

TRANSPORTATION FOR LIVABLE COMMUNITIES

FY 2006 GRANT APPLICATION

(Due Date: Friday, September 2, 2005)



Chittenden County Metropolitan Planning Organization
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**Transportation for Livable Communities (“TLC”)
Competitive Grant Program
Fiscal Year 2006**

A Program of the Chittenden County Metropolitan Planning Organization

APPLICATION PACKAGE

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Instructions:

1. Read the Program Overview/Summary to better understand the purpose and objectives of the TLC program and to ensure your project is eligible for consideration for a TLC grant.
2. Complete the Grant Application Summary. Please type or print in blue or black ink. Please provide all requested information. Please place an “N/A” in any space that does not apply to your project. (If you would rather complete the form on computer, contact the CCMPO to obtain an electronic version or download this document from our web site at <http://www.ccmppo.org>.)
3. On separate pages, please provide specific information regarding how your proposed TLC planning project will address each of the TLC Project Evaluation Criteria described on pages 9-10. Repeat and respond to each of the evaluation criteria. As appropriate, you may include additional supportive documentation. Please limit your answers to a total of no more than five (5) pages.
4. Assemble your application package in the following order: (A) Project Summary and attachments (maps, drawings, and budget support information), (B) Project Evaluation Criteria Documentation, and (C) additional pertinent information (e.g., letters of support). Please review your package for completeness and accuracy. You may also include a brief cover letter from the sponsoring organization. **Any application packages that are not complete by the application deadline will not be eligible for consideration.**
5. Submit **eight (8) copies** your application package **by 5:00 PM, Friday, September 2, 2005** to:

Peter Keating, Senior Transportation Planner
Chittenden County Metropolitan Planning Organization
30 Kimball Avenue, Suite 206
South Burlington, VT 05403
(802) 660-4071x14 or pkeating@ccmpo.org



TLC PROGRAM OVERVIEW AND SUMMARY

Description: The Chittenden County Metropolitan Planning Organization's (CCMPO) Transportation for Livable Communities (TLC) program is designed to support development plans and projects in Chittenden County that strengthen the link between transportation investments and community livability.

Program Goals:

- Develop innovative community-based projects whose transportation elements can compete for capital funding at the regional level through the Transportation Improvement Program (TIP) process.
- Forge unique partnerships between local jurisdictions, community organizations, transportation service providers, and the development community.
- Make a significant contribution to the creation of a livable community.
- Provide “success stories” to encourage integration of transportation and land use throughout the region.

How Does the TLC Program Work?

Through the TLC Program, the CCMPO will help good project ideas become reality by facilitating technical planning assistance and by funding community planning efforts. There is \$40,000 in federal funds available for grants to Chittenden County grantees for federal FY 2006. A 20 percent minimum non-federal match is required, which brings to \$50,000 the total funding available through this program. Grants may range from \$4,000 to \$20,000.

Eligible Projects

Technical planning assistance projects will focus on defined locations or problems such as improving an existing pedestrian crossing, locating a multi-use path between neighborhoods and schools or enhancing safety and security at existing transit stops. Community planning projects would be broader in scope. Examples include developing a village pedestrian circulation plan, assessing neighborhood traffic calming strategies or measuring the feasibility of a local jitney transit service. See the list of projects that received TLC grants from 1999 through 2004 on page 4 for examples.

TLC grants will help fund technical experts, which can jump-start a specific project by helping to define its general concept, assisting with planning and implementation, or facilitating community input.

In addition, grant applicants may also wish to review and take into consideration the Vermont Agency of Transportation's project development guidelines for Enhancement Program grants and



the application process for the statewide bicycle and pedestrian program, since both programs are possible sources of capital funding for projects developed through the TLC program.

The CCMPO strongly encourages TLC applications for planning work on projects focused on **transit-oriented development and design, pedestrian and bicycle-friendly development and design, and transportation projects specifically designed to facilitate and encourage non-single occupant vehicle access to designated growth centers and recreational facilities.**

Note: Because the TLC program uses federal transportation planning funds, only planning activities are eligible. Examples of tasks that cannot be funded through the current TLC grant program include preliminary engineering, final design, preparation of environmental documentation, right-of-way acquisition, preparation of bid documents, and construction. Projects identified through the TLC program can compete for funds through the Vermont Agency of Transportation's Enhancement and bicycle and pedestrian programs; and/or may be funded in municipal capital programs. If you have a question about whether or not your project is eligible, please contact Peter Keating at 660-4071x14 or pkeating@ccmpo.org.

Who May Apply for TLC Grants?

Local governments, community-based organizations, and transportation service providers may receive funding for planning projects or technical assistance. **Please note that the required minimum 20 percent match for grants MUST be derived from non-federal sources.**

How Are Projects Selected for Grants?

The CCMPO will evaluate each planning project against the program's selection criteria (see below). The CCMPO will use a TLC Project Selection Committee comprised of representatives of cross-disciplinary organizations to review and recommend projects for grants. The committee will make recommendations to the Executive Director, who will, in consultation with the Executive Committee, seek the CCMPO Board's concurrence with project grant awards.

What Are the TLC Planning Project Selection Criteria?

The overall goal of CCMPO's TLC program is to help local areas develop and plan community-oriented transportation projects (such as streetscapes and pedestrian, transit, and bicycle-oriented developments) that can then compete for capital funding at the regional level through the TIP process or be funded through other state or local programs. *(Pages 9 and 10 describe the TLC program project evaluation criteria and their relative weights in the application scoring process.)*



TLC Grants Awarded since 1999

Applicant	Project Description	Grant Award*
Burlington Dept. of Public Works	N. Winooski Ave. Neighborhood Activity Center Streetscape Planning & Design	\$17,600
Huntington	Huntington Village Center Circulation Plan & Village Green Design	\$5,600
Richmond	Cross-Vermont Trail/Richmond Link Alternatives Analysis	\$8,000
Williston	Taft Corners to Allen Brook Bike Path Planning	\$8,800
Burlington Bikeways	Colchester/South Hero Bike Ferry Feasibility Plan	\$4,000
Hinesburg/CVU High School	Public Transportation Alternatives Study for CVU High School	\$4,000
Richmond	Pedestrian Accessibility Plan	\$4,096
Shelburne	Shelburne Village Transportation Plan	\$10,400
South Burlington	San Remo Drive Streetscape & Design Guidelines	\$6,000
Williston	Williston-So. Burlington Recreation Path Connection Alternatives Analysis	\$6,432
Winooski	City Traffic Calming Plan	\$15,000
Burlington	Church St. Marketplace Streetscape Plan	\$13,240
Colchester	Traffic Calming Policies and Guidelines	\$10,276
Williston	Town Transportation Plan	\$15,240
South Burlington	Easement and Stormwater Facility Mapping	\$5,240
Essex	Conceptual alignment for path to cross VT 289	\$7,500
Colchester	I-89 Exit 16 Pedestrian and landscape plan	\$14,500
South Burlington	Bike/Pedestrian plans for two neighborhoods	\$6,400
Burlington	Waterfront access public workshops	\$11,650
Hinesburg	Crosswalk plans for Village	\$9,726
Milton	Town core streetscape and accessibility study	\$20,000
Westford	Pedestrian safety improvements to town common area	\$7,813
Essex	Susie Wilson Road Transit Oriented Design plan	\$25,000
Essex Junction	Village streetscape improvement plan	\$25,000
Winooski	Pedestrian safety improvement plan in school area	\$11,500
TOTAL TLC FUNDING AWARDED		\$273,013

* Does not include non-federal funds.



Grant Administration

The CCMPO will make grants on a schedule of 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 if their proposal is selected for a TLC grant.** In-kind services (i.e., the value of staff and volunteer time) may be used for some or all of the non-federal match, but documentation adequate to support the grantee's claim for in-kind service credit must be provided with the grant application. The documentation should indicate the estimated hours and rates by labor class and task.

All grants under this program will be paid out on a reimbursable basis. After a grant agreement is executed between the CCMPO and the grantee, the grantee may bill the CCMPO on a monthly basis for payment. Documentation of work and progress on the TLC project must be provided with each bill. The CCMPO will provide additional detailed billing information to each grantee.

A grantee will also be required to submit a brief final report on the project prior to receiving final payment on the grant. The CCMPO may use this information to provide future years' grant applicants with work examples and for TLC program publicity.

Schedule

TLC projects awarded funding during this round must be **underway by October 1, 2005 and should be completed within one year.**

Procurement Procedures

Because federal funds are being used for the TLC 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 CCMPO inspection.

Questions? Contact Peter Keating, of the CCMPO at 660-4071x14 or at pkeating@ccmpo.org



TLC GRANT APPLICATION SUMMARY SHEET

Project Title:	
Brief Project Description:	
Expected Final Product	
Municipality(ies):	

NOTE: Please attach (A) a map showing the proposed planning project area and any project-level detail possible and (B) any available conceptual drawings and illustrations.

Total Planning Project Cost	\$
TLC Grant Request	\$
Non Federal Match	\$

Project Type (check all that apply):

<input type="checkbox"/>	Bicycle/Pedestrian Facility Planning
<input type="checkbox"/>	Transit-oriented Development & Design
<input type="checkbox"/>	Pedestrian/Bicycle-friendly Development & Design
<input type="checkbox"/>	Growth-center Accessibility Plan
<input type="checkbox"/>	Recreational Facility Accessibility Plan
<input type="checkbox"/>	Streetscape/Landscaping Planning
<input type="checkbox"/>	Other (<i>describe</i>):

Project Sponsor

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



Project Co-sponsor (if applicable)

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

Other project partners (if applicable):

Project Budget

Provide a project budget by task and labor costs. Task examples include administration, data collection, public outreach, alternatives development and evaluation, report preparation and printing expenses. Please estimate the cost of the planning project if it were to be done this year (i.e., in FY 2006 dollars). Attach any documentation, such as preliminary consultant quotes, as appropriate.

Tasks	Costs			Sub Total
	Staff Labor	Consultants	Material	
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
Totals	\$	\$	\$	\$



Project Funding

Identify and summarize TLC and non-federal matching fund sources. Matching funds may include any non-federal sources from public or private entities and in-kind sponsor labor. Please attach documentation for any in-kind match allowance you are claiming.

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

Project Schedule

Note: Assume a grant award and “notice to proceed” by October 1, 2005; for grants awarded during the FY 2006 cycle, work funded through the TLC program should be complete by October 1, 2006. Milestones may include hiring a consultant, summarizing existing conditions, completing conceptual design, public presentation and final report.

Milestone	<i>Month/Year</i>



TLC PROJECT EVALUATION CRITERIA – FY2006

Your TLC grant application, once all required information is received, will be evaluated and scored according to the criteria described below. Funding priority is based on the degree to which a planning project meets these criteria. A total of 100 points is possible; each criterion shows the maximum points possible under that criterion.

INSTRUCTIONS: On a maximum of five (5) separate pages, please provide specific information regarding how your proposed TLC planning project will address each of the following TLC evaluation criteria. **Please limit your answers to a total of no more than five (5) pages.** As appropriate, you may include additional supportive documentation that specifically pertains to one or more criteria.

A. Contribution Towards Creating a Livable Community (45 possible points)

1. *(1-20 Points)* To what extent does the project pertain to a physical setting where deficiencies exist (or will exist) which, if remedied, will provide significant community benefit. If the project is service oriented, how does it address an unmet need as well as provide a significant community benefit (e.g., connectivity of activity and residential centers; walkability; safety and security; economic development; protection of community, cultural, historic or environmental resources; public transit access or amenity; parking design; streetscape design; and access to daily needs)?
2. *(1-15 Points)* How is the project innovative? To what extent will the overall project have identifiable and likely synergistic effects (i.e., provision of any single community benefit will likely induce additional community benefits)?
3. *(1-10 Points)* Describe how the project relates to or specifically addresses the American with Disabilities Act, economic development opportunities, environmental impacts, economic/financial considerations, and safety and security.

B. Project Support and Involvement (20 possible points)

1. *(0-5 points)*. What degree of support and involvement is evident for this project? For example, resolutions, public meetings, special committees formed, funds committed, petitions, newspaper articles, and so on. Attach copies of any relevant documentation.
2. *(0-5 Points)* To what extent does the project support existing municipal comprehensive plans?
3. *(0-10 Points)* How will this project ensure a collaborative planning process between community stakeholders, the project sponsor(s), and the local jurisdiction. Describe the planning process to be followed and identify existing or potential project partners and stakeholders.



C. Project Management, Cost Effectiveness and Implementation Potential (25 possible points)

1. (0-5 Points) Are the personnel and financial resources necessary to carry out this project currently available? Will the planning effort be ready to start when the grant is awarded?
2. (0-5 Points) To what extent does the project seek to minimize costs and/or leverage other funds or donated services as appropriate?
3. (0-5 Points) In order for a capital project to be funded through the MPO TIP process, it must be consistent with the CCMPO's Metropolitan Transportation Plan (MTP) for the region. Describe how your project could help the region meet one or more of the MTP's goals. (The MTP is available from the CCMPO website at www.ccmppo.org)
4. (0-10 Points) Have funding sources been identified, other than the MPO TIP process, for implementation? Sources may include funds committed in a capital program, voter support for a bond issue, or private contribution from developers or other private organizations.

D. Special Considerations (10 possible points)

1. (0-10 Points) To what extent are there positive aspects about this project that are not addressed in the criteria above?