

November 2, 2007

To: FOCUS working group members
Fr: FOCUS staff
Re: Draft Technical Assistance Program

Technical Assistance

To supplement the incentives and help facilitate development in the PDAs, FOCUS staff is developing a technical assistance program that will provide cities with free assistance in a variety of categories.

Reconnecting America performed a survey which helped to identify priority needs for technical assistance from cities. This survey is provided in the meeting packet. From this survey, FOCUS staff developed a preliminary list of potential services that could be provided to cities in the first year of the program given the very limited existing resources and capacity.

Identified services to be provided by FOCUS staff or contract consultants include:

- *Community Engagement*-Photosimulations, workshops
- *Parking Management*-Parking toolkit, workshops
- *Infrastructure Planning, Design and Finance*-Design consultations, design toolkit
- *Financial Analysis/Development*-TOD Marketplace, market analyses (1 or 2)
- *Equity/Displacement*-Workshops
- *Other*-GIS services, grant writing assistance

Staff is now seeking the FOCUS working group's specific input on the following questions:

- (1) Are the services identified above useful and worth staff time and resources to pursue?
- (2) In the longer term, are there any other services that the regional agencies should seek to provide to jurisdictions?
- (3) There is likely to be a high demand for certain services and available resources are very limited. Should staff respond to requests via an application procedure or proactively identify cities in need of services? By what criteria would staff determine which cities should receive assistance?
- (4) FOCUS staff has relationships with a number of community-based or other organizations representing a variety of expertise. Through these partners, there may be opportunities to increase the quality and breadth of services, yet these organizations have their own capacity limits and their participation may be more ad-hoc. How should FOCUS staff seek to involve community partners in providing technical service to PDAs?