On Our Way

Tahoe Community Grant Program to Enhance Streets and Neighborhoods

Application & Guidelines
INTRODUCTION

The Tahoe Regional Planning Agency (TRPA), in its role as the Tahoe Metropolitan Planning Organization (TMPO) invites applications to the Tahoe Community Grant Program On Our Way.

The purpose of this program is to help Lake Tahoe communities identify neighborhood-level transportation and community improvements to meet Region-wide sustainability goals of creating walkable, mixed use centers, encouraging biking, walking, and transit use, supporting economic vitality, and reducing impacts to the environment.

Up to $600,000 in planning grant funds will be made available to communities in 2014-2016 to create project plans or programs to improve mobility, economic success, the environment and quality of life. On Our Way products will analyze the barriers to achieving these goals, propose tangible solutions, and quantify the benefits to local communities. These products will inform the Regional Transportation Plan Update, the Regional Plan, Area Plans, and other local and regional plans or codes, and are intended to lead to construction of capital improvements or approval of new policies over the short-term.
Applicants for On Our Way may be any local jurisdiction, not-for-profit, formalized community-based group, or government agency. Applications that show a greater level of partnership amongst different groups and entities, and a clear plan for implementation of project recommendations are more likely to be successful. While no match is required, project applications that can show a larger proportion of other matching sources of funding for the project will be the most competitive. Additional application cycles are planned through June 2015 depending on funding and resource availability. The deadline for submitting an application for Round 1 is March 14, 2014.

For more information and to download an application, please go to:

www.tahoempo.org

or contact:

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With the approval of the Lake Tahoe Regional Plan and the Lake Tahoe Regional Transportation Plan and Sustainable Communities Strategy (Mobility 2035), the Lake Tahoe Region has renewed its emphasis on meeting environmental threshold standards, such as air and water quality standards and state greenhouse gas reduction targets. Along with this renewal is a recognition that successfully achieving these standards is highly interdependent with improving the economy of the Region.

In embarking on the development of Area Plans, Lake Tahoe communities are drafting the framework for renewing and enhancing the natural and human environment in core development areas. Determining the on-the-ground priority projects that will best meet community, regional and state goals and standards is the next step. There is also a need to identify possible barriers in individual communities to meeting the reinvestment, revitalization, and environmental and mobility goals of the Area Plans.

The On Our Way Community Grant Program provides the funding for communities to undertake in-depth studies of streets, neighborhoods, or jurisdiction-wide programs through its Large Grants and Small Grants categories. The resulting On Our Way products will highlight:

- Current conditions
- Barriers to meeting Region-wide goals
- Potential capital improvements, policy changes or programs for a street, neighborhood, or geographic area that will help meet region-wide goals
- Benefits to communities and the Region of these improvements or policies
- Funding and implementation plan
Commitment to action is a key part of the grant program and competitive applicants will show a strong leadership component, with a consistent project champion that will engage the necessary partners throughout the process. Successful applications will clearly illustrate in their proposals the steps necessary to bring project recommendations to final implementation, or the path to moving program or policy recommendations through the appropriate approval process. These steps may include identification of specific funding sources that are available for implementation, and description of the level of project partners’ commitment to dedicating or pursuing these funding sources. **On Our Way funding cannot be used for construction, but is intended to take projects as close as possible to the construction phase, including design and environmental activities.**

**Project proposals must:**

- Support the goals and direction of the Regional Plan and the Regional Transportation Plan (Mobility 2035);
- Result in products that will lead to or further implement and advance solutions to the issues proposed for study;
- Demonstrate written support from each partner that will be involved in eventual implementation; and
- Demonstrate an integration of public involvement and community partnerships throughout the project process.

The resulting capital improvement, program or policy recommendations are intended to translate into components of the next update of the Regional Transportation Plan and Sustainable Communities Strategy, or updates to or development of local Area Plans, or Regional or local codes.

### AVAILABLE FUNDS

Total available funding for the multi-year program is $600,000. Funds are provided through a grant from the Federal Highway Administration. Range for individual applications is up to $200,000. See “Eligible Projects and Funding Restrictions” for a description of large and small grant application categories.

### EXAMPLE OF A SUCCESSFUL MODEL

The State Route 28 Corridor Management Plan (SR 28 CMP) has achieved exceptional success in creating a sustainable partnership with a commitment to implementing biking, walking, and vehicular improvements in a highly-traveled Lake Tahoe scenic corridor.

### Components of the SR 28 CMP:

- Project charter
- Project champion
- Frequent presentations to member boards
- All partners are supportive of each other and respect the missions and limitations of each entity
- Project champion recognized that cultivating buy-in from all partners would take time
- Clearly identified projects and desired outcomes
- Project Development Team will continue to meet yearly to determine the next steps in implementation and maintenance.
ELIGIBLE APPLICANTS
Eligible applicants for the grant program include:

- Local governments
- Business Improvement Districts
- Not-for-profit organizations
- Educational Institutions
- Government agencies, including tribal governments

Other formalized community groups are eligible for the Small Grant Program (see below). Applicants for the Large Grant program must have the ability to manage funds on a reimbursable basis and provide detailed reporting of expenditures as described below in “Administration of Funds and Reporting Requirements” and in Appendix A.

PROJECT CATEGORIES

The main purpose of On Our Way grant proposals is to identify capital projects or new programs and policies that will implement Regional Plan principles and the Regional Transportation Plan at a community-level scale. On Our Way grants may be used for project development from planning through design and environmental review, and should address the following goals:

- Increase or improve accessibility and mobility options
- Support economic vitality of the community and Region
- Protect and enhance the environment, promote energy conservation, and improve quality of life
- Strengthen connections between community members and create community capital

ELIGIBLE PROJECT TYPES:

On Our Way Large Grant Program (grant range $10,000 to $200,000)

- **Street- or Neighborhood-Level Projects:**
  Street corridor- or neighborhood-level transportation or economic studies or projects that lead to streetscape enhancements, pedestrian, bicycle, or traffic circulation improvements, or other transportation, street-design, safety, or land-use improvements. These projects can include design and environmental analysis of the proposed project.
**Program or Policy Study:** Studies that are intended to result in new municipal- or county-level programs or policies to enhance mobility, economic vitality, community capital, and the environment. Studies that could have Region-wide applicability will be the most competitive. Examples include but are not limited to:
- Removing impediments to fair housing
- Parking standards for redevelopment
- Enhancing economic opportunities
- Increasing transit funding

**Final Design Project:** There are limited funds available for projects that have completed the planning phases, but need additional funding to complete final design and environmental review, such as a bicycle trail project. These funds are intended to close the gap between planning and construction.

**On Our Way Small Grant Program (projects costing less than $10,000)**
Applicants may also submit requests to the TRPA on a rolling basis for small-scale street or neighborhood studies or program analyses. These could include safety analyses, design work, renderings, or economic analyses, among other topics in line with the overall mission of the program, that are anticipated to cost less than $10,000 in consultant work. Once awarded, TRPA will select a contractor from its Qualified Firms list to carry out the work. TRPA will manage the contractor, in close consultation with the applicant. This program is an option for smaller community groups that are not able to meet the minimum financial management requirements.

**PARTNERSHIPS**
On Our Way funds are only eligible to plan projects through design and environmental review. However, the intent of the program is to develop projects that have strong support from all partners and can be implemented in the short-term. Most On Our Way products will include recommendations for capital improvements or policy changes that must be implemented on property managed by a local, state, or federal agency, or owned by a private entity. Since implementation can only occur with the concurrence of the property owner or manager, project applications must include a letter of support and commitment to participation from the local agency or agencies, or property owner with implementation authority in the project area. In addition, project applications should also show letters of support from other partnering organizations, agencies, or groups.

**ELIGIBLE ACTIVITIES AND EXPENSES**
Eligible activities and expenses include, but are not limited to:
- Data gathering and analysis
- Conceptual drawings
- Project designs
- Economic analysis
- Cost-benefit analysis
- Environmental analysis
- Planning consultants
- Public outreach
- Community surveys, meetings, charrettes, focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Consultation with Native American Tribal Governments
- Travel that was expressly specified in the grant budget
- Staff time to manage the awarded project (may not exceed 5% of the grant awarded)

**INELIGIBLE ACTIVITIES AND EXPENSES**
The following types of activities may not be carried out using On Our Way funding:
- Construction projects, such as the building of a facility
- Maintenance of facilities
- Purchasing of office furniture, or other capital expenditures
- Staff time beyond administration of grant products and requirements
- Food or refreshments
- Decorations
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Attendance at conferences
- Travel that was not expressly identified in the grant application budget
ADMINISTRATION OF FUNDS AND REPORTING REQUIREMENTS
This program will be funded by a Federal Highway Administration grant. Project financial management and reporting must conform to applicable city, county, state, and federal requirements, as detailed in Title 49 of the Code of Federal Regulations (CFR) Parts 18 and 19. Key requirements are summarized below. More detailed information regarding financial and reporting requirements can be found in Appendix A on the TMPO website at: http://www.tahoempo.org/OnOurWay.aspx. Grant recipients are responsible for knowing and following all regulations.

Disbursement of Funds
Funds are reimbursable for costs incurred. Grant awardees will not receive the grant award as a lump sum, but rather will receive reimbursement for work completed through submittal of monthly or quarterly invoices and reports.

Selection of Contractors
Selection of contractors to assist with completion of project goals must conform to federal competitive bidding procedures. Consultant procurement must always be done in an open and competitive manner and include certified Disadvantaged Business Enterprises (DBEs). Competitive bidding requirements are described in more detail in Appendix A, available at http://www.tahoempo.org/OnOurWay.aspx.

Invoicing and Reporting
Invoices must be submitted monthly or quarterly. Invoices must be accompanied by progress reports and supporting documentation such as copies of receipts and payroll reports. Templates for invoices and progress reports may be found in Appendix A.

Project Records
Recipients must maintain adequate supporting documentation such as receipts, expenditures and disbursements, and records documenting time spent by each employee, agent or sub-contractor in support of this project (e.g. activity logs or timesheets).

Selection Criteria
The following criteria will be used during project evaluation and selection.

- **Demonstrated need.** Level of need for mobility, economic, environmental, and/or community improvements in this area.
- **Clear goals.** Clarity of project goals.
- **Potential for project success.** Applicant’s ability to carry out and sustain the project over time based on:
  - Level of community-wide involvement and support
  - Strength of partnerships
  - Project leadership
  - Available funding for capital improvements
- **Implementation Plan.** Clear plan for implementation and/or adoption. Projects that can most clearly show the steps to implementation and commitment to implementation, such as a plan for obtaining construction funding, will receive the highest scores in this category.
- **Planning for longevity.** How well the application addresses the cost of maintenance of capital improvements over time, or the provision of staff to implement new policies or programs over time.
- **Addresses the needs of disadvantaged communities.** How well project outcomes serve disadvantaged communities.
- **Matching funds.** Project applications that can show a larger proportion of other sources of dedicated funding for the project will be the most competitive, however match is not required.
- **Support of Agency with Implementation Authority.** Applications must show a letter of support and commitment to participation from the agency or agencies with implementation authority in the project area.

Selection Process
Applications will be reviewed by a panel that includes representatives from the Tahoe Metropolitan Planning Organization, the Tahoe Regional Planning Agency, the Federal Highway Administration, and agencies from outside of the Tahoe Region.

Application Preparation and Submittal
Required documents:
- Application
- Letter of support from agency with implementing authority

Additional Documents
Applicants may also submit:
- Additional letters of support from other partners. Letters of support must be submitted with the application package.
- Map of the project area
- Photographs

Applications may be submitted electronically only in pdf format or Word.
Submit applications by 5:00 pm on March 14, 2014, to:

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