

## **Guidelines for CTAP Collaborative Efforts**

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The Community Technical Assistance Program (CTAP) depends on collaboration among the Department of Transportation, its partners, and other organizations to succeed in providing assistance to communities. While a significant amount of funding has been provided to support CTAP, the DOT and the CTAP Steering Committee recognize that the initial \$3.5 million in funding will likely be insufficient to achieve all the long-term goals articulated by the communities. In addition to seeking additional sources of direct funding, CTAP is looking for opportunities to collaborate with other organizations.

Collaboration may take the form of coordination of CTAP initiatives with other organizations' existing efforts or CTAP may enter into a formal partnership and provide financial and/or technical support for a new, expanded, or continuing initiative focusing on the 26 CTAP communities and/or the corridor as a whole. The following guidelines will be used to assess collaborative efforts involving a formal partnership and/or CTAP funding or technical involvement between CTAP and other agencies or organizations. These guidelines are not intended for the assessment of community generated projects.

- Collaborative projects must support a specific CTAP goal and implement a recommended priority action identified through the CTAP program development process.
- Organizations entering into a collaborative project which requires financial support from CTAP should endeavor to provide a minimum of 50% of the total cost of the project. This match can be provided as dollars, other resources, or staff time. The Steering Committee may, at its discretion, waive the 50% match requirement and consider a lower percentage of the total cost in specific cases.
- Preference will be given to collaborative efforts involving or endorsed by multiple organizations [e.g. non-governmental organizations, agencies, or communities].
- A detailed Scope of Work and Memorandum of Agreement describing the project and the specific activities to be conducted and/or funded by CTAP, CTAP implementing agencies, and the partnering organization(s) will be prepared. Projects may be conducted in phases involving a separate Scope of Work and Memorandum of Agreement for each phase.
- Collaborative projects requiring financial support from CTAP must enter into a contract with DOT or a CTAP implementing agency and comply with all applicable contracting requirements.
- Partnering organizations may be asked to establish an advisory group, including a representative from CTAP and other appropriate organizations, to guide the implementation of the collaborative project.
- Collaborative projects must be approved by the CTAP Steering Committee.
- Should a Steering Committee Member be a member or representative of an organization seeking to collaborate with CTAP, that member shall recuse her/himself from decision-making related to that collaboration proposal.