



2023 Community Planning Technical Assistance Program Guidelines



Introduction

The Community Planning Technical Assistance Program offers the staff expertise of the Capital District Regional Planning Commission (CDRPC) and the Capital Region Transportation Council to local governments undertaking small scale community planning initiatives. Proposed initiatives must be consistent with the Transportation Council's [New Visions 2050](#) Metropolitan Transportation Plan. The Transportation Council and CDRPC are seeking proposals on a rolling basis from interested parties for technical assistance as funding allows. For additional information visit the Program webpage at www.capitalmpo.org/techassist.

Eligible Initiatives

The program is intended to empower local governments served by the Transportation Council and CDRPC to explore land use and transportation planning issues as they are occurring or in advance of their appearance. Proposed initiatives must be small in scale and scope, result in a defined product, and relate to the principles of a [Quality Region](#) as outlined in the Transportation Council's New Visions 2050 Metropolitan Transportation Plan. Planning initiatives that support New Visions include those that preserve and enhance the Capital Region's existing urban form, infrastructure and quality of place; emphasize livable communities and smart growth; encourage concentrated development patterns and smart economic growth; and protect sensitive environmental resources.

Eligible Applicants

Municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within [the designated planning area of the Transportation Council](#), the four counties of Albany, Rensselaer, Schenectady and Saratoga (except the Village of South Glens Falls and the Town of Moreau).

Community Planning Assistance includes but is not limited to:

- **Comprehensive/Neighborhood Planning:** Guidance in goal setting, plan development and procedural requirements; data collection and analysis; research into a planning issue; identification of innovative solutions to local planning challenges.
- **General Community Planning:** Public input and community visioning; meeting facilitation and coordination; surveys and communications activities; training; professional advisement.
- **Zoning and Site Planning:** Guidance on best practices towards the implementation of planning policies and goals; zoning ordinance audits; development of zoning ordinance amendments; site plan review assistance; planning for development of regional impact.
- **Community Design Assessment:** Evaluate a subsection of a community to consider active living, food choices, transportation choices, public safety, social cohesion, social equity, and environmental health.

- **Land Use Plan Implementation:** Initiate recommended actions in local Comprehensive Plans, [Linkage Program Plans](#) or other planning studies such as zoning amendments that guide driveway location and access management, groundwater or open space protection; gather data on vacant properties; re-evaluate PDD requirements.
- **Transportation Safety and Operations Planning:** Crash data analysis; road safety assessments; traffic signal operational analysis; intersection analysis; before and after studies of capital projects; recommendation and scoping of ITS strategies.
- **Data Collection:** Identify issues and/or opportunities for collecting data; set data collection goals; plan approach and identify data collection methods; collect data.
- **Data Analysis and Mapping:** Analyze demographic, building permit, and other community development trends; data research and visualization; GIS mapping and analysis.
- **Recreation Trail Planning:** Guidance on recreation plans, management plans and non-motorized trail plans.

Project Examples

The following projects serve as examples to assist in understanding the small scale, small scope and defined products required in program applications:

- **Development Growth Trends Analysis, Town of Bethlehem:** Provide data on Town development trends including population and economic analysis, GIS mapping with a comparison to regional trends.
- **Farmers Market Best Practices and Feasibility, Village of Menands:** Provide data on current access to healthy food, information on methods of healthy food provision (i.e. farmers market, veggie mobile, etc.) and identify options to increase food accessibility.
- **Gilligan Road Complete Streets Enhancements Feasibility Study Support, Town of East Greenbush:** Identify bicycle and pedestrian routing options on Gilligan Road and to adjacent neighborhoods through an existing conditions assessment.
- **Comprehensive Plan Update Guidance and Data, Village of Ballston Spa:** Assess the existing Comprehensive Plan, provide existing conditions data and analysis and develop a draft Request for Proposals for professional planning services.
- **NYS Routes 5 and 50 Traffic Data & Case Study Review, Village of Scotia:** Provide traffic data related to the intersection of NYS Route 5 and Route 50. Provide case studies of communities working with NYSDOT on traffic calming and walkable community projects.
- **Hoffman Hill Road Safety Analysis, Town of Glenville:** Assess the safety of Hoffman Hill Road between the gated ends at County Route 59 (Wolf Hollow Road) through a roadway data review, meetings with Town Officials, and a safety analysis.

Other CDRPC Technical Assistance

CDRPC also offers technical assistance related to economic development, water quality, clean energy, and sustainability under other programs. Please contact CDRPC by calling 518-453-0850 or Email: cdrpc@cdrpc.org for more information.

Submission Deadline

CDTC and CDRPC are seeking proposals on a rolling basis as funding allows. Email techassist@CDRPC.org for more information.

Application Requirements

1) Pre-Submission Contact:

If your community is interested in receiving services under this program, you **must** contact the Transportation Council and CDRPC prior to applying to discuss your request. Send an email to techassist@CDRPC.org and provide your name, phone number and a time convenient for representatives to call you. This will assist CDRPC/Transportation Council and the applicant with defining a scope of work that will be provided in the application form and a proposed project cost. Note: This step does not guarantee funding for the project.

2) Submit the Application and Commitment Letter:

Based on the scope of work discussed during the pre-submission discussion, complete the attached application and provide a letter of commitment (sample attached) from and signed by the chief elected official of the municipality. Email the completed application form and commitment letter to techassist@CDRPC.org. The applicant will be required to document a match contribution of not less than 25% of the actual project cost. The anticipated source(s) of your match contribution, either in-kind or cash, must be indicated on the attached *Match Documentation Worksheet*. Failure to provide match documentation may impact future access to the technical assistance program. All projects must be completed by March 31, 2024.

Project Selection Criteria

- Project must advance the goals of the Transportation Council's New Visions 2050 Metropolitan Transportation Plan.
- Municipal letter demonstrating support, commitment and contributions to the project.
- The role of the Transportation Council and/or CDRPC staff in the project must be well defined and target roughly 75 hours of assistance.
- Intermunicipal or joint projects are viewed favorably.
- Geographic distribution of project proposals will be considered.

Project Review

Projects will be evaluated by the Transportation Council and CDRPC staff within two weeks of submission. Recommendations will be made to the Transportation Council's Planning Committee for funding. Initiation of selected projects will be based on the availability of the Transportation Council and/or CDRPC staff.

Sample Commitment Letter

MUNICIPAL LETTERHEAD

DATE

Mark A. Castiglione, AICP
Executive Director
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Sandy Misiewicz, AICP
Executive Director
Capital Region Transportation Council
One Park Place, Suite 101
Albany, NY 12205

Re: PROJECT NAME

Dear Mr. Castiglione and Ms. Misiewicz,

Thank you for your recent solicitation for proposals regarding the Transportation Council/CDRPC's Community Planning Technical Assistance Program.

The MUNICIPALITY NAME fully supports this application for the PROJECT NAME. The MUNICIPALITY NAME is committed to 25% match of the project's total cost as identified in the project application.

BRIEF PROJECT DESCRIPTION OR STATEMENT ABOUT MUNICIPAL SUPPORT OF THE PROJECT

I look forward to your consideration of this application.

Sincerely,