

TECHNICAL ASSISTANCE PROGRAM GUIDE 2017



PURPOSE

The Mid-Ohio Regional Planning Commission (MORPC) insight2050 Technical Assistance Program (TA Program) provides MORPC staff assistance to local government members within the boundary of the [Metropolitan Planning Organization](#) (MPO) for the planning of transportation and community development efforts related to the findings of insight2050 and goals of the Metropolitan Transportation Plan.

To advance the vision and goals of MORPC's Metropolitan Transportation Plan and in accordance with the findings of insight2050, eligible MORPC insight2050 TA Program planning services shall meet one or more of the following objectives:

- Increase multi-modal transportation options through context-sensitive solutions such as Complete Streets policies
- Improve connectivity to existing community assets and support reinvestment in underutilized or vacant/abandoned properties through land use planning recommendations focused on appropriate infill and redevelopment
- Enhance quality of life through improved mobility and transportation accessibility, increased transportation network user safety, and/or positive public health impacts.

Important Dates

MAY 31, 2017
Deadline to Submit Intent to Apply

JUNE 2017
Staff Meetings

JULY 21, 2017
Deadline to Submit Competitive Application

AUGUST 14, 2017
Awardees Notified

PROGRAM DESCRIPTION

The MORPC insight2050 TA Program awards technical assistance services via a competitive application process. Successful applicants will receive MORPC staff expertise for community-based planning services that demonstrate the benefits of compact development and a multi-modal transportation system. Technical assistance will be provided for specific planning services related to transportation, air quality, traffic, and other projects that support consideration of transportation in land use planning and/or demonstrate the benefits of various modes of transportation. MORPC staff may contract with external consultants to provide additional expertise.

MORPC has pre-determined a scope of services for the 2017 funding cycle. Before applying for technical assistance, members are encouraged to review these services with MORPC staff. For more information, contact Jennifer Noll at jnoll@morpco.org.

Members awarded technical assistance through the TA Program must be prepared to have these services completed within one year. Services should align with existing or proposed community projects that establish a strong connection to the Metropolitan Transportation Plan and to the insight2050 findings demonstrating the benefits of compact development. Awardees will be asked to provide a resolution or letter of support signed by Council, Board of Trustees, or County Commissioners acknowledging the request for technical assistance through the TA Program.

Applicants will be asked to describe how local government officials and staff will participate in the process. Please note that MORPC staff and their partners will conduct the planning process **with** you, not for you.

SERVICES & SCOPE OF WORK

Members who receive an award of technical assistance must be able to:

- Submit a resolution or letter of support signed by Council, Board of Trustees, or County Commissioners,
- Commit to an in-kind match of staff time equivalent to at least 25% of MORPC staff time anticipated for the planning services, and
- Enter into a contract agreement with MORPC prior to initiation of services.

In the 2017 application cycle, the following services will be offered. The budget and scope of work will be customized to each awardee, not to exceed the maximum scope and budget provided here. Applicants will be asked to demonstrate how the end products will be implemented within the community. **Selected applications will demonstrate a strong connection to transportation.**

A. Develop a Complete Streets Policy

MAXIMUM BUDGET PER SERVICE: 200 MORPC Staff Hours

MINIMUM ANTICIPATED IN-KIND COMMITMENT: 50 Local Government Staff Hours

SCOPE OF WORK PER AWARD TO BE LIMITED TO ANY OR ALL OF THE FOLLOWING SERVICES:

- ✓ Research and presentation of best practices for Complete Streets
- ✓ Review of existing legislation if applicable
- ✓ Research and development of customized design guidelines for Complete Streets policy, per National Complete Streets Coalition guidelines
- ✓ Attend up to two public workshops hosted/led by member local government
- ✓ Preparation of one or more of the following: maps, data collection (e.g., non-motorized traffic counts), data analysis as needed
- ✓ Draft a Complete Streets policy inclusive of performance measures
- ✓ Propose a timeline and next steps for implementation

B. Preliminary Planning for Special Districts

MAXIMUM BUDGET PER SERVICE: 350 MORPC Staff Hours

MINIMUM ANTICIPATED IN-KIND COMMITMENT: 88 Local Government Staff Hours

SCOPE OF WORK PER AWARD TO BE LIMITED TO ANY OR ALL OF THE FOLLOWING SERVICES:

- ✓ Research and presentation of best practices for infill/ redevelopment planning, district overlays, and/or special district design guidelines
- ✓ Review of existing legislation, including current plans and zoning for the project area
- ✓ Attend up to two public workshops hosted/ led by member local government
- ✓ Preparation of one or more of the following: maps, data collection (e.g., non-motorized traffic counts), data analysis of the project area as needed
- ✓ Provide recommendations to local government staff of timeline and next steps for initiating a planning process

Please note, this service is intended to prepare members with the research and foundational information necessary to inform or initiate a planning process.

C. Other

In some cases a member may have a compelling need for a service not listed above. It is incumbent upon the applicant to supply a general scope of work and estimated budget (in staff hours) with the proposal. MORPC will review these applications on an individual basis and make determinations based on scope of services requested, estimated budget, availability of staff time and expertise, and anticipated in-kind match requirements.

APPLICATION PROCESS

Application for technical assistance through the TA Program is a three-step process.

Step 1: Intent to Apply

Members interested in applying for technical assistance through the TA Program must first submit a brief Intent to Apply form via [<https://www.surveymonkey.com/r/morpcTAProgram>]. Deadline to submit Intent to Apply is 5:00 PM Eastern Time May 31, 2017.

The Intent to Apply is a brief online form allowing the applicant to provide a summary of the proposed project and need for planning services. Upon submitting the Intent to Apply, members will be contacted by MORPC to schedule a one hour informational Staff Meeting to discuss the project and detail a scope of work.

Submitting an Intent to Apply does not require the member to continue forward in the process, nor does it guarantee an award of technical assistance.

Step 2: Staff Meeting

Upon receiving an Intent to Apply, MORPC staff will coordinate with the member staff contact to schedule a one hour informational Staff Meeting to discuss the project and outline a scope of work. Staff Meetings will be scheduled during normal business hours in the month of June 2017.

The Staff Meeting is intended to establish eligibility and expectations along with a realistic timeline and scope to assist the member with its competitive application. For projects determined to be eligible for planning services through the TA Program, members will be invited to submit a competitive application. If a proposal is deemed to be ineligible for technical assistance, MORPC staff will assist the member local government to identify alternative courses of action.

Participation in the Staff Meeting does not require the member to continue forward in the process, nor does it guarantee an award of technical assistance.

Step 3: Competitive Application

For projects determined to be eligible for planning services through the TA Program per the Staff Meeting, members will be invited to submit a competitive application. The link to this online application will be provided to members at the time of invitation. Competitive applications are due by 5:00 PM Eastern Time July 21, 2017.

A selection committee will evaluate complete applications against the Competitive Criteria identified on Pages 7 & 8 of this document. The competitive application consists of supporting documentation and competitive criteria.

Supporting documentation includes a *required* signed letter of support or resolution from the local government's elected officials and *optional* documents that may assist the selection committee to score the application, e.g., community plans, pedestrian counts, crash reports, and the project's relationship to insight2050, the Metropolitan Transportation Plan, and/or other MORPC plans and studies. All supporting documentation must be submitted to MORPC via email no later than the application deadline of 5:00 PM Eastern Time July 21, 2017. Please email supporting documentation to Jennifer Noll at jnoll@morpc.org.

Competitive criteria consist of a minimum threshold score; applications must exceed the threshold score to be eligible for services through the TA Program. Among applications that meet eligibility criteria, the highest-scoring application will be the first selected to receive technical assistance; the next highest-scoring eligible application will be the second selected to receive technical assistance; and so on until budget is exhausted or until all eligible applications have been awarded.

ELIGIBILITY

Only eligible applications will be considered for technical assistance through the MORPC insight2050 TA Program. **Awardees will be notified no later than August 14, 2017.**

MORPC retains the right to find an application ineligible based on the following:

- Local government is not a MORPC member [within the MPO boundary](#)
- Service requested is outside the scope of services offered or outside the scope of the TA Program budget and/or MORPC staff time or expertise
- Application fails to meet threshold score for Competitive Criteria
- Incomplete application (including failure to submit signed letter of support or resolution)
- Application received after the deadline

If a project selected for technical assistance cannot be initiated for any reason at no fault of MORPC, the member community must withdraw the application from the application pool and forfeit its award of technical assistance. Applications may be resubmitted for consideration in the next application cycle.

If a project selected for technical assistance fails to be completed within the expected one-year timeframe, the member community engaged in the project may be asked to provide one or more of the following:

- Documentation explaining why the project failed to be completed within 1 year
- Contract extension executed by member community and MORPC

APPLICATION INSTRUCTIONS

Applications for technical assistance through the MORPC insight2050 TA Program must be submitted online.

Intent to Apply

Members interested in applying for technical assistance through the TA Program must first submit an Intent to Apply online at [<https://www.surveymonkey.com/r/morpcTAProgram>] by 5:00 PM Eastern Time May 31, 2017. The Intent to Apply consists of the following:

1. Applicant Information. Applicant must be the implementing MORPC member government.

Applicants will be asked to provide the following:

- MORPC Member Local Government
- Staff Contact or Project Manager
- Phone Number
- Email Address
- Mailing Address

2. Service Requested. Select the service(s) being requested (a description of services is on Page 3).

- Develop a Complete Streets Policy
- Preliminary Planning for a Special District
- Other (please specify). Include an estimate of anticipated staff hours and scope of work.

3. Executive Summary. (1,000 character max) Briefly describe the project for which you are requesting technical assistance. Response should:

1. Summarize the project
2. Describe the need for technical assistance
3. Include a description of the area to be served by the project (e.g., "the corridor along Main Street bounded by First Avenue to the North, Fifth Avenue to the South, West Street to the West and East Street to the East").

Competitive Application

For projects determined to be eligible for planning services through the TA Program, members will be invited to submit a competitive application per the Staff Meeting. A link to this online application will be provided to members at time of invitation. Competitive applications are due by 5:00 PM Eastern Time July 21, 2017. The competitive application consists of the following:

1. Supporting Documentation. No points are awarded for supporting documentation, however, a letter or resolution signed by Council, Board of Trustees, or County Commissioners in support of the application must accompany the competitive application. Failure to submit this required documentation will result in the application being ineligible. Supporting documentation must be submitted to MORPC via email no later than the application deadline of 5:00 PM Eastern Time July 21, 2017. Please email to Jennifer Noll at jnoll@morpc.org.

Required: A letter or resolution signed by Council, Board of Trustees, or County Commissioners supporting this application is required to ensure elected community leaders recognize the community is requesting technical assistance through the MORPC-insight2050 TA Program.

Optional: Copy of community plans, pedestrian counts, crash reports, and the project's relationship to insight2050, the Metropolitan Transportation Plan, and/or other MORPC reports.

2. Project Objectives (25 points). Describe the significance of the proposed project. What are the project's objectives and what is the perceived benefit to the community? How will an award of technical assistance through the TA Program improve the project?

3. insight2050 Principles (25 points). Does the proposed project connect to the findings of the insight2050 Scenario Results Report? Please describe how the proposed project relates to the insight2050 metrics.

- Reduce the amount of land consumed for development.
 - How?
- Reduce the number of vehicle miles travelled.
 - How?
- Reduce local fiscal impacts.
 - How?
- Reduce public health costs.
 - How?
- Reduce energy use.
 - How?
- Reduce water use.
 - How?
- Reduce greenhouse gas emissions.
 - How?
- Reduce household costs.
 - How?

4. Regional Collaboration (20 points).

a. Please indicate which goals of the Metropolitan Transportation Plan (MTP) and/or Regional Sustainability Agenda are addressed through this project:

- Reduce per capita energy consumption and promote alternative fuel resources to increase affordability and resilience of regional energy supplies
 - How?
- Protect natural resources and mitigate infrastructure vulnerabilities to maintain a healthy ecosystem and community
 - How?
- Position Central Ohio to attract and retain economic opportunity to prosper as a region and compete globally
 - How?
- Create sustainable neighborhoods to improve residents' quality of life
 - How?
- Increase regional collaboration and employ innovative transportation solutions to maximize the return on public expenditures
 - How?
- Use public investments to benefit the health, safety, and welfare of people
 - How?

b. If this is a community-wide project, such as policy development, does your community include one or more Active Transportation Plan (ATP) corridors? Or, if this is a site-specific project, does an ATP corridor run through the site? If "Yes" is selected, please submit supporting documentation.

- Yes
- No

5. Local Commitment (10 points). To be awarded assistance through the TA Program, communities must commit to an in-kind match of staff time equivalent to at least 25% of MORPC staff time anticipated for the project. Above and beyond this minimum requirement, how will elected officials, staff, members of the community, and others participate in the technical assistance process? Examples may include additional in-kind commitments of staff time and resources, demonstrated public-private collaboration, committee participation, etc.

6. Leveraging Investment (20 points). How will MORPC technical assistance services be leveraged to implement multi-modal transportation projects and/or promote the benefits of compact development within and beyond your community? Can the project be replicated in other communities across the region or state? What will success look like and how will it be evaluated?

Scoring Breakdown

Criteria	Points
Project Objectives	25
insight2050 Principles	25
Regional Collaboration	20
Local Commitment	10
Leveraging Investment	20
TOTAL	100

Application Checklist & Timeline

- Submit Intent to Apply before 5:00 PM Eastern Time May 31, 2017
 - Applicant Information
 - Service Requested
 - Executive Summary
- Attend a Staff Meeting with MORPC in June 2017
- For proposals meeting TA Program eligibility criteria at the Staff Meeting, submit a Competitive Application before 5:00 PM Eastern Time July 21, 2017
 - Supporting Documentation
 - Required
 - Optional
 - Project Objectives
 - insight2050 Principles
 - Regional Collaboration
 - Local Commitment
 - Leveraging Investment

APPENDIX A

Consultant Requirements

Most awards through the TA Program will receive MORPC staff assistance. However, it is possible that a consultant or consulting firm will be selected to assist MORPC in rare cases where completion of technical assistance is limited by MORPC staff expertise or availability. In these cases, additional requirements apply.

Compliance with US DOT Regulations

The TA Program will be funded from federal funds. Consequently, any consultant used as part of the insight2050 TA Program must comply with all U.S. Department of Transportation regulations pertaining to federal transportation planning studies and relative to, for example, non-discrimination in federally-assisted programs.

Ownership of Products

MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed, or created under or in connection with this program. Any consultant used as part of the insight2050 TAP should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

Deviation Clause

Any consultant used as part of the insight2050 TA Program will be required to furnish the particular item referred to in strict accordance with the specifications or descriptions as proposed, unless a departure or substitution is clearly noted and described in the proposal, along with the reasons therefore.

Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). Any consultant used as part of the insight2050 TA Program will be furnished with any certificates of exemption required.

MORPC Statements on Diversity and Inclusion

Equal Opportunity

Any consultant used as part of the insight2050 TA Program agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, gender, creed, religion, ancestry, national origin, sexual orientation, disability or other handicap, age, marital/familial status, veteran status, or status with regard to public assistance.