIGH-CAPACITY TRANSIT STATION**

- The project is in or in proximity to a Regional Activity Center. For a map of the region's 141 Activity Centers, see: [mwkog.org/activitycenters](http://mwkog.org/activitycenters)
- The project is near one or more high-capacity transit stations (Metrorail, commuter rail, streetcar, light rail, bus rapid transit or other). For a map of the region's high-capacity transit stations (anticipated to be built by 2045) see: [mwkog.org/maps/map-listing/hct/](http://mwkog.org/maps/map-listing/hct/)

If the project will support balanced job and/or housing growth in one or more Activity Centers or near high-capacity transit, please explain below (1 or 2 sentences):

**ACCESS TO TRANSIT**

- The project will improve connections to high-capacity transit stations

**ACCESS FOR LOW-INCOME & MINORITY COMMUNITIES**

- The project is located in an Equity Emphasis Area
- To see a map of the region's Equity Emphasis Areas, see [mwkog.org/tpb-equity-emphasis-areas](http://mwkog.org/tpb-equity-emphasis-areas)

If the project will support opportunities for low-income or minority groups, please explain below (1 or 2 sentences):



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**APPLICATION FORM**

7. Regional Policies (continued)

**REGIONAL TRAILS**

The project supports completion of the National Capital Trail or other key trails. Please provide details, as needed (1-2 sentence):

8. Explain what lessons learned or models the project can provide for the region (1-2 sentences):

9. Do you agree to COG/TPB's use of multimedia content for multipurpose promotion?

10. As a condition of receiving TLC technical assistance, TPB staff may ask jurisdictional staff to share the results of their project by making presentations, writing blog posts, or other small activities. Please check the box to indicate you are willing to participate in such peer exchange activities, on a limited basis?

If you have any comments or suggestions regarding peer exchange activities, provide them below:

**DESIGN SUPPLEMENT**

Complete these questions for design projects only.

10. Explain strategies identified for funding and implementation of future design components for the project (1-3 sentences):

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





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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/Organization Contact (if applicable):

Title:

Agency/Organizaiton:

E-mail:

Phone:

Implementing Agency Contact (if applicable):

Title:

Agency:

E-mail:

Phone:

This application form and more details about the program may be found at [www.mwkog.org/tlc](http://www.mwkog.org/tlc).





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### PLANNING APPLICATION CHECKLIST

- Completed application form
- Letter of endorsement from chief elected official, chief administrative officer, or comparable executive official
- Detailed area map (if applicable) on 8.5" x 11" identifying project location, Regional Activity Centers, high-capacity transit stations and other major transportation facilities, and jurisdiction boundaries (**1 page**)
- Brief project description including the following (**2-3 pages**):
  - Purpose and need
  - Requested service(s), including anticipated tasks and products
  - Previous related planning, including public involvement
  - Benefits to applicant's local community and to the region
  - Connections to regional policies identified in *Visualize 2045*
  - Collaboration with other agencies and/or jurisdictions
  - Strategies to advance project recommendations, including future planning, funding, and implementation
  - For applications requesting more than \$30,000: Concise description of whether and how the project might be scaled back if not fully funded

### DESIGN APPLICATION CHECKLIST

- Completed application form
- Letter of endorsement from chief elected official, chief administrative officer, or comparable executive official
- Brief project description including the following (**3-4 pages**):
  - Purpose and need, location, and the specific design work requested
  - Benefits to the applicant's local community and region
  - Results of prior planning or study of design concept, including public involvement
  - Connections to regional policies and priorities identified in *Visualize 2045*
  - Strategies to complete design components after TLC assistance and seek future funding for implementation
  - 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**):
  - Map on 8.5" x 11" page of previous planning project area that identifies the specific location of proposed design work, Regional Activity Centers, high-capacity transit stations and other major transportation facilities, and jurisdiction boundaries
  - Photographs of current conditions and graphics depicting the desired outcome

### APPLICATION CONSIDERATIONS

- TLC assistance is limited and short-term. Projects typically last 6-8 months. Applicants are encouraged to be focused and limited in the assistance they request.
- TLC assistance is designed to supplement not supplant local funding. Applicants are encouraged to demonstrate how TLC technical assistance will support activities that might not otherwise take place.
- Non-profits and non-member jurisdictions may apply as *indirect* recipients. Indicate this status as "Collaborating Agency/Organization" on the application form.
- Projects that are solely intended for data collection are not eligible.

