

FY 2010 TLCI APPLICATION



FY 2010 Transportation for Livable Communities Initiative

TLCI

www.noaca.org/tlci.html



A Program of



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I. Transportation for Livable Communities Initiative: Overview and Summary

A. Description

The Northeast Ohio Areawide Coordinating Agency (NOACA) Transportation for Livable Communities Initiative (TLCI) provides assistance to communities and public agencies for transportation projects that strengthen community livability.

B. TLCI Goals

The Transportation for Livable Communities Initiative (TLCI) provides federal funding or technical assistance for the planning of transportation projects that meet a majority of the following goals:

- Enhance the economic viability of existing communities within the region
- Enhance the region's quality of life
- Enhance a community's identity
- Foster compact land use development/redevelopment
- Facilitate accessibility by improving the range of transportation choices by adding or improving pedestrian, transit or bicycle facilities
- Reduce air and water pollution through best management practices
- Encourage fuel and energy conservation
- Promote a healthier community through planning and environmental linkages from an integrated transportation perspective
- Preserve and enhance farmland, forests and open space
- Assist the redevelopment of urban core communities
- Result in projects that can compete at the regional level for capital funds through NOACA's regional transportation investment process
- Enhance the historic, archaeological, scenic and environmental elements of the transportation system
- Improve the safety and efficiency of the existing transportation system

C. TLCI Components

To achieve the above goals, NOACA offers a menu of competitive transportation technical assistance programs through the TLCI.

TLCI Planning Grant Program

The TLC Planning Grant Program provides federal funding assistance for communities and public agencies to contract for the planning of transportation improvements that help advance the Initiative's goals. See Section II for more information on the Planning Grant Program.

TLC Neighborhood Planning Technical Assistance Program

The TLC Neighborhood Planning Program provides NOACA staff technical assistance for the planning of medium to large-scale transportation improvements that help advance the Initiative’s goals. See Section III for more information on the Neighborhood Planning Program.

TLC Links Technical Assistance Program

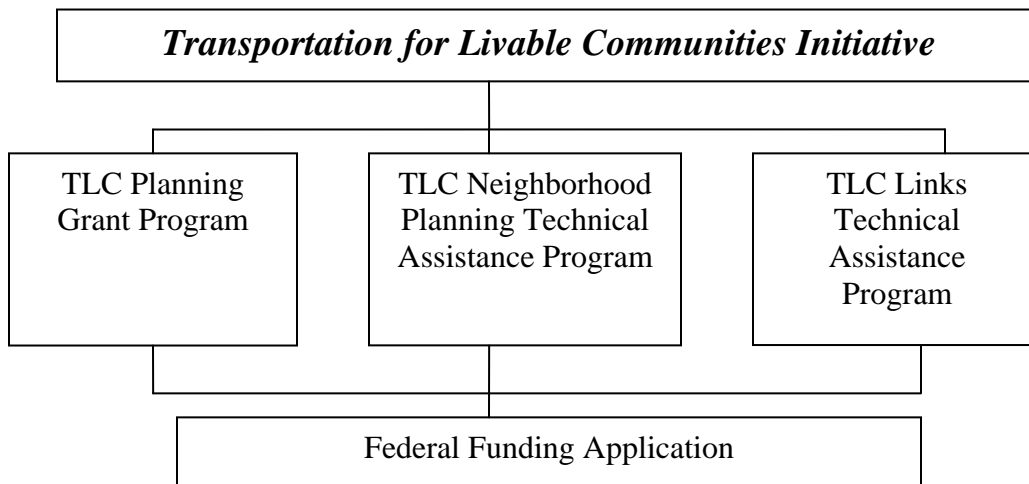
The TLC Links Program provides NOACA staff technical assistance for the planning of small-scale traffic studies that help advance the Initiative’s goals. See Section IV for more information on the Links Program.

Capital Improvement Program

The TLC programs will result in projects eligible for federal funding assistance for infrastructure improvements that help implement recommendations from the Grant, Neighborhood Planning and Links Programs. Proposed projects will be eligible to apply for federal funding through NOACA after the planning studies are completed. For more information about applying for federal transportation funds, see NOACA’s Regional Transportation Investment Policy at <http://www.noaca.org/RTIPfinal.pdf>

TLC Initiative Graphic

The graphic below illustrates the TLCI and its programs.



D. Applications

There is one application form for the Planning Grant, Neighborhood Planning and Links programs. Applicants for any one of these programs are required to submit an application by the due date listed in the application. Appendix 1 contains the application. After review of the applications, NOACA will determine the appropriate program for the proposed planning project.

E. Planning Program Application Review and Evaluation

NOACA strongly encourages project applicants to review the TLCI goals prior to completing an application. Applications will be initially reviewed for completeness. Incomplete applications will be returned to the applicant with instructions to help the applicant resubmit a complete application. A resubmitted application does not warrant an extension of the application deadline.

Applications will then be reviewed according to the following criteria.

1. Study Need (35 Points)

- Application includes an issue statement that clearly identifies the purpose and need of the planning project along with desired outcomes
- Proposed project pertains to a defined physical location
- Proposed project pertains to a physical setting where deficiencies exist (or will exist), and which, if remedied, will provide significant community benefit (e.g., pedestrian access, pedestrian safety, traffic calming, transit access, bicycle gap closure, etc.)
- *Any other documents/materials that supports Study Need grading criteria.*

2. TLCI Program Goals (45 Points)

- Meeting of goals: Proposed project addresses one or more TLCI goals, and demonstrates to what extent the goals will be met.
- Project Innovation: To what degree does the project demonstrate innovation in project scope and community outreach techniques?
- Transportation/Land Use Links: To what degree does the project support the building of higher density housing and mixed use developments, particularly in existing downtowns, commercial cores, neighborhoods, and transit stops/corridors?
- Low-income Community: Does the project serve a low-income neighborhood, as demonstrated by Census data on income and/or poverty level compared to the city, county or region as a whole? Does the project help traditionally underserved populations?
- Supporting documents: Any other documents/materials that supports TLCI Program Goals grading criteria.

3. Project Scope and Coordination (10 Points)

- Proposed project describes a collaborative planning process to be undertaken by identifying the:
 - Community stakeholders (e.g., residents, business proprietors, property owners, neighborhood associations, nonprofits, community-based organizations, etc.), local governmental agency, or the transit operator that will be involved and their roles
 - Outreach strategy to solicit input from a diversity of participants
- Intended project outcomes include one or more of the following:
 - Community stakeholder participation and support
 - Plans for improvements to the transportation system, and in particular improvements to links between modes to encourage non-SOV use
 - Plans for the development of higher density housing and mixed-use development near existing or planned transit infrastructure
- Any other documents/materials that supports Project Scope and Coordination grading criteria.

4. Project Administration and Sponsor Capacity (10 Points)

- Proposed planning project will result in a distinct and clear work product that will guide the project to the next level of planning, and/or form the basis to compete for funding for capital projects identified in planning process.
- Proposed planning project will be completed on an agreed upon schedule but not to exceed 2 years (24 months).
- Project sponsor commits to pursuing the project recommendations, including subsequent planning activities, and to pursue preliminary engineering and construction funds for capital projects as feasible.
- Local Match: To what degree is the local match beyond the required minimum match offered as part of the proposed project's total cost? To what degree does the project use TLCI funds to leverage other funding?
- Project Sponsor's capacity to pay for deliverables prior to reimbursement.
- Provide history of past efficiently managed projects.
- *Any other documents/materials that supports Study Need grading criteria.*

5. LEED Certification (up to 20 Bonus Points)

- If proposed development or redevelopment planning project commits to be LEED Certified at a minimum, 20 bonus points will be awarded to the final score of the application; Gold, Silver and Platinum levels are optional.
- More information on LEED Certification:
<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>

F. Selection Process

NOACA staff will evaluate and develop a preliminary score for each application using the above criteria. Staff will also make a preliminary assignment of applications to the Planning Grants, Neighborhood Planning or Links Programs.

NOACA's Transportation Advisory Committee will form a seven-member Project Selection Task Force to review applications and preliminary staff work. The Task Force will be comprised of representatives from NOACA's five member counties, ODOT, and the City of Cleveland. The formation of the Task Force will be done in coordination with NOACA's Planning Advisory Committee. The Task Force is given an additional 25 discretionary points to add more points to projects that address positive aspects of the application that may not have been addressed in the criteria noted above. Task Force recommendations will be forwarded to the TAC and PAC. Those standing committees will forward recommendations to the Board for approval.

The Governing Board will select recipients of Planning Grants, Neighborhood Planning and Links technical assistance. The Board will work to select recipients consistent with the Regional Transportation Investment Policy (RTIP), which includes the distribution of funds and services through the use of county funding targets.

The Board reserves the right to limit the total Planning Grant funds available within a grant cycle. The Board may also limit the number and dollar amount of grants given to one applicant within a grant cycle.

The Board may limit the number of recipients for Neighborhood Planning and Links technical assistance, depending on staff availability.

G. Schedule

By July 31, 2009	Applications Available Online
August 18, 2009 at 10:30 a.m.	Application Workshop
August 27, 2009 at 2:00 p.m.	Application Workshop
October 9, 2009	Applications Due
October 12 – November 9, 2009	Review/Scoring of Applications
November 20, 2009	TAC Meeting (Project Recommendations)
December 11, 2009	Board Approval (Project Awards)
December 11 & 14, 2009	Notify Grant Recipients

II. TLCI Planning Grant Program

A. Planning Grant Program Overview

The TLCI competitive Planning Grant Program provides federal funding assistance to communities and public agencies to contract for the planning of transportation improvements that help advance the Initiative's goals. The Planning Grant Program will help good project ideas become reality.

An objective of the program is to provide funding support to explore innovative design concepts and plans through a community-based planning process. Only planning activities are eligible for the Planning Grant Program. Projects identified through the Planning Grant Program are expected to compete at the regional level for capital funds through NOACA's regional transportation investment process.

B. Planning Grant Available Funding

To effectively manage the program, the NOACA Board may limit the funds available within a specific grant cycle. The Board may also limit the number of awards and funding to one applicant within a grant cycle.

Grants may range up to \$75,000. A minimum 20 percent non-federal match is required. In-kind services may not be used for the local match.

Communities and implementing government agencies may not employ any contractor, consultant or consulting firm who is currently under contract as the engineer for the community or implementing government agency for any TLCI grant-funded project.

C. Planning Grant Eligible Applicants

Communities and implementing governmental agencies that have the legal authority to sponsor a federal-aid capital improvement are eligible to apply. Non-implementing governmental agencies must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds.

Applicants will be required to enter into a funding agreement with NOACA to carry out the planning project. Additionally, all applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) Agreement. Appendix 2 contains information on the WIN Program.

D. Planning Grant Eligible Activities

Only planning activities are eligible for TLC Planning Grants. NOACA strongly encourages project applicants to review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommended transportation infrastructure improvements.

Activities that specifically facilitate and promote sustainable economic development and alternatives to single occupant vehicles (carpools, vanpools, transit, bicycles, etc.) are strongly encouraged. Examples of eligible planning activities include:

- Development of transportation/land-use plans for redevelopment areas, including streetscape and access management plans
- Bicycle, pedestrian and transit-oriented development plans, including safety planning
- Traffic calming plans, circulation improvements
- Planning to restore habitat connectivity where the transportation system has disrupted it (e.g. an underpass on a highway where a migration path has been blocked).

Examples of planning activities that cannot be funded through the TLC Planning Grant program include preliminary engineering, final design, preparation of environmental documentation, right-of-way acquisition, preparation of bid documents, grant funds deposited into a general fund, and construction. Additionally, planning projects that encourage/reinforce single occupancy vehicle travel or activities otherwise inconsistent with NOACA's Transportation Plan Goals or Statement of Principles are ineligible.

E. Planning Grant Application

Communities and implementing agencies are required to submit the application in Appendix 1 by the due date listed in the schedule.

After review of the applications, NOACA will determine the appropriate program for the proposed planning project.

F. Planning Grant Administration

Planning Grant recipients must attend a workshop on grant administration.

NOACA will issue grants with a maximum 80 percent federal and minimum 20 percent non-federal funds. A project sponsor is required to provide the minimum 20 percent match from non-federal sources. A grant agreement will be executed between NOACA and the grantee.

A grantee will be required to conduct project coordination meetings, wherein the NOACA TLCI Project Manager shall be invited to attend.

Grantee is required to submit a scope of services within 90 days of notice of grant award. The scope of services will be the foundation of the contract between NOACA and the grantee. A scope that has not been submitted within 90 days, from the date of notification of award, may result in forfeiture of grant or a reduction in amount of grant award.

All grants under this program will be paid out on a reimbursable basis. Grant reimbursement shall be administered by the NOACA TLCI Project Manager based on percentage of work completed OR Milestones achieved OR Deliverables as verified by the TLCI Project Manager and subject to Task Force approval. The grant agreement will contain a list of agreed upon deliverables, milestones (when applicable) and the agreed-upon payment for the deliverables and/or milestones. The grantee may bill NOACA for the deliverable(s). The bill **must contain the cancelled check from the consultant for the deliverable**, documentation of deliverable, or milestone, or percentage of work completed acceptance by the NOACA TLCI Project Manager.

The grantee will submit a brief final report on the project funded for NOACA review prior to receiving final payment on the grant. NOACA may use this information to provide future years' grant applicants with work examples and for TLCI program publicity.

Procurement Procedures

Because federal funds are being used for the TLCI Planning Grant program, the procurement procedures described in the Code of Federal Regulations (CFR 49 § 18.36(d)) must be satisfied. For materials, equipment or services less than \$100,000, price or rate quotations must be obtained and documented from an adequate number of qualified sources. Three sources are generally considered adequate. The grantee must maintain documentation of the selection procedure followed for possible NOACA inspection. (URL:http://www.access.gpo.gov/nara/cfr/waisidx_02/49cfr18_02.html)

III. TLC Neighborhood Planning Technical Assistance Program

A. Neighborhood Planning Technical Assistance Program Description

The TLC Neighborhood Planning Program provides NOACA technical support for community-based transportation planning within urban core communities. The technical assistance may be for the planning of transportation improvements. The primary goal is to help improve the overall character and quality of life in urban neighborhoods to retain and/or attract residents and businesses.

B. Neighborhood Planning Available Assistance

Annually, the NOACA Governing Board budgets NOACA staff time to assist with Neighborhood Planning Projects.

C. Neighborhood Planning Eligible Applicants

Only urban core communities are eligible for Neighborhood Planning technical assistance. Appendix 3 contains a map of urban core communities.

Urban core communities that have the legal authority to sponsor a federal-aid capital improvement are eligible. Non-implementing governmental agencies must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds. Non-governmental organizations must partner with a governmental implementing agency.

Applicants will be required to enter into an agreement with NOACA to carry out the recommendations of the planning project. Additionally, all applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) Agreement. Appendix 2 contains information on the WIN Program. All applicants or recipients of technical assistance awards will be required to and shall be responsible for providing all data needed to conduct the technical study.

D. Neighborhood Planning Eligible Activities

Only planning activities are eligible for Neighborhood Planning technical assistance. Project applicants are strongly encouraged to review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommended transportation infrastructure improvements.

Applications that will be given priority consideration include:

- Infill/redevelopment projects
- Existing activity center projects
- Multiple/major stakeholder involvement and coordination.

Recent Neighborhood Planning Technical Assistance Projects include:

- Pearl Road Corridor Study, City of Cleveland
- Bagley Corridor Traffic Analysis, City of Berea
- Collinwood Traffic Study, City of Cleveland.

E. Neighborhood Planning Technical Assistance Application

Urban core communities requesting Neighborhood Planning Technical Assistance are required to submit the application in Appendix 1 by the due date listed in the application.

After review of the applications, NOACA will determine the appropriate program for the proposed planning study.

F. Neighborhood Planning Project Administration

Urban Core Communities awarded Neighborhood Planning Technical Assistance will not be required to provide a local match for the assistance. The NOACA Governing Board will pay the local match. They will, however, be required to and shall be responsible for providing all data needed to conduct the technical study and address, fulfill, or furnish any requests made by the NOACA staff relating to the proposed study.

NOACA staff will administer the Neighborhood Planning Technical Assistance Program as part of its Overall Work Program.

IV. TLC Links Technical Assistance Program

A. Links Program Description

The TLC Links provides NOACA technical support for community-based transportation planning. The technical assistance is for small-scale traffic studies for NOACA communities. The primary goal is to provide technical assistance to improve system safety, efficiency and preservation.

B. Links Available Assistance

Annually the NOACA Governing Board budgets NOACA staff time to assist with Links technical assistance.

C. Links Eligible Applicants

All NOACA member communities are eligible for Links technical assistance. Communities that have the legal authority to sponsor a federal-aid capital improvement are eligible. Non-implementing governmental agencies must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds. Non-governmental organizations must partner with a governmental implementing agency.

Applicants will be required to enter into an agreement with NOACA to carry out the recommendations of the planning project. Additionally, all applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) Agreement. Appendix 2 contains information on the WIN Program.

D. Links Eligible Activities

Only planning activities are eligible for Links technical assistance. Project applicants are strongly encouraged to review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommend transportation infrastructure improvements.

Applications that will be given priority consideration include safety, efficiency and system preservation planning.

E. Links Application

Communities requesting Links Technical Assistance are required to submit the application in Appendix 1 by the due date listed in the schedule.

After review of the applications, NOACA will determine the appropriate program for the proposed planning project.

F. Links Project Administration

Communities awarded Links Technical Assistance will be required to provide a 20 percent local match for the assistance and supply data needed to conduct the study. NOACA staff will administer the Links Program as part of its Overall Work Program.

APPLICATION PACKET



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Instructions

1. **All Applications must be received in the NOACA offices (regardless of Postmark date) no later than 4:00 P.M. EST October 9, 2009.**
2. Read the Program Overview/Summary to better understand the purpose and objectives of the Transportation for Livable Communities Initiative (TLCI) and to ensure your project is eligible.
3. Complete the Application. **PDF format is preferred.** Please provide all requested information. Please place an “N/A” in any space that does not apply to your project.
4. In the space provided within the form, please provide specific information regarding how your proposed TLCI planning project will address each of the TLCI Project Evaluation Criteria.
5. Assemble your application in the following order: (A) Application Checklist, (B) Project Summary and attachments (maps, drawings, and budget support information), (C) Project Evaluation Criteria Documentation, and (D) Additional pertinent information (e.g., letters of support). Please review your document for completeness and accuracy. You may also include a brief cover letter (in digital format) from the sponsoring organization. **Any application that is not submitted by the October 9th deadline will be considered ineligible.**
6. Submit twelve (12) copies of your application on separate disks by the deadline indicated below for staff and task force member review **or** submit the completed digital application form via e-mail to mjohnson@mpo.noaca.org .
7. Any Applicant with an outstanding unsigned contract from an existing TLCI Grant will be considered ineligible.

Schedule for FY 2009

By July 31, 2009	Applications Available Online
August 18, 2009 at 10:30 a.m.	Application Workshop
August 27, 2009 at 2:00 p.m.	Application Workshop
October 9, 2009	Applications Due
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November 20, 2009	TAC Meeting (Project Recommendations)
December 11, 2009	Board Approval (Project Awards)
December 11 & 14, 2009	Notify Grant Recipients

Transportation for Livable Communities Initiative: Overview and Summary

Description

The NOACA Transportation for Livable Communities Initiative (TLCI) provides assistance to communities and public agencies for transportation projects that strengthen community livability.

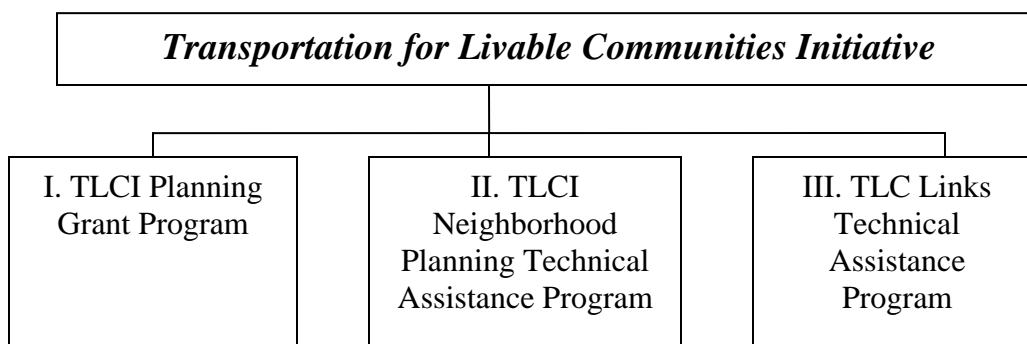
TLCI Goals

The Transportation for Livable Communities Initiative (TLCI) provides federal funding or technical assistance for the planning of transportation projects that meet a majority of the following goals:

- Enhance the economic viability of existing communities within the region
- Enhance the region's quality of life
- Enhance a community's identity
- Foster compact land use development/redevelopment
- Facilitate accessibility by improving the range of transportation choices by adding or improving pedestrian, transit or bicycle facilities
- Reduce air and water pollution through best management practices
- Encourage fuel and energy conservation
- Promote a healthier community through planning and environmental linkages from an integrated transportation perspective
- Preserve and enhance farmland, forests and open space
- Assist the redevelopment of urban core communities
- Result in projects that can compete at the regional level for capital funds through NOACA's regional transportation investment process
- Enhance the historic, archaeological, scenic and environmental elements of the transportation system
- Improve the safety and efficiency of the existing transportation system

TLCI Components

To achieve the above goals, NOACA offers a menu of competitive application programs for transportation improvement programs. The TLCI is comprised of three separate programs. The three programs are the TLCI Planning Grant Program, the TLCI Neighborhood Technical Assistance Program, and the TLC Links Technical Assistance Program. The graphic below illustrates the TLCI and its programs.



I. TLCI Planning Grant Program

The TLCI Planning Grant Program provides federal funding assistance for communities and public agencies to conduct or contract for the planning of transportation improvements that help advance the Initiative’s goals.

Planning Grant Eligible Applicants

Communities and implementing governmental agencies that have the legal authority to sponsor a federal-aid capital improvement are eligible to apply. Non-implementing governmental agencies may act as a co-sponsor only. Therefore they must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds.

Applicants will be required to enter into a funding agreement with NOACA to carry out the planning project. Additionally, all applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) agreement.

Planning Grant Eligible Activities

Only planning activities are eligible for TLC Planning Grants. NOACA strongly encourages project applicants to review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommend transportation infrastructure improvements.

NOACA encourages applications for activities that specifically facilitate and promote sustainable economic development and alternatives to single occupant vehicles (carpools, vanpools, transit, bicycles, etc.) Examples of eligible planning activities include:

- Development of transportation/land-use plans for redevelopment areas, including streetscape and access management plans
- Bicycle, pedestrian and transit-oriented development plans, including safety planning
- Traffic calming plans, circulation improvements
- Planning to restore habitat connectivity where the transportation system has disrupted it (e.g. an underpass on a highway where a migration path has been blocked).

Examples of planning activities that cannot be funded through the TLC Planning Grant program include preliminary engineering, final design, preparation of environmental documentation, right-of-way acquisition, preparation of bid documents, construction, and grant funds deposited into a general fund. Additionally, planning projects that encourage/reinforce single occupancy vehicle travel or activities otherwise inconsistent with NOACA's Transportation Plan Goals or Statement of Principles are ineligible.

Planning Grant Administration

Planning Grant recipients must attend an ODOT/NOACA workshop (dates TBD) on grant administration prior to receiving grant funds.

NOACA will issue grants with a maximum 80 percent federal and minimum 20 percent non-federal funds. A project sponsor is required to provide the minimum 20 percent match from non-federal sources. A grant agreement will be executed between NOACA and the grantee.

A grantee will be required to conduct project coordination meetings, wherein the NOACA TLCI Project Manager shall be invited to attend.

All grants under this program will be paid out on a reimbursable basis. The grant agreement will contain a list of agreed upon deliverables, milestones (when applicable) and the agreed-upon payment for the deliverables and/or milestones. The grantee may bill NOACA for the deliverable(s). The bill must contain, the cancelled check of the deliverable, documentation of deliverable, or milestone, or percentage of work completed for acceptance by the NOACA TLCI Project Manager.

The grantee will submit a brief final report on the project funded for NOACA review prior to receiving final payment on the grant. NOACA may use this information to provide future years' grant applicants with work examples and for TLCI program publicity.

Communities and implementing government agencies may not employ any contractor, consultant or consulting firm who is currently under contract as the engineer for the community or implementing government agency for any TLCI grant-funded project.

Procurement Procedures

Because federal funds are being used for the TLC Planning Grant program, the procurement procedures described in the Code of Federal Regulations (CFR 49 § 18.36) must be satisfied. (Note the following link: http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/cfr_2002/octqtr/pdf/49cfr18.36.pdf.) For materials, equipment or services less than \$100,000, price or rate quotations must be obtained and documented from an adequate number of qualified sources. Three sources are generally considered adequate. The grantee must maintain documentation of the selection procedure followed for possible NOACA inspection. Although there are no DBE goal requirements, NOACA encourages the utilization of DBE's.

II. TLC Neighborhood Planning Technical Assistance Program

The TLC Neighborhood Planning Program offers NOACA staff technical assistance for the planning transportation improvements that help advance the Initiative's goals.

Neighborhood Planning Eligible Applicants

Only NOACA-identified urban core communities are eligible for Neighborhood Planning technical assistance. (See Appendix 3 for map of urban core communities.)

Urban core communities that have the legal authority to sponsor a federal-aid capital improvement are eligible. Non-implementing governmental agencies must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds. Non-governmental organizations must partner with a governmental implementing agency.

Applicants will be required to enter into an agreement with NOACA to carry out the recommendations of the planning project. Additionally, all

applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) Agreement. See the NOACA Website for more information about the WIN program.

Neighborhood Planning Eligible Activities

Only planning activities are eligible for Neighborhood Planning technical assistance. NOACA recommends that Project applicants review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommend transportation infrastructure improvements.

Applications that will be assigned highest priority include:

- Infill/redevelopment projects
- Existing activity center projects
- Multiple/major stakeholder involvement and coordination.

Recent Neighborhood Planning Technical Assistance Projects include:

- Pearl Road Corridor Study, City of Cleveland
- Bagley Corridor Traffic Analysis, City of Berea
- Collinwood Traffic Study, City of Cleveland

Neighborhood Planning Project Administration

Urban Core Communities awarded Neighborhood Planning Technical Assistance will not be required to provide a local match for the assistance. They will, however, be required to and shall be responsible for providing all data needed to conduct the technical study and address, fulfill and furnish any requests made by the NOACA staff relating to the proposed study.

The NOACA Governing Board will provide the local match. NOACA staff will administer the Neighborhood Planning Technical Assistance Program as part of its Overall Work Program.

III. TLC Links Technical Assistance Program

The TLC Links Program provides NOACA staff technical assistance for the planning of small-scale traffic studies that help advance the Initiative's goals.

Links Eligible Applicants

All NOACA member communities are eligible for Links technical assistance. Communities that have the legal authority to sponsor a federal-aid capital improvement are eligible. Non-implementing governmental agencies must document a partnership with an implementing agency to ensure the project can advance to compete for federal-aid capital funds. Non-governmental organizations must partner with a governmental implementing agency.

Applicants will be required to enter into an agreement with NOACA to carry out the recommendations of the planning project. Additionally, all applicants will be required to enter into a NOACA Working to Improve the NOACA Region (WIN) Agreement. See the NOACA Website for more information about the WIN program

Links Eligible Activities

Only planning activities are eligible for Links technical assistance. Project applicants are strongly encouraged to review the TLCI goals prior to completing an application. Planning activities must be site specific and result in deliverables that recommend transportation infrastructure improvements.

Applications that will be given priority consideration include safety, efficiency and system preservation planning.

Links Project Administration

Communities awarded Links Technical Assistance are required to provide a 20 percent local match for the assistance. NOACA staff will administer the Links Program as part of its Overall Work Program.

Application

1. Applicant (Implementing Governmental Agency Only)

Community/Agency	
Contact Person	
Phone Number	
Fax Number	
Email Address	
Mailing Address	

2. Project Co-sponsor (if applicable)

Agency/Organization	
Contact Person	
Phone Number	
Fax Number	
Email Address	
Mailing Address	

*3. Project**

Project Title:	
Brief Project Description:	
Summary of Expected Final Product(s)	

4. Compliance with the Regional Bicycle Plan

- Yes**, my study area includes roadway(s) that are designated as priority route(s) in the Regional Bicycle Plan and by submitting this application I understand that I must designate these priority routes as such in my final plan if my project is accepted for funding; or provide an alternative bicycle route if any part of the Regional Bicycle Plan routes is not feasible.
- No**, my study area does not include roadway(s) that are designated as priority route(s) in the Regional Bicycle Plan.

Don't know if roadways in your study area are designated as a priority bike routes in the Regional Bicycle Plan? Please contact Sally Hanley at 216.241.2414 x273 or shanley@mpo.noaca.org to find out! <http://www.noaca.org/finalbikeplan.pdf>

5. Project Map

Please include a map of the proposed project planning area.

If the map is not included in the main document of your application, please list the attached image filenames and include the files as an attachment when submitting.

Image Filenames:

- 1.)
- 2.)
- 3.)

6. TLCI Program

Please check the TLCI Program that you think is most appropriate for your project. You may check more than one.

- Planning Grant Program
- Neighborhood Planning Program (only urban core communities are eligible)
- Links Program

NOACA reserves the right to change the program (s) checked, depending on the application and funding circumstances.

7. Project Narrative

Your application, once all required information is received, will be evaluated and scored according to the criteria described below. Each criterion shows the maximum points possible.

Only Digital Submissions will be accepted.

Please provide specific information regarding how your proposed project will address each of the following evaluation criteria in the space provided below. Please limit your answers to no more than 9000 characters (about 2.5 typed pages) per criteria.

1. Study Need (35 Points)

Clearly identify the purpose and need for the planning project along with the desired outcomes. Please explain the physical setting where deficiencies exist (or will exist), and which, if remedied, will provide significant community benefit (e.g., pedestrian access, pedestrian safety, traffic calming, transit access, bicycle gap closure, etc.) *Include any other documents/materials that support Study Need grading criteria.*

2. TLCI Program Goals (45 Points)

Explain how the proposed project addresses one or more TLCI goals. (Page 18 of this packet.) Demonstrate how the project supports the building of higher density housing and mixed uses developments, particularly in existing downtowns, commercial cores, neighborhoods, and transit stops/corridors. Does the project serve a low-income neighborhood, as demonstrated by Census data on income and/or poverty level compared to the city, county or region as a whole? Does the project help traditionally underserved populations? *Include any additional documents/materials that support TLC Program Goals grading criteria.*

3. Project Scope and Coordination (10 Points)

Explain the role of stakeholders (e.g., residents, business proprietors, property owners, neighborhood associations, nonprofits, community-based organizations, etc.), local governmental agencies, and the transit operator, if appropriate. Explain the strategy to solicit input from a diversity of participants. *Include any other documents/materials that support Project Scope and Coordination grading criteria.*

4. Project Administration and Sponsor Capacity (10 Points)

Provide a project schedule that demonstrates how the proposed planning project will be completed on an agreed upon schedule but not to exceed 2 years (24 months). Specify the discrete work product(s) that will guide the project to the next level of planning, and/or form the basis to compete for funding for capital projects identified in planning process. Provide documentation of previous

efficiently managed projects. Project Sponsors capacity to pay for deliverables prior to reimbursement.

Clarify your commitment to pursuing the project recommendations, including subsequent planning activities, and to pursue preliminary engineering and construction funds for capital projects as feasible. *Include any other documents/materials that support Study Need grading criteria.*

Bonus

5.) LEED Certification (up to 20 Bonus Points)

- o If proposed development or redevelopment planning project commits to be LEED Certified at a minimum, 20 bonus points will be awarded to the final score of the application; Gold, Silver and Platinum levels are optional.
 - More information on LEED Certification:
<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>

8. Project Funding

Please complete the following table. TLCI Grant and Link program requests can be no more than 80 percent of the total grant budget. For example, if the maximum \$75,000 grant is sought, the required 20% match of \$18,750 will be needed for a total Grant budget of \$93,750. Urban Core communities/agencies applying solely for Neighborhood Planning Technical Assistance are not required to provide a match. The total project cost may vary but the TLCI Grant requests cannot exceed \$75,000.

Identify non-federal matching fund sources. Matching funds may include any non-federal sources from public or private entities. (In-kind services are not eligible.) At the time of award, the applicant must provide proof of local cash match.

Amount of funding requested:	\$
<i>Matching funds sources:</i>	<i>Matching funds amount:</i>
1.	\$
2.	\$
3.	\$
Total Non-Federal Matching Funds	\$
Total project budget:	\$

9. Project Deliverables/Milestones

Please list the project deliverable(s) (work products), milestones, and their cost and estimated delivery date. Assume funds will become available on January 1, 2010. All projects must be completed and deliverables submitted and approved by the NOACA TLCI Project Manager no later than June 30, 2012.

Deliverable	Cost	Estimated Delivery Date

10) Legislation

Please enclose signed legislation that grants permission to enter into a funding agreement with NOACA. Legislation must be received no later than November 19, 2009 (See Sample)

11) Letters of local Community application support. (Optional)

If submitting letters of support that are not included in the main application document, please list the attached image filenames and include the files as an attachment when submitting.

Image Filenames:

- 1.)
- 2.)
- 3.)

12.) Signature

Name

Title

Date

TLCI Application Package Checklist

- Application Form
- Study Area Map
- Project Narrative (minimum 4 pages; maximum ten pages)
- Appendices of supporting documentation (as necessary)
- Twelve digital CD copies of complete application (if not submitting application via e-mail)
- Optional letters of local Community application support
- Legislation

Appendix 2: The NOACA WIN Program

While NOACA can influence transportation planning and the spending of federal funds, it is important to note that federal aid can be used only for about one-quarter of the region's transportation infrastructure. Communities, county engineers, transit agencies and the Ohio Department of Transportation plan for, maintain and improve the large majority of transportation facilities using local, county and state revenues.

Only through cooperative planning and the thoughtful leveraging of funds can overall regional goals be achieved. Partnerships are needed to improve the region's overall economy and quality of life. For this reason, NOACA's Board of 38 elected and appointed officials from Cuyahoga, Geauga, Lake, Lorain and Medina counties developed the **Working to Improve the NOACA Region (WIN) Program** to help foster partnerships.

What is a WIN Agreement?

A WIN Agreement is a voluntary memorandum of agreement entered into by NOACA and a community, county or agency in the region. The major purpose of the agreement is to define the roles and responsibilities of the partners as they work to improve the public's quality of life.

What does a WIN Agreement look like?

The next page contains an example of sample language:



Memorandum of Agreement
Between the
Northeast Ohio Areawide Coordinating Agency
And the
ABC Community

I. Background and Purpose

A.) The Northeast Ohio Areawide Coordinating Agency (NOACA) and ABC Community are partners in maintaining and improving the transportation system for the people of ABC Community. The purpose of this Working to Improve the NOACA region (WIN) Agreement (Agreement) is to define the roles and responsibilities of the partners as they work to improve the economy, environment, transportation system and quality of life for the citizens of ABC Community and Northeast Ohio.

II. General Points of Agreement

A.) We acknowledge that ABC Community has the responsibility to serve the residents and businesses of the community, and that the Community has developed transportation and development plans and programs for the betterment of the people of the Community.

B.) We acknowledge that NOACA as the federally designated Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake Lorain and Medina, and that NOACA has the responsibility to develop and implement its Transportation Plan (*The Framework for Action 2025*).

C.) We agree to work together to help achieve the goals of the ABC Community and NOACA. We will achieve this through open and honest communication, mutual trust and respect, and mutually beneficial solutions. We acknowledge and value our different processes and perspectives. We understand that a cooperative approach is needed to achieve mutual and individual goals.

D.) We agree to work together in good faith to resolve any disputes that may arise regarding this agreement. We agree to meet, at minimum, annually to discuss this agreement and future plans and programs.

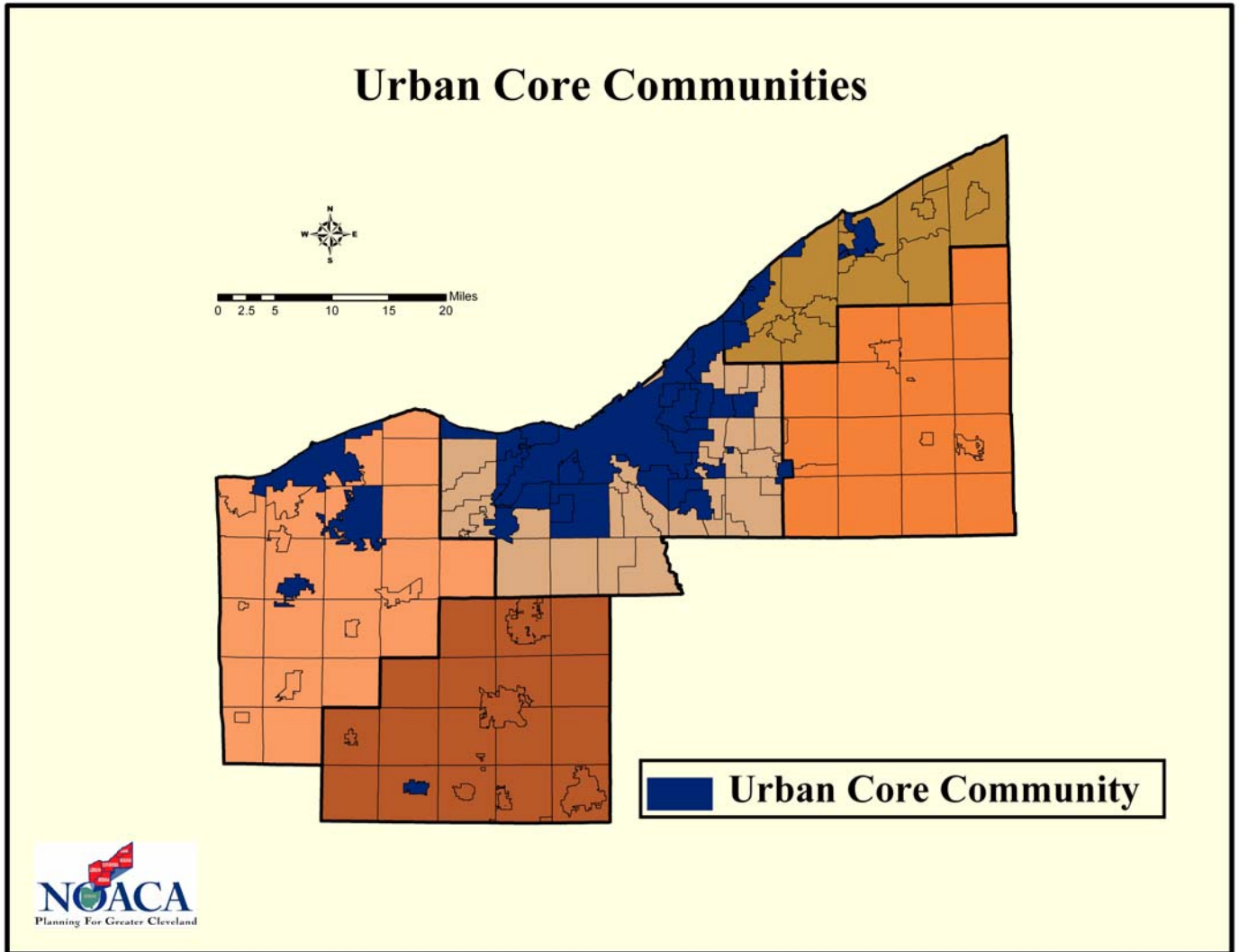
III. Specific Points of Agreement

(To be discussed)

How do I enter into a WIN Agreement?

Please contact NOACA at 216-241-2414, extension 281 for more information.

Appendix 3: NOACA Urban Core Communities



Urban Core Communities:

Bay Village, Bedford, Berea, Brooklyn, Brook Park, Cleveland, Cleveland Heights, Chagrin Falls Village, Eastlake, East Cleveland, Elyria, Euclid, Fairport Harbor, Fairview Park, Garfield Heights, Lakewood, Lodi, Lorain, Linndale, Lyndhurst, Maple Heights, Mentor-on-the-Lake, Newburgh Heights, Oberlin, Painesville City, Parma, Parma Heights, Rocky River, Sheffield Lake, Shaker Heights, South Euclid, Timberlake, University Heights, Warrensville Heights, Wickliffe, Willowick, Woodmere