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Planning For Greater Cleveland  
Serving Cuyahoga, Geauga, Lake, Lorain & Medina Counties

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- Howard R. Maier  
Executive Director

- Executive Committee Members

## MEMORANDUM

**TO:** Mayors, City Managers, Planning Directors, Transit Agencies,  
County Engineers, and Other Interested Parties

**FROM:** Howard R. Maier, Executive Director

**DATE:** January 3, 2005

**RE:** Transportation for Livable Communities Initiative

I am very pleased to announce that the Northeast Ohio Areawide Coordinating Agency (NOACA) is launching the Transportation for Livable Communities Initiative (TLCI). We believe this Initiative will usher in a new era of planning for transportation improvements. The TLCI will provide planning assistance to communities and public agencies for transportation projects that strengthen community livability. Enclosed are a brochure that explains the Initiative and an application packet to apply for funds and/or technical assistance.

### Application Process

NOACA is now accepting applications for the Transportation for Livable Communities Initiative (TLCI). Communities and implementing governmental agencies that have the legal authority to sponsor a federal-aid capital improvement are eligible to apply for the Transportation for Livable Communities Initiative (TLCI). Non-implementing governmental agencies must document a partnership with an implementing agency to ensure that the project can advance to compete for federal-aid capital funds. Non-governmental organizations must partner with a governmental implementing agency.

If you have a project that meets the guidelines described in the application packet, please fill out the enclosed application and return it to NOACA by **Friday, February 11, 2005**. Additional applications are available online at [www.noaca.org](http://www.noaca.org).

### Selection Process

NOACA will review all applications for eligibility and completeness. Incomplete applications will be returned to the applicant with an explanation of what is needed to complete them. To help ensure consistency and fairness, NOACA staff is not authorized to meet with potential applicants during this time.

Following this internal review, a task force that was appointed by NOACA's Transportation Advisory Committee (TAC) will review applications and preliminary staff work. The task force's recommendations will be processed through NOACA committees and forwarded to the NOACA Governing Board for approval. It is expected that the Board will approve the TLCI projects at its May 13, 2005 meeting.

If you have questions after reviewing this letter, the attached application materials and the NOACA website, please contact Rob Frazier at [rfrazier@mpo.noaca.org](mailto:rfrazier@mpo.noaca.org), or 216-241-2414, Extension 281.

We look forward to working with you to help good project ideas become reality and to strengthen community livability.

**HRM/RF/jy/6032t**  
**Enclosures**

*Transportation for Livable Communities Initiative*

A Program of the Northeast Ohio Areawide Coordinating Agency



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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 goal of the TLCI is to provide federal funding or technical assistance for the planning of transportation projects that:

- 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.
- 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 incentive programs through the TLCI.

### **TLC Planning Grant Program**

The TLC 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. 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**

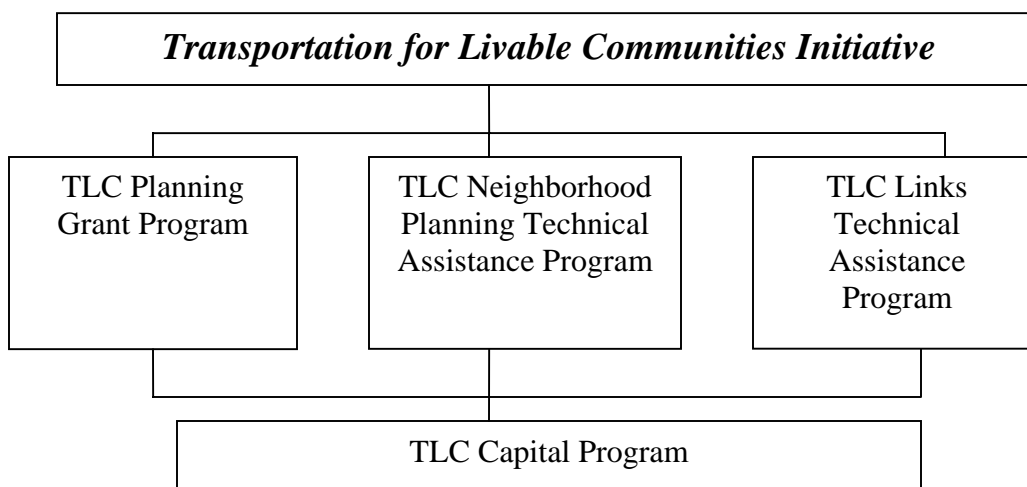
The TLC Links Program provides NOACA staff technical assistance for the planning of small-scale traffic studies that help advance the Initiative's goals. See Section IV for more information on the Links Program.

## **TLC Capital Program**

The TLC Capital Program provides 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 the TLC Capital Program after the planning studies are completed. . For more information about Capital Program's 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 for the Planning Grant, Neighborhood Planning and Links programs. Applicants for 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.

Applicants for the TLC Capital program must complete the Application for Proposed Federal Aid Projects. The application is available at NOACA's web site: <http://www.noaca.org/tipappl.pdf>.

#### ***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 that may help the applicant to resubmit a complete application. A resubmitted application does not constitute an extension of the application deadline.

Applications will then be reviewed according 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. TLC Program Goals (35 Points)

- Meeting of goals: Proposed project addresses one or more TLCI goals, and demonstrates to what extent the goals are 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 uses 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 (15 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 (15 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 match offered as part of the proposed project's total cost? To what degree does the project use TICI funds to leverage other funding?
- Provide history of past efficiently managed projects.
- *Any other documents/materials that supports Study Need grading criteria.*

## ***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 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 will be given an additional 25 points to add to projects to address positive aspects of the application that may not be 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, dependent on staff availability.

### ***G. Schedule***

<b>January 3<sup>rd</sup>-7<sup>th</sup></b>	<b>Mail out Materials</b>
January 10 <sup>th</sup> -21 <sup>st</sup>	Application Workshops (Locations TBD)
<b>February 11<sup>th</sup></b>	<b>Applications Due</b>
February 14 <sup>th</sup> – April 4	Review/Scoring of Applications
April 15 <sup>th</sup>	TAC Meeting (project recommendations)
May 13 <sup>th</sup>	Board Approval (project awards)
May 16 <sup>th</sup> -18 <sup>th</sup>	Notify Grant Recipients

## **II. TLC Planning Grant Program**

### ***A. Planning Grant Program Overview***

The TLC competitive 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. 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***

The NOACA Governing Board has allocated approximately \$1 million of federal funds for the Planning Grant Program. 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.

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.

### ***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 and security planning
- Traffic calming plans, circulation improvements

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, 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.

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 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 TLC 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](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 attract residents and businesses.

#### ***B. Neighborhood Planning Available Assistance***

Annually the NOACA Governing Board budgets NOACA staff time to assist with Neighborhood Planning Projects. For SFY 2005, the amount budgeted was approximately \$90,000.

#### ***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.

#### ***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:

- West Boulevard/Baltic Road Traffic Analysis and Calming Plan
- Southeast Broadway Study
- Lower Big Creek Study (transportation component)

### ***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 project.

### ***F. Neighborhood Planning Project Administration***

Urban Core Communities awarded Neighborhood Planning Technical Assistance are not required to provide a local match for the assistance. The NOACA Governing Board will pay the local match. 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. For SFY 2005, the amount budgeted was approximately \$138,000.

### ***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 recommended 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 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.



## **Appendix 1: TLCI Application**

*Transportation for Livable Communities Initiative*

TLCI

A Program of the Northeast Ohio Areawide Coordinating Agency  
(NOACA)

*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 February 11, 2004.**
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. 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.
4. On separate pages, please provide specific information regarding how your proposed TLCI planning project will address each of the TLCI Project Evaluation Criteria.
5. Assemble your application package 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 package for completeness and accuracy. You may also include a brief cover letter from the sponsoring organization. **Any application package that is not complete by the February 11 deadline will be considered ineligible.**
6. Submit twelve (12) copies of your application package by the deadline indicated above for staff and task force member review.

### Schedule for 2005

<b>January 3<sup>rd</sup>-7<sup>th</sup></b>	<b>Mail out Materials</b>
January 10 <sup>th</sup> -21 <sup>st</sup>	Application Workshops (Locations TBD)
<b>February 11<sup>th</sup></b>	<b>Applications Due</b>
February 14 <sup>th</sup> – April 4	Review/Scoring of Applications
April 15 <sup>th</sup>	TAC Meeting (project recommendations)
May 13 <sup>th</sup>	Board Approval (project awards)
May 16 <sup>th</sup> -18 <sup>th</sup>	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.

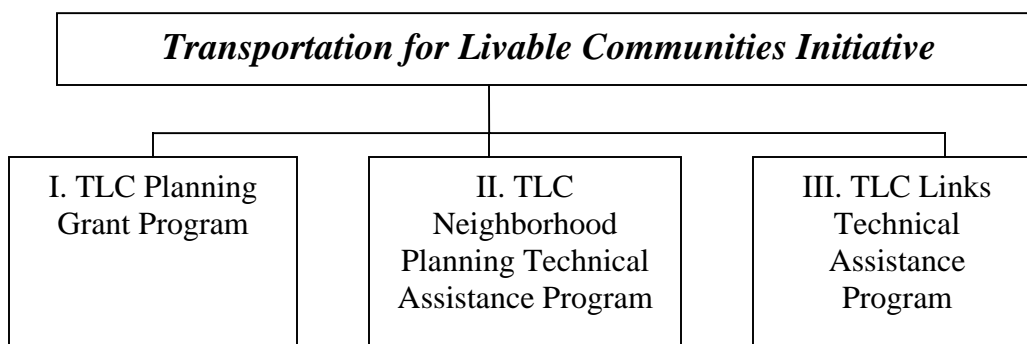
## ***TLCI Goals***

The goal of the TLCI is to provide federal funding or technical assistance for planning transportation projects that:

- 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.
- 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 transportation incentive programs. The TLCI is comprised of three separate programs. The three programs are the TLC Planning Grant Program, the TLC Neighborhood Technical Assistance Program, and the TLC Links Technical Assistance Program. The graphic below illustrates the TLCI and its programs.



## **I. TLC Planning Grant Program**

The TLC 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 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 TICI 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 and security planning
- Traffic calming plans, circulation improvements

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, 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.

#### 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 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.

#### 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](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:

- West Boulevard/Baltic Road Traffic Analysis and Calming Plan
- Southeast Broadway Study
- Lower Big Creek Study (transportation component)

#### Neighborhood Planning Project Administration

Urban Core Communities awarded Neighborhood Planning Technical Assistance are not required to provide a local match for the assistance. 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*

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\**

<b>Project Title:</b>	
<b>Brief Project Description:</b>	
<b>Summary of Expected Final Product(s)</b>	

#### ***4. Project Map***

Please include a map of the proposed project planning area.

#### ***5. 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.

#### ***6. 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.

On a minimum of *four* separate pages (one page for each criteria); please provide specific information regarding how your proposed project will address each of the following evaluation criteria. Please limit your answers to a total of no more than ten (8.5”x 11” white paper) pages total for all 4 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 (35 Points)

Explain how the proposed project addresses one or more TLCI goals. (Page \_\_\_ 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 (15 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 (15 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.

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.*

## **7. Project Funding**

Please complete the following table. TLCI Grant and Link program requests can be no more than 80 percent of the total budget. Urban Core communities/agencies applying solely for Neighborhood Planning Technical Assistance are not required to provide a match. TLC 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:	\$

### ***8. 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 July 1, 2005. All projects must be completed and deliverables submitted and approved by the NOACA TLCI Project Manager no later than June 30, 2007.

<b>Deliverable</b>	<b>Cost</b>	<b>Estimated Delivery Date</b>

***9) Legislation (Appendix 4)***

Please enclose signed legislation that grants permission to enter into a funding agreement with NOACA. Legislation must be received no later than March 1, 2005. (See Sample)

***10) Letters of local Community application support. (Optional)***

***11.) Signature***

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Name

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Title

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## **TLCI Application Package Checklist**

- Application Form
- Study Area Map
- Project Narrative (minimum 4 pages; maximum ten pages)
- Appendices of supporting documentation (as necessary)
- Twelve copies of complete application package
- 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?**

Below is some 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*

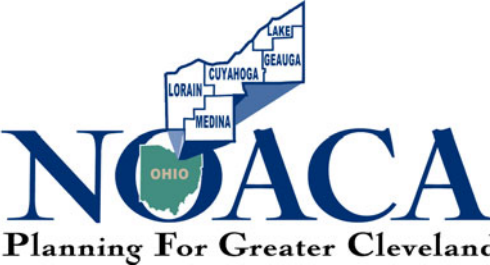
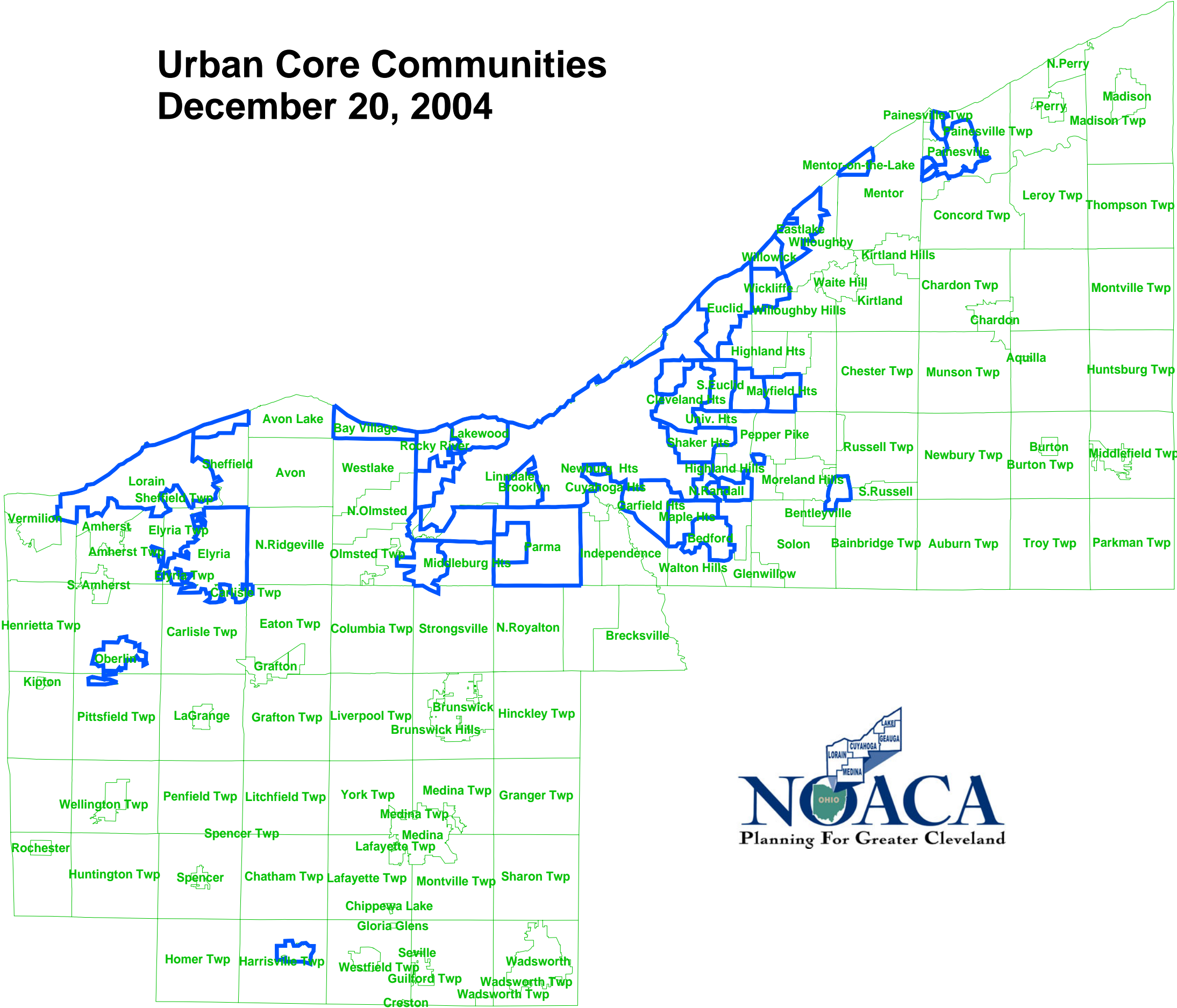
(To be discussed)

*How do I enter into a WIN Agreement?*

Please contact NOACA at 216-241-2414, extension 261 for more information.

# Urban Core Communities

## December 20, 2004



PLACED ON 1ST READING & REFERRED TO THE  
PUBLIC WORKS COMMITTEE 3/1/04.  
PLACED ON 2ND READING 3/15/04.

RESOLUTION NO. 7877-04

BY: Dever, Dunn, FitzGerald  
Madigan, Seelie

AN EMERGENCY RESOLUTION authorizing the Director of Public works to file an application with the Northeast Ohio Areawide Coordinating Agency (NOACA) for funds for the systematic replacement of traffic signals located on Clifton Boulevard, West Clifton Boulevard, Detroit Avenue, Madison Avenue, Franklin Boulevard, Hilliard Road and Lake Avenue within the City of Lakewood and to commit to a 20% match of funds awarded.

WHEREAS, current signals on these roadways are outdated and nearing the limits of their life span; and

WHEREAS, this grant will permit the City of Lakewood to systematically replace signals on these roadways over the span of ten years; and

WHEREAS, this Council by a vote of at least five (5) members elected thereto determines that this ordinance is an emergency measure, and that this ordinance shall take effect at the earliest date possible as set forth in ARTICLE III, SECTIONS 10 and 13 of the SECOND AMENDED CHARTER OF THE CITY OF LAKEWOOD, and that it is necessary for the immediate preservation of the public property, health and safety, and to provide for the usual daily operation of municipal departments in that this resolution is necessary to enter into the grant agreement in a timely manner. Now, therefore,

BE IT RESOLVED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. The Director of Public Works is hereby authorized to file an application with the Northeast Ohio Areawide Coordinating Agency (NOACA) for funds for the systematic replacement of traffic signals located on Clifton Boulevard, West Clifton Boulevard, Detroit Avenue, Madison Avenue, Franklin Boulevard, Hilliard Road and Lake Avenue within the City of Lakewood and to commit to a 20% match of funds awarded.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were adopted in an open meeting of this council, and that all such deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

Section 3. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least five (5) of its members elected to Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor otherwise, it shall take effect and be in force after the earliest period allowed by law.

Adopted: April 5, 2004

Robert M. Sulec  
President

acting Mary Coleman  
Clerk

Approved: 4-7-04

Thom J. George  
Mayor