



**Smart Growth America**  
Improving lives by improving communities

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# Application for Smart Growth Technical Assistance

Year Six of Seven (2016-2017)

This technical assistance program is funded under a grant to Smart Growth America from the U.S. Environmental Protection Agency's Office of Sustainable Communities' Building Blocks for Sustainable Communities Program



## Summary

Smart Growth America, through a grant from the U.S. Environmental Protection Agency's Office of Sustainable Communities, is offering free technical assistance to help local leaders and residents make their communities more livable, sustainable, and vibrant places. Any unit or subdivision of local, tribal or regional government is eligible to apply. The deadline for applications is Thursday, October 6, 2016 at 5:00 PM EDT. Applications must be uploaded to the Smart Growth America web page application portal at <http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops/apply> or emailed to [assistance@smartgrowthamerica.org](mailto:assistance@smartgrowthamerica.org) by this time. Paper submissions and late submissions will not be accepted.

Smart Growth America will hold a webinar to discuss the technical assistance program and the application process on Wednesday, September 14, 2016 at 1:00 PM EDT. Interested parties can register for the webinar at <http://bit.ly/sga-free-ta>. The webinar will be recorded and posted to our blog. For pre-application assistance and inquiries, please email [assistance@smartgrowthamerica.org](mailto:assistance@smartgrowthamerica.org).

## Building Blocks for Sustainable Communities Program

Smart Growth America's free technical assistance is funded under a grant from the EPA's Office of Sustainable Communities' Building Blocks for Sustainable Communities Program. The Building Blocks for Sustainable Communities Program funds quick, targeted assistance to communities that face common development programs.

## Purpose of the technical assistance

Smart Growth America's technical assistance program, now in its sixth year, helps facilitate local solutions to local development challenges so that participating communities are able to grow in ways that benefit residents and businesses while protecting the environment and preserving a sense of place. The assistance provides the tools and training needed to help local leaders make their communities more livable, sustainable and vibrant places.

As a national leader in the field, Smart Growth America possesses extensive experience working with communities to help them use land strategically, maximize existing resources and invest public funds in ways that catalyze quality private development. Smart Growth America has already worked with more than 70 communities through this program alone.

## Technical assistance free-of-charge and ready-to-go

Applicants can apply for one of the nine free standardized technical assistance tools listed below, or three applicants can apply as a consortium for our new Complete Streets Consortium Series detailed below.

For each of the nine standardized tools, Smart Growth America will deliver the technical assistance in the form of a two-day workshop.

The nine technical assistance tools are:

- Implementing smart growth 101
- Planning for economic and fiscal health
- Fiscal impact analysis
- Sustainable land use code audit
- Complete Streets Technical Assistance
- Parking audit
- Cool planning: local strategies to slow climate change
- Using LEED-ND to accelerate the development of sustainable communities
- (Re)Building Downtown

**Applicants can find descriptions of these tools and examples of how they've been used successfully in other communities, on our website:**

<http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops>

## **Complete Streets Consortium Series**

The Complete Streets Consortium Series is a new workshop series for three municipalities within the same state. The three municipalities join together to form a consortium, with each municipality receiving their own workshop that builds on the other workshops in the series. The workshops will focus on the relationships between land use and transportation, different modes of travel, and multimodal integration within the local and regional contexts of the municipalities. This is a unique opportunity for communities within the same state to form a mutual support network and also enhance relationships between state and local stakeholders. A core group of eight to ten representatives from each municipality will travel to all of the workshops, seeing how each city is planning on implementing Complete Streets policies and how they can help and or learn from the process.

## **Eligibility for technical assistance**

Any unit or subdivision of local government, Indian tribe, or regional government is eligible to apply for the single applicant technical assistance workshops. For Year 6, Smart Growth America is expanding our work in rural communities. Out of the six applicants to be selected this year, three will be rural if sufficient applications are received. For this program, rural is defined as 20,000 or fewer residents in the jurisdiction.

The Fiscal Impact Analysis Tool is linked to the Economic and Fiscal Health Workshop. Applicants who have already completed the Economic and Fiscal Health Workshop are eligible to apply for the Fiscal Impact Analysis as a stand-alone workshop. Applicants who have not previously received the Economic and Fiscal Health Workshop and wish to receive the Fiscal Impact Analysis should apply for the Economic and Fiscal Health and

Fiscal Impacts Analysis as a unit to be delivered together at a single workshop.

The Complete Streets Consortium Series must be applied for by a consortium of three municipalities within the same state. These three municipalities do not need to be geographically adjacent, but must make the case that their commitment and cooperation justify the assistance.

## Post-workshop reporting

Communities that receive this technical assistance will receive a next steps report with suggestions for follow-up actions. Communities agree to submit three brief post-workshop progress reports – the first one month after receiving their post-workshop next steps report from Smart Growth America, the second six months after, and the third twelve months after.

## Selection process and criteria

Smart Growth America expects to select up to six communities and one consortium of three municipalities to receive free technical assistance in this application cycle. Of the six not applying as a consortium, three will be rural if sufficient qualified applications are received.

The primary selection criteria are:

- **Interest in smart growth solutions (20% of score)** – The community’s application should demonstrate interest in smart growth solutions and show that the requested technical assistance tool is an appropriate way to address the community’s issues—that it helps them overcome barriers to implementing smart growth and sustainable community solutions.
- **Need for technical assistance (20% of score)** – Smart Growth America wants to work with communities that are interested in smart growth and/or sustainable communities development strategies but may need some additional help to define and move forward with local solutions.
- **Involvement of key community leaders (20% of score)** – Smart Growth America will consider the degree to which local government, business and community leaders demonstrate their commitment and capacity to implement the results of the technical assistance.
- **Readiness to implement (20% of score)** – Is the community ready to act based upon the tools supplied? Evidence that the community is ready for action will help Smart Growth America to determine which communities will benefit most from technical assistance.

- **Public Involvement Plan (20% of score)** – Smart Growth America will consider the community’s capacity to carry out public engagement (particularly to low income and disadvantaged populations within their communities) and the quality of the proposed engagement plan. We like communities’ applications to address questions like: How will the community get the word out? Is the location accessible? Does the community have letters of support from relevant partners?

Other factors that will affect the selection of communities to receive technical assistance:

- **Geographic diversity** – Smart Growth America wants to work in a variety of states, regions, and communities, from North to South, East and West. We will look at how the communities we select contribute to the diversity of places we have served over the lifetime of this grant. We will be placing special emphasis this year on identifying small rural communities, with 20,000 or fewer residents, that are ready for assistance.
- **Equity** – Smart Growth America wants to increase our work with low income and disadvantaged communities who are ready to address issues related to growth and development.
- **Past receipt of assistance** – Smart Growth America likes to leverage work done by others to create more powerful outcomes. Has the community received related technical assistance from the EPA or other federal agencies in the past? Is the community currently applying for technical assistance from the EPA or other federal agencies? For rural applicants, has the community participated in USDA Rural Development-supported programs such as Stronger Economies Together, Promise Zones, or Strikeforce? Be sure to put this in the application, including the name of the program as well as any outcomes you are experiencing.

Final recipients will be notified via a phone call and will also be announced on our website.

## Application form

This application form is for both the nine standard technical assistance tools as well as the new Complete Streets Consortium Series. The deadline for applications is Thursday, October 6, 2016 at 5:00 PM EDT. Applications must be uploaded to the Smart Growth America web page application portal at <http://www.smartgrowthamerica.org/technical-assistance/free-annual-workshops/apply> or emailed to [assistance@smartgrowthamerica.org](mailto:assistance@smartgrowthamerica.org) by this time. Paper submissions and late submissions will not be accepted.

If you are applying for the Complete Streets Consortium Series, a complete application will include three filled out application forms, one from each municipality, as well as a single cover letter of commitment signed by all three mayors. This letter should not only show the commitment of all three municipalities to the workshop, but should also make the case as to why the three applicants cities present the most compelling choice to receive the series. The letter of commitment must be uploaded with the application.

**Name of applicant agency:**

**Agency CEO or other individual authorized to enter into agreements:**

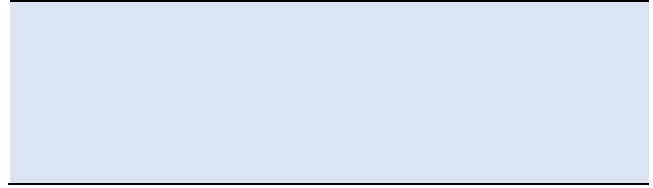
**Contact person name, email, phone:**

**Organization address, phone and website:**

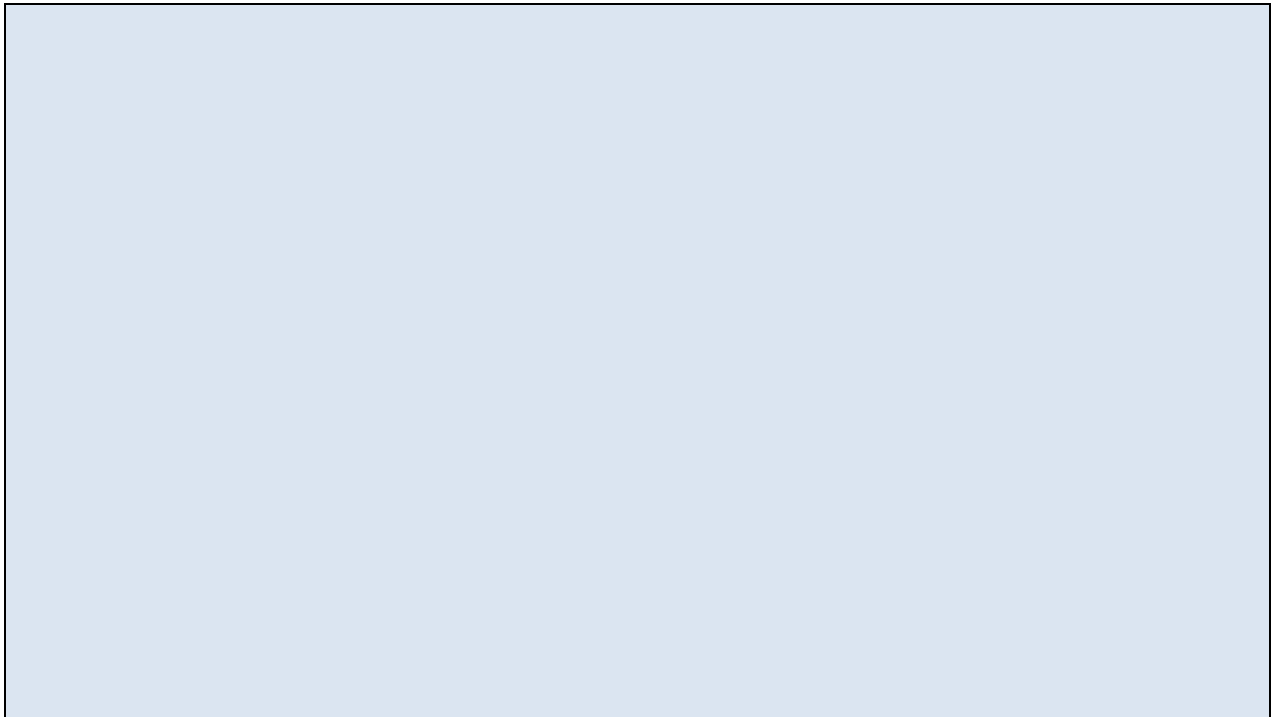
**Form of government (local, regional, tribal):**

**Tool being applied for (limit one per application):**

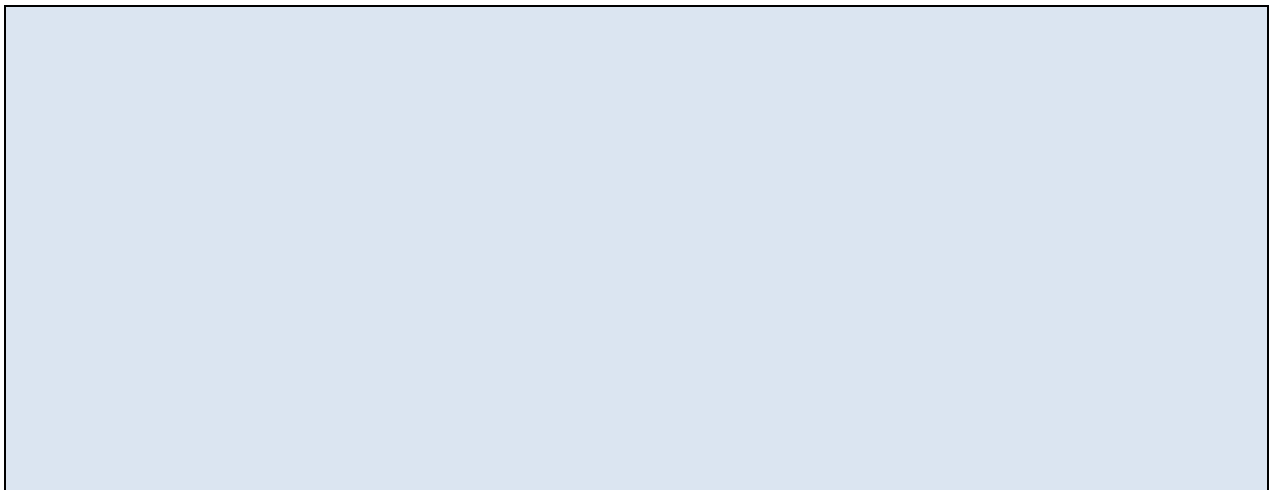
**If you are applying for the Complete Streets Consortium Series, please list the members of your consortium:**




**What is the community's need for technical assistance? How will the tool you are applying for help your community overcome the barriers to implementing smart growth?**



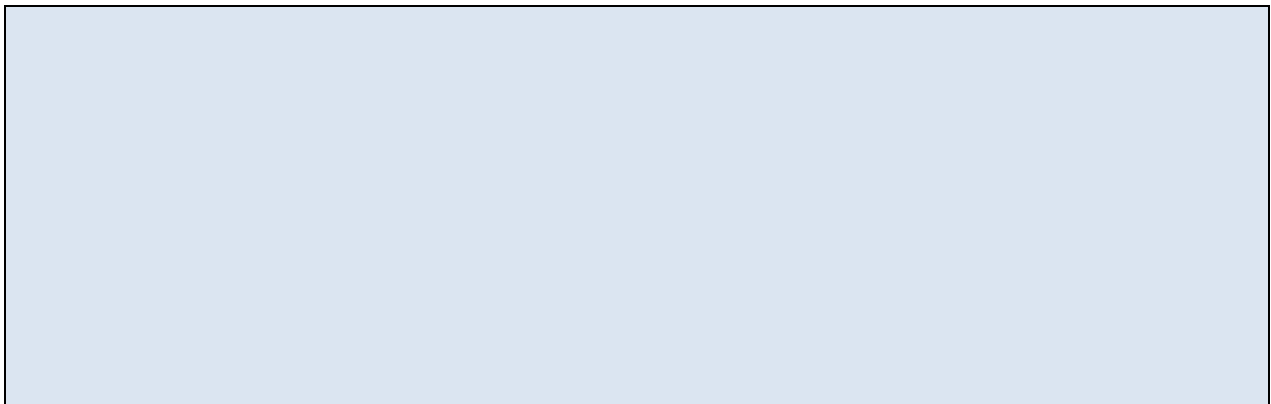
**What is the community's interest in smart growth solutions?**



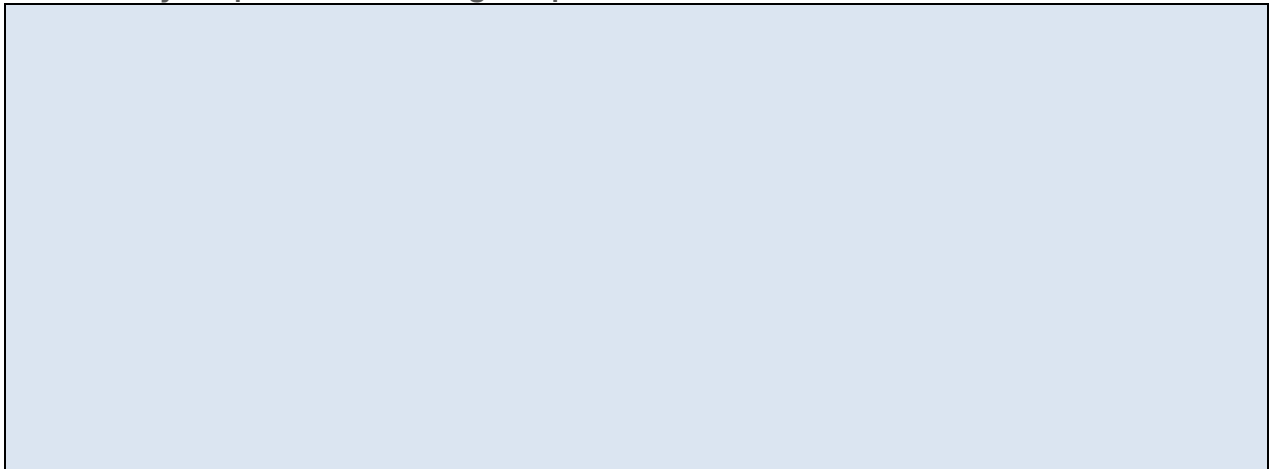
**To what level are community leaders (elected, business, community) committed to pursuing smart growth solutions?**



**How does the community propose to implement the smart growth solution(s) once assistance is received?**



**Describe your plan for involving the public in the technical assistance.**





To what degree does your plan address equity issues? Specifically, how does your plan address disadvantaged communities?

Have you received related technical assistance from the EPA, other federal agencies (including USDA Rural Development if you are a rural community), or their contractors or grantees in the past?

Yes

No

If so, describe the assistance, including how the new assistance you are requesting of Smart Growth America would build upon or complement the past assistance.

**Are you applying for related technical assistance from the EPA, other federal agencies (including USDA Rural Development if you are a rural community), or their grantees or contractors?**

Yes

No

**If so, describe the assistance, including how that assistance would complement the assistance you are requesting of Smart Growth America.**

**Are you a rural applicant? Please note that to be considered rural for this program, your resident population must be 20,000 or less.**

Yes

No

**Letter of Commitment**

To help us assess community support for smart growth solutions, Smart Growth America requires a letter of commitment signed by the mayor, county commission chair, or comparable elected leader. The letter should state the commitment of local elected leaders to implement any local initiatives that result from the smart growth technical assistance offered.