**Thriving Communities Program**

**Letter of Interest (LOI) Worksheet**

This worksheet is designed to help lead applicants and their partners prepare for LOI submission to apply to receive support through the Thriving Communities Program (TCP). The fields in this worksheet reflect the fields that will be required for a complete LOI. The worksheet can be used to collect, draft, and workshop responses to the questions. When you’re ready, submit your LOI through the DOT webform available at <https://www.transportation.gov/grants/thriving-communities-program-LOI-webform>. You do not need to submit this worksheet.

**You must submit your Letter of Interest no later than 4:59 p.m. ET on November 15, 2023.**

# Lead Applicant Organization

| **Required Information** | **Applicant Response** |
| --- | --- |
| **Lead applicant organization name** |  |
| **Lead applicant organization type (Select one)**  Reminder - the lead applicant **must** be one of the following:   * Local government * Indian Tribe * United States territory * Metropolitan planning organization * Regional planning agency (Rural Planning Organization, Council of Governments, etc.) * Economic Development Authority (EDA) * Transit agency * Other political subdivision of state or local government (please describe) |  |
| Lead applicant state or territory |  |
| Lead applicant city |  |
| Primary staff contact name  Reminder: the primary staff contact will act as the point of contact to coordinate with the assigned Capacity Builder, community partners, and the Build America Bureau |  |
| Primary staff contact business email |  |
| Primary staff contact business phone number |  |

# TCP Community of Practice

You must select **one** Community of Practice in your LOI based on your community’s size, location, needs, and priorities. The three Communities of Practice are described in detail in section E.5 of the [Call for Letters of Interest](https://www.transportation.gov/grants/thriving-communities/call-for-letters-of-interest-fy23) and include:

* **Main Streets** – Focused on Tribal and rural communities and the interconnected transportation, housing, workforce development, climate change, community, and economic development issues they face.
* **Complete Neighborhoods** – Focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development.
* **Networked Communities** – Focused on those communities located near ports, airports, freight, and rail facilities to address mobility, access, environmental justice, and economic issues including leveraging their proximity to these facilities for wealth-building and economic development opportunities.

| **Required Information** | **Applicant Response** |
| --- | --- |
| To which Community of Practice are you seeking to apply? |  |

# Community Partners

Those submitting an LOI for Thriving Communities Program assistance must identify a lead applicant and **two** key community partners. A key partner is one who can help with implementation activities and community engagement during the two-year period of deep-dive support. You can find more details about Community Partnerships in section E.1 of the [Call for Letters of Interest](https://www.transportation.gov/grants/thriving-communities/call-for-letters-of-interest-fy23). You will not be able to submit the form without completing the required information for both community partners.

## Community Partner #1

| **Required Information** | **Applicant Response** |
| --- | --- |
| **Community Partner name** |  |
| **Type of organization**  In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select “other,” you must specify the type of organization. |  |
| **If applicable, indicate if the organization is any one of the following:**   * Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) * Minority-Serving Institution (for example, a historically Black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) * A community-based organization   This question is **optional.** |  |

## Community Partner #2

| **Required Information** | **Applicant Response** |
| --- | --- |
| **Community Partner name** |  |
| **Type of organization**  In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select “other,” you must specify the type of organization. |  |
| **If applicable, indicate if the organization is any one of the following:**   * Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) * Minority-Serving Institution (for example, a historically black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) * A community-based organization   This question is **optional.** |  |

## Additional Community Partners (optional)

| **Required Information** | **Applicant Response** |
| --- | --- |
| If your team includes more than two community partners, please list the names and type of the additional community partners (e.g., Acme Industries, Private Sector). If applicable, please indicate if the organization is a minority-owned, woman-owned, or other DBE; a Minority Serving Institution; or a community-based organization.  This question is **optional.** |  |

# Additional Information

| **Required Information** | **Applicant Response** |
| --- | --- |
| Indicate the number of staff at the lead organization who work primarily on transportation planning, public engagement, and/or grant application and administration. The form provides the following options:   * 0 staff * 1-5 staff * 6-30 staff * 31-50 staff * 51+ staff |  |
| **Describe the geographic area that will receive the TCP support.**  Reminder: this should be the community within which the program’s activities for comprehensive community- and data-driven transformative infrastructure and community development activities will take place. The community definition can be based upon locally understood boundaries and transportation patterns and needs. See section E.2 of the Call for LOIs for more information. |  |
| Indicate the census tract(s) in which the geographic area falls |  |
| Briefly describe your community’s experience with disadvantage, including supporting data or information from the ETC Explorer, CEJST, or another local data source. |  |
| Please indicate which tool(s) or source(s) were used to support description of disadvantage. You can use any of the following tools:   * [Climate & Economic Justice Screen Tool (CEJST)](https://screeningtool.geoplatform.gov/en/#8/0/0) * [Equitable Transportation Community (ETC) Explorer Tool](https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/Homepage/) * Other local data sources (please describe)   You also have the option to indicate:   * I am a Tribe or United States territory and do not need to verify status * N/A: The geographic area does not include a disadvantaged community |  |
| **Is the lead applicant or focus area of TCP support located in a rural area?**  Reminder: Appendix A of the Call for LOIs includes a definition for “rural” |  |
| **Describe the phase of development with which the lead applicant most needs technical assistance. Select one of the following:**   * **Project Planning and Scoping**: Technical assistance in this phase will support communities in efforts to identify projects that address a problem in the community and complete planning activities to move these projects toward development and implementation. Examples of areas of technical assistance in this phase include, but are not limited to environmental planning, transportation planning (e.g., corridor studies, pre-engineering studies), visioning and goal setting, feasibility studies, and other planning and scoping activities. Applicants who do not have a project or plan underway must select this option. * **Project Development and Design:** Technical assistance in this phase will support communities that have completed planning and scoping activities for one or more projects and who need assistance with completing relevant analyses and identifying and securing funding for project delivery. Specific types of technical assistance that could be provided for communities in this phase include, but are not limited to environmental analysis (e.g., NEPA); equity analysis; mapping and data analysis; Title VI, ADA, and other regulatory compliance; benefit-cost analysis; grant/funding identification and planning; grant writing; and other pre-construction activities. * **Project Delivery:** Technical assistance in this phase will support communities that have received funding for one or more projects and who need assistance administering funding to successfully deliver projects. Examples of technical assistance activities that could support communities in this phase include, however are not limited to project and grant management; value engineering; right of way acquisition; coordination with housing and community development, including anti-displacement strategies; data and technology deployment; and other project delivery activities. |  |
| **Select the types of transportation infrastructure for which the lead applicant needs technical assistance (Select all that apply).**   * Air (airports, aviation, drones) * Bicycle * Electric or autonomous vehicles * Roads and highway * Bridge * Pedestrian * Ports * Railroads * Public transportation, including transit, bus, van pools and microtransit (e.g., ride sharing) |  |
| **Describe the lead applicant’s experience with DOT discretionary grant funding by indicating one of the following:**   * My organization has never applied for a DOT grant * My organization has applied but has been unsuccessful in obtaining a DOT grant (i.e., has never received a DOT grant) * My organization has been awarded one or more DOT grants at some point in the past   If you choose the second or last option, you must list the most recent grant(s) and award/application year. |  |
| Has the lead applicant received Federally funded technical assistance in the past, or is the lead applicant currently receiving Federally funded technical assistance?  If yes, you must indicate granting Federal agency and type of technical assistance. |  |

# Short Answers

Respond to each of the following questions within the word limits:

## Community Partnerships

Respond to each of the following in 250 words or less:

Describe the relationship between the lead applicant and the two key community partners included in the LOI, including a description of how the partners have worked collaboratively in the past (if applicable); and how they anticipate working together with TCP support to address transportation, equity, environmental, health, safety, housing and or/or other economic issues in the community.

|  |
| --- |
| *Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.* |

Describe the lead applicant and key community partners’ experience building relationships to meaningfully engage with or represent community interests, particularly experience that demonstrates a commitment to including people with Limited English Proficiency, tribal communities, and/or those with disabilities, and/or other under-represented groups.

*Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.*

## Community Needs and Challenges

Respond to each of the following in 250 words or less:

Describe the key challenges or needs (transportation, equity, environmental, health and safety, housing, and/or economic) that the identified community faces, including those caused by harmful historic or current policies (e.g., displacement, discrimination, segregation, exclusionary zoning) that could be addressed through the TCP.

|  |
| --- |
| *Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.* |

Describe the technical or capacity challenges the applicant or community has faced when seeking Federal or other funding or delivering transportation projects, or in trying to coordinate infrastructure projects with broader community and economic development efforts. Please note if there are challenges you have faced in trying to apply for federal grants or that have made past applications unsuccessful where TCP support could help to address.

*Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.*

## Community Vision and Goals

Respond to each of the following in 250 words or less:

Describe the community’s plan(s) or project(s) for which TCP support is being sought to advance. Please include information about how the plan(s) or project(s) align with other non-transportation efforts, how the plan(s) or project(s) support specific community and/or organization goals, and any work that has been undertaken related to the project(s) or plan(s). Alternatively, if no formal project or plan exists, describe key community challenges that may be addressed through TCP support and the efforts undertaken to study the problem and potential solutions, and how those solutions support community goals.

*Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.*

Describe the community and/or organizational core competencies to be gained through participation in the TCP, including the anticipated outcomes of longer-term capacity building for broader community goals. Capacity building activities could include activities designed to improve the ability of an organization to design and implement the necessary technical, financial, business, data analysis, and management skills of grantees to access Federal funding, meet Federal requirements, undertake statewide and metropolitan long-range planning and programming activities, and implement other activities that broadly support project development and delivery.

*Use this space to draft your response. Note that the box can expand as you type. You can use the “word count” tool under the “review” tab in Word to keep track of your word count.*