

Guidelines for CTAP Collaborative Efforts

DRAFT – March 9, 2007

The long-term success of the Community Technical Assistance Program (CTAP) requires the Department of Transportation, its partners, and other organizations to collaborate 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. To address this, various approaches to expand the amount of funding and resources available are being explored. In addition to seeking additional sources of direct funding, CTAP is looking for opportunities to successfully collaborate between CTAP and other organizations. Collaboration may take the form of coordination of CTAP initiatives with other organizations' existing efforts and community assistance. Additionally, 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. The following guidelines establish the basis for forming collaborative efforts involving a formal partnership and/or CTAP funding or technical involvement.

- In most cases, organizations entering into a collaborative project that requires financial support from CTAP will be expected to provide a minimum of 50 percent of the total cost of the project (as dollars, other resources, or staff time).
- Collaborative projects must support a specific CTAP goal and implement a recommended priority action identified through the CTAP program development process.
- Preference will be given to collaborative efforts involving or endorsed by multiple organizations.
- 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 oversee the implementation of the collaborative project.
- Collaborative projects must be approved by the CTAP Steering Committee.