

NATIONAL RESOURCES & TECHNICAL ASSISTANCE FOR
TRANSIT-ORIENTED DEVELOPMENT

**Request for Transit-Oriented
Development (TOD) Technical
Assistance**

Year 2 (2016-2017)

Summary

The Federal Transit Administration (FTA) in partnership with Smart Growth America (SGA) is offering to provide technical assistance to communities through the National Public Transportation/Transit-Oriented Development Technical Assistance (TOD Technical Assistance) Initiative to develop tools, guidance, and other resources for enhancing transit-oriented development (TOD) within transit corridors or around a public transportation station, and in economically distressed communities. Any unit or subdivision of state, regional, local, or tribal governments with an active federally funded transit capital project are eligible to apply.

Purpose of the TOD Technical Assistance Initiative

The TOD Technical Assistance Initiative is a project of FTA that provides technical assistance and shares TOD expertise and resources with communities to better leverage federal investments. Through this project, FTA intends to provide real-time access to resources and hands-on/on-site technical assistance and outreach to communities through the development of tools, guidance, and other resources for enhancing TOD. The real-time access to resources is available through the website at todresources.org.

This TOD Technical Assistance Initiative supports activities leading to improved access to public transportation, new economic opportunities, pathways to employment, and community revitalization of economically distressed communities. FTA defines “economically distressed” communities as areas with high rates of unemployment, low income per capita and/or special need circumstance, in accordance with the criteria set forth in section 301(a) of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. 3161).

As a national leader in the field, SGA possesses extensive experience working with communities to help them maximize transit investment by attracting development around transit and ensuring that the transit supports the entire community, regardless of income. SGA and affiliates (which include LOCUS, the National Complete Streets Coalition, the Smart Growth Leadership Institute, and T4A Technical Assistance), along with principal partner Enterprise Community Partners, is supported by a team of experts in delivering the TOD technical assistance.

In-Depth TOD Technical Assistance Activities

In-depth TOD Technical Assistance will be provided to five (5) locations across the United States. SGA will assign a TOD Technical Assistance Team (Team) of experts to provide on-site assistance to successful applicants. The Team can help develop a framework for local community planning capacity; and identify issues, constraints, and opportunities related to TOD in either a segment of the transit corridor or a specified station area. In-depth TOD Technical Assistance can also include: conducting market analysis; providing informational resources, strategic consulting, helping draft local policy, and identifying local stakeholders for community engagement. Other examples of in-depth TOD technical assistance consists of on-site training and community outreach, remote support for policy development, and development of messaging materials. The duration of the in-depth TOD Technical Assistance can last up to one year, as appropriate. Only one transit corridor per application will be considered for TOD Technical Assistance.

Examples of possible deliverables obtained through the in-depth TOD Technical Assistance include:

- Community Design Charrette
- Community Workshop and Outreach
- Peer-to-Peer Exchange Network
- Station Area Market Assessment
- TOD Plan
- TOD Project Readiness Assessment

Eligibility Criteria

To be selected for the in-depth TOD Technical Assistance, an applicant must meet the following criteria:

- I. Be an Eligible Applicant – Eligible applicants for TOD Technical Assistance include any unit or subdivision of state, regional, local, or tribal government. Although partnerships are strongly encouraged, a lead applicant must be designated. The lead applicant must include the relevant transit agency as an active partner in the TOD Technical Assistance, if the transit agency is not already the lead applicant. If the lead applicant does not control land use, the relevant land use authority also must be included as an active partner in the TOD Technical Assistance. Letters of commitment and support are required (see Question 11 below).
- II. Have an Eligible Transit Project – An eligible transit project is an “active” federally-funded transit capital project under chapter 53 of title 49, United States Code; flexible funding programs [Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant Program (STBGP)] for transit capital under chapter 23 of title 149 United States Code, and/or chapter 23 of title 133 United States Code. Transit capital projects funded under the Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant program are also considered as eligible. Under this criterion, a transit capital project that is awarded with federal funds from one of the above programs and is currently advancing towards full project implementation is considered “active”. An application must identify the transit corridor containing a description of the entire Eligible Transit Project.
- III. Station Area or Segment of the Transit Corridor – Applicants must choose to include either one segment of a transit corridor or one station area in the transit corridor for TOD Technical Assistance. Applications containing multiple corridors and/or multiple station areas will not be considered.

No Cost Sharing or Matching Funds Required

FTA is providing the TOD Technical Assistance through SGA at no cost to successful applicants. There is no cost sharing or matching funds required from the successful applicant to be eligible for TOD Technical Assistance. However, each applicant must identify the staffing and facility resources that will be provided to ensure successful implementation of the TOD Technical Assistance.

Evaluation and Selection Criteria

Applications for TOD Technical Assistance will be evaluated based upon the following criteria:

- I. *Statement of need* (20 percent) – A coherent and compelling statement of the challenges that require technical assistance, including federal, state, local or regional significance the technical assistance will address and its applicability to federal projects across the country. Demonstration of the applicant’s willingness and ability to make changes to land use, affordable housing, and other local policies, regulations, and ordinances will also be considered.
- II. *Commitment to equity* (20 percent) – Focusing technical assistance on economically distressed neighborhoods in which equitable TOD could minimize displacement of current residents, improve housing affordability, and/or where equitable TOD would expand access to job centers, education, medical services, and social services for low- and moderate-income households.
- III. *Strong leadership of the lead applicant* (20 percent) – Evidence of the following: 1) commitment of elected and appointed leaders to engage in TOD Technical Assistance activities and a commitment of senior staff to work with the Team with an explanation of their roles as well as their time commitment; and 2) strong organization, working relationships and partnerships between the lead applicant team senior staff, elected officials, local jurisdictional staff and community stakeholders. Senior staff should have direct reporting to governmental or agency leadership, such as the mayor’s chief of staff, city manager, planning director, transit general manager, or the Metropolitan Planning Organization director.
- IV. *Partnership and engagement* (20 percent) – A high level of engagement from partner agencies needed to make the TOD effective and equitable, including housing, economic development, and social service agencies. Partnership with local stakeholders, including business, philanthropy, civic and community groups, and equity interests.
- V. *Leverage and Commitment of Resources* (20 percent) – Evidence of: a.) The commitment of resources in the form of staffing, materials, facilities and/or funding from the local sponsors, philanthropy or other partners to support and magnify the work; b.) The extent to which the work will leverage other federal funding, private funding and technical assistance work. There is no cost sharing or financial matching requirement.

Other considerations will include: 1) Geographic diversity – The FTA and SGA will choose communities from a variety of states, regions, and communities; and 2) Community diversity – The FTA and SGA will choose communities of different sizes, economic conditions, and populations.

Application Review and Selection Process

FTA and SGA will evaluate application requests that answer all components of the application form. FTA and SGA may contact the applicant during the application review process for any items requiring additional documentation for clarification purposes. The follow steps below provide a representation of the review process:

1. SGA and its project team will review each application for completeness.
2. A review committee comprised of FTA and SGA will review each application per the criteria listed above.
3. Applications that do not meet eligibility requirements will not be considered.
4. SGA will determine which applications best meet the selection criteria and recommend selection to FTA who will notify successful applicants.
5. Successful applicants will have 10 working days to respond back to FTA and confirm their interest in receiving TOD Technical Assistance.

Application Request Submission

Requests for TOD Technical Assistance are due by 5 p.m. EDT Friday, October 7, 2016. Complete applications can be submitted [online at todresources.org](http://todresources.org) or you may download and email an application available from the website to info@todresources.org. Applications received after the deadline will not be considered.

All questions or inquiries must be made in writing to info@todresources.org. SGA’s Team will respond promptly. Please do not contact other SGA staff regarding for TOD Technical Assistance inquires.

Upcoming Webinar

FTA and SGA will host a webinar on Wednesday, September 7, 2016 from 1-2 p.m. EDT to discuss the TOD Technical Assistance Initiative and the application request process. Register for the webinar at bit.ly/tod-webinar. All inquiries must be made to info@todresources.org.

Schedule for In-Depth TOD Technical Assistance

Activity	Date
Notice of application available for TOD Technical Assistance	August 23, 2016
Informational webinar	September 7, 2016
TOD Technical Assistance application deadline	October 7, 2016
Notification of Award for TOD Technical Assistance	To be announced

Application Form

I. Eligible Applicant(s)

Name of lead applicant:

Lead applicant government official or other individual authorized to enter into agreements:

Lead applicant main contact person name, email, phone:

Lead applicant organization's address, phone number, and website:

Lead applicant form of government (State, Regional, Local, Tribal):

Name of transit agency partner (if not lead applicant):

Name of other partner(s):

Name of other partner(s):

Name of other partner(s):

List all sources of federal funds for the Eligible Transit Project:

Does lead applicant have land use authority? (i.e., zoning and other entitlements)

Yes No

If no, name of land use authority partner

II. In-Depth TOD Technical Assistance Request

Note: For the questions below, items 1 to 3 relate to the “eligibility” criteria referred to above. Items 4 to 11 relate to the selection criteria. Specifically, questions 4 to 6 relate to “statement of need”; 7 and 8 to “partnership and engagement”; 9 to “commitment to equity”; 10 to “leverage and commitment of resources”; and 11 to “strong leadership of the lead applicant”.

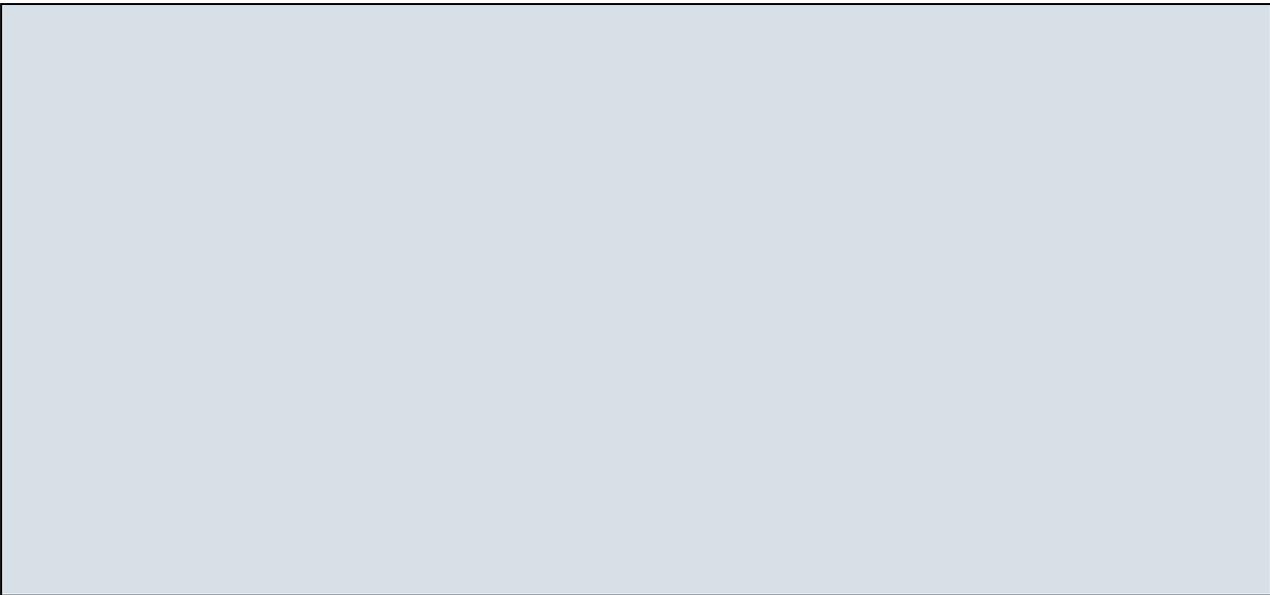
1. Eligible Transit Project: Describe the transit project at the heart of the TOD technical assistance request. Please include in your response a description of the “active” federally-funded transit capital project eligible under chapter 53 of title 49, United States Code; flexible funding programs for transit capital under section 133 title 23 United States Code, and/or section 149 title 23 United States Code. Transit capital projects funded under the Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant program are also considered as eligible. (Limit 500 words)

2. Transit Corridor: Define the transit corridor where the eligible transit project is located. A transit corridor or study area is the area surrounding the eligible transit project that is proposed to receive TOD Technical Assistance. Describe the geographic, demographic, and land use patterns surrounding the transit project. Include a detailed description of the economically distressed area? (Limit 500 words)

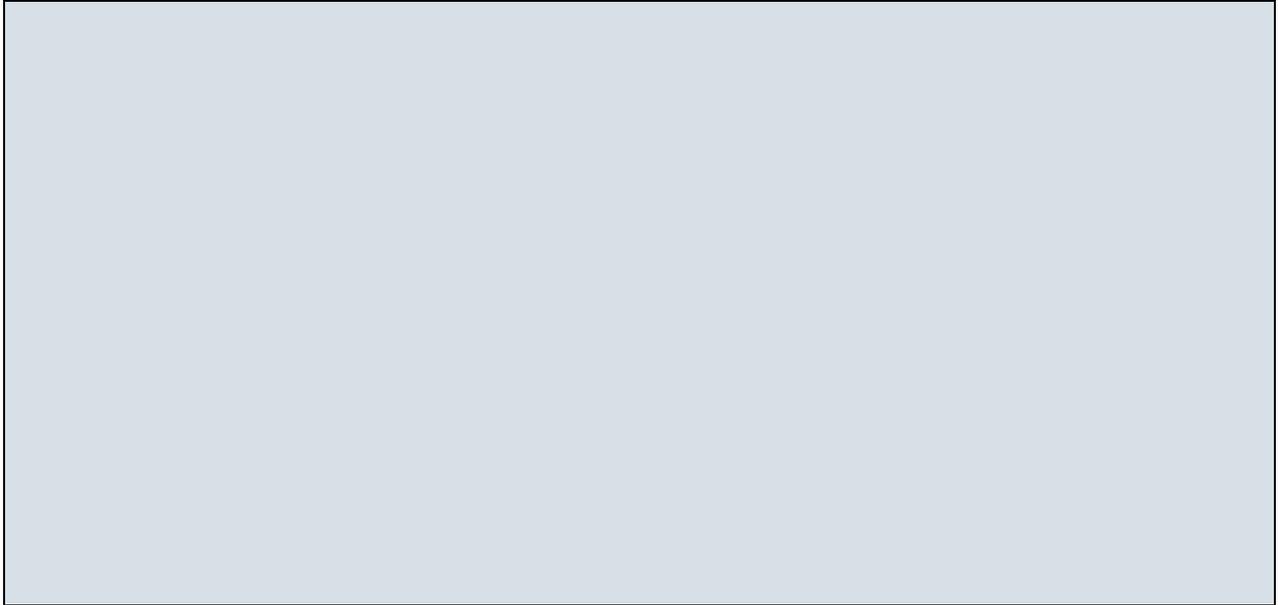
3. Prior Studies: Please list all prior TOD-related study(s) that have been completed for the transit corridor. Please include the sponsor and completion date of the prior study(s) and include the status of any current TOD-related studies for the transit corridor. (Limit 250 words)



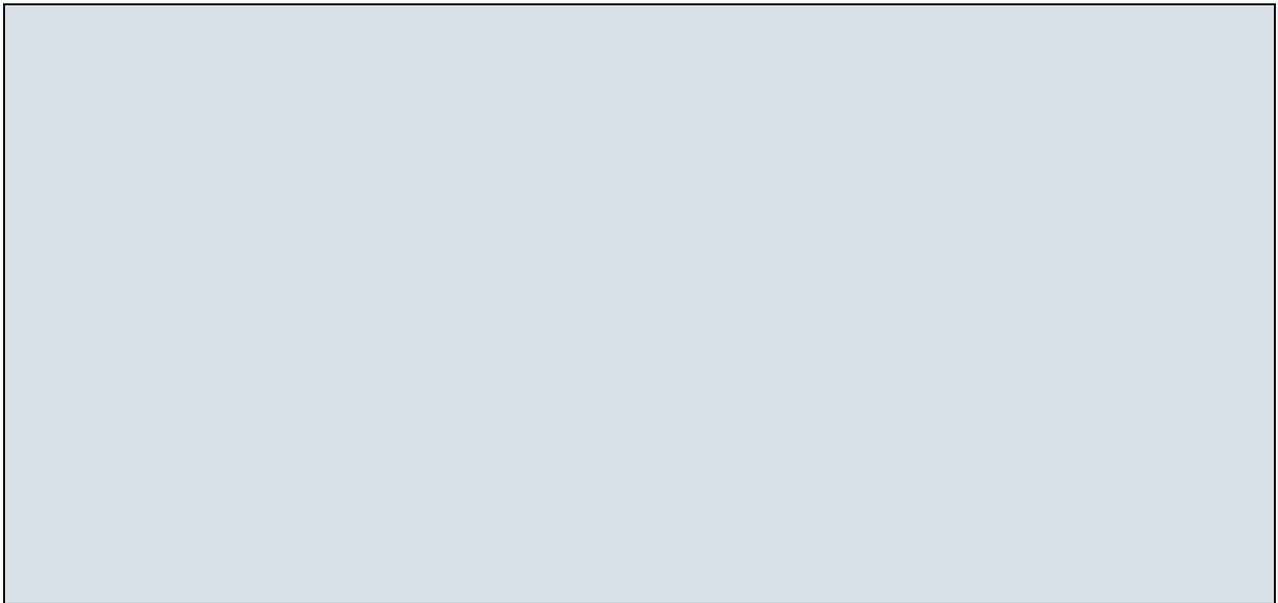
4. Statement of Need: In plain English terms that would be generally understood by the public, please describe the TOD technical assistance that is needed in your community that would likely otherwise not occur without this technical assistance. Also, please describe the barriers or challenges that are currently in the transit corridor, which need to be addressed by the TOD Technical Assistance. (Limit 500 words).



5. Proposed In-Depth TOD Technical Assistance Activities: Describe the activities/tasks that you would like the technical assistance Team to perform and how those activities/tasks address the need identified in the Statement of Need described above? (For additional information, please refer to section above entitled “In-Depth TOD Technical Assistance Activities”) (Limit 250 words)



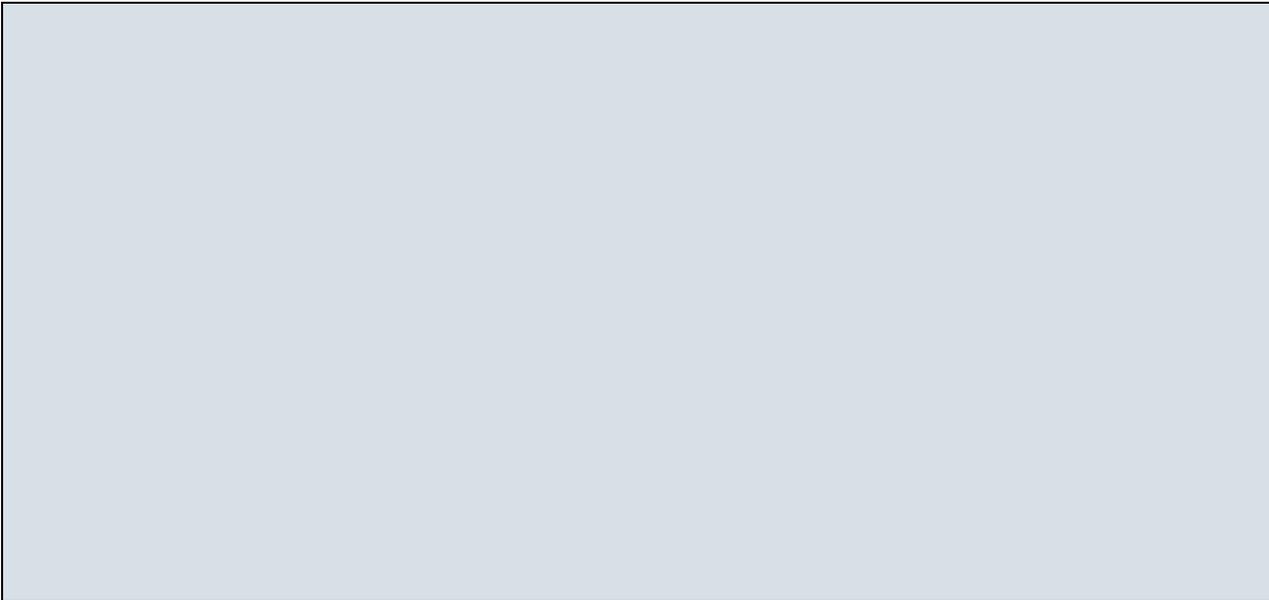
6. Deliverables: Based upon the proposed in-depth TOD Technical Assistance activities described above, please provide a list of deliverables with expected dates for the Team to complete the proposed TOD Technical Assistance. (Limit 250 words)



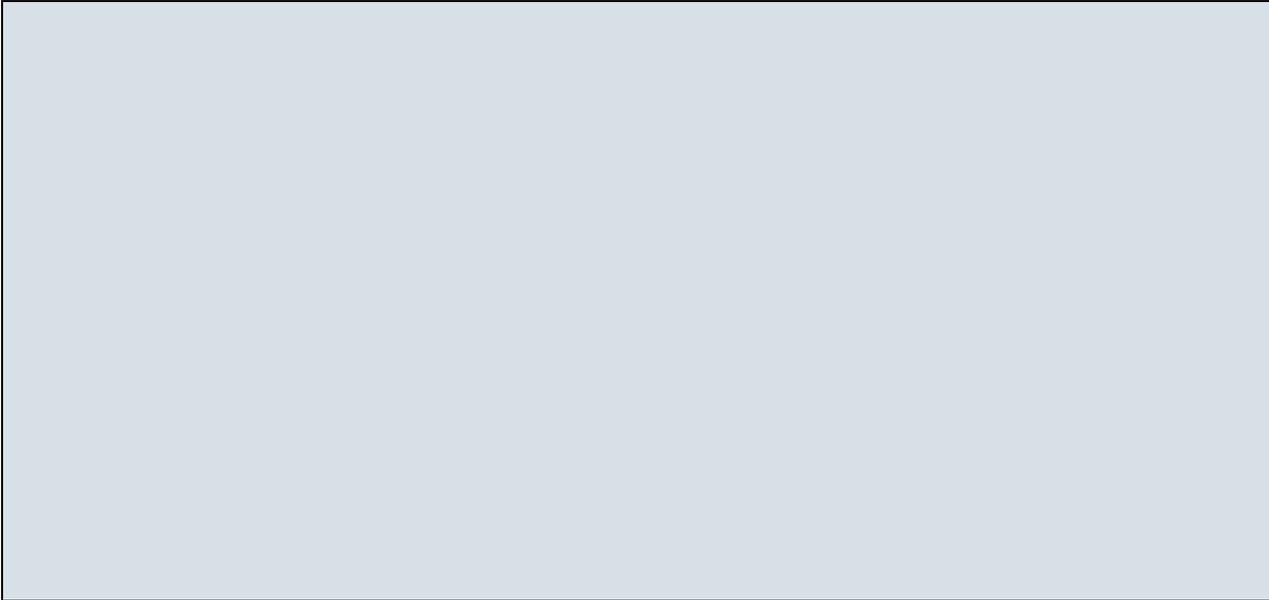
7. Partnership and Engagement: Describe the staff commitment the applicant group will provide to reinforce and enhance the technical assistance. (Limit 250 words)



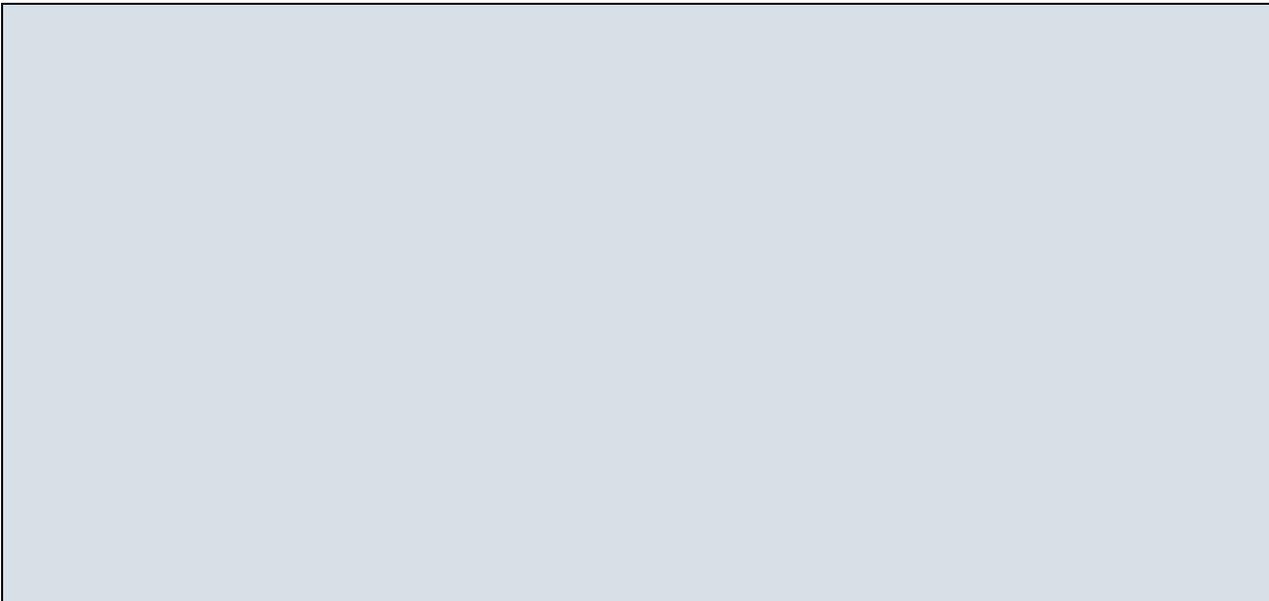
8. Partnership and Engagement: Describe the involvement to date and future intended involvement of the business community, civic organizations, philanthropy, advocacy groups, the community, other stakeholders and the public post technical assistance. (Limit 250 words)



9. Commitment to Equity: How will the TOD Technical Assistance provided by the Team address issues of equity, economic opportunity, affordability, and potential displacement of residents and businesses in economically distressed communities? (Limit 250 words)



10. Leverage: What other federal, state, or local funding or assistance programs have been used or are being used in the same transit corridor where the Eligible Transit Project is located? (Limit 250 words)



11. Strong Leadership: Please identify the applicant's organizational support for the TOD Technical Assistance. Provide a letter of commitment signed by the local governmental jurisdiction (e.g.: mayor, county commission chair, city council or comparable elected leader), as well as from the Chief Executive Officer of the transit agency. Please also include a letter of support from the land use authority for the local jurisdiction involved in the application, if not already provided. The letter should state the commitment of local leaders to participate in the technical assistance and to implement any local initiatives that result from the TOD technical assistance offered.