



MID-OHIO REGIONAL
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PLANNING COMMISSION

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PLANNER POOL PROGRAM: REQUEST FOR ASSISTANCE FORM INSTRUCTIONS

MID-OHIO REGIONAL PLANNING COMMISSION

The Mid-Ohio Regional Planning Commission (MORPC) accepts Requests for Assistance through its Planner Pool Program (P3). The Program aims to provide communities with direct professional assistance to support local planning functions, such as discretionary and ministerial reviews, and miscellaneous short-term projects or research related to land use, development, sustainability, or transportation.

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. Our organization strives to enhance the quality of life and competitive advantages of Central Ohio by working through local governments and other constituents. A catalyst for change, evidence of MORPC's work is seen every day through planning, programming and services in the areas of housing, transportation, water, land use, economic development, environment, public policy and technology. We assist our local government members by providing innovative solutions for the many challenges facing our growing region.

This Request for Assistance Instructions provides guidance for communities to submit assistance requests and is available online through MORPC's [Planner Pool Program website](#). For any questions related to the Planner Pool Program, please contact jmiller@morpc.org.

**Updated: September 5, 2023*

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I. BACKGROUND

The Central Ohio Region's rapid pace of growth is a promising indicator of the region's future, and communities across Central Ohio are eager to capitalize on this momentum to envision and plan for their futures. However, pressures from this continued growth are straining local governments whose staff are working at capacity to serve the daily needs and activities of their communities. The Planner Pool Program was designed as way to help these communities manage their day-to-day activities so that – as a region – we can grow better as we grow bigger. The following are examples of potential uses of the Program:

- Relieve pressures from increased discretionary or ministerial applications.
- Fill staffing gaps during the hiring process.
- Gain additional expertise in areas like sustainability and transportation.
- Assistance with best practices and guidance in long-range planning.

The Planner Pool Program provides direct staff assistance to communities. Eligible activities include land use and development, and research or small-scale projects in community development, sustainability, or transportation. Community benefits of the Planner Pool Program includes:

- Additional staff assistance.
- No need to hire for short-term periods.
- Specialized areas of expertise.
- Focus more on long-range planning.

II. REQUEST FOR ASSISTANCE CONTENTS

The following sections are included in the online *Request for Assistance Form*.


SECTION 1. COMMUNITY INFORMATION

The following information will be needed with regards to the community requesting assistance.

1. Jurisdiction / Community Name
2. Jurisdiction / Community Type
3. Jurisdiction's Member Status with MORPC

SECTION 2. POINT OF CONTACT INFORMATION

Please provide contact information for the main person who will be responsible for managing the request.

4. First & Last Name
 5. Position / Title
 6. Department
 7. Phone Number
 8. Email
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SECTION 3. ASSISTANCE INFORMATION

This section relates to information about the Request for Assistance and includes an opportunity to upload any pertinent documentation.

9. Assistance Focus Area

This question relates to the focus area with which the community is requesting assistance. Further details can be discussed during any follow-up meetings. Focus areas include:

- a. Planning Department Activities (Discretionary and Ministerial Reviews)
- b. Planning
- c. Sustainability
- d. Transportation
- e. Data & Mapping
- f. Unsure
- g. Other (Please Specify)

10. Assistance Description

This question does not require any degree of specificity. This is to gain as much information up front as possible so that we can better address any requests for assistance. Fill out as much information as practicable.

11. Assistance Timeline / Urgency

Choose the most applicable timeframe within which assistance is needed to begin. Options for selected timeframes are listed below.

- a. One (1) week
- b. Two (3) weeks
- c. Three (3) weeks
- d. Four (4) weeks
- e. Six (6) weeks
- f. Eight (8) weeks
- g. Flexible
- h. Other (Please Specify)

Note: Selecting a particular timeframe does not guarantee that assistance will be available at that time. However, MORPC will make all reasonable efforts to accommodate a community's urgency.

12. Anticipated Hours per Week of Assistance

Enter the number of hours – on average – that the community anticipates needing assistance. This particular field may be more applicable to the Planning Department Activities focus area. If the assistance does not require any degree of regularity, enter "N/A".

13. Anticipated Duration (Weeks) of Assistance

Enter the number of weeks with which the community anticipates needing assistance. This particular field may be more applicable to the Planning Department Activities focus area. In general, the number of weeks should reflect either the duration of assistance needed within Planning Department Activities, the duration of assistance needed for a particular project with timelines, or the expected amount of weeks needed to complete a given assistance task.

14. In-Person Assistance

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Select the option which more closely corresponds with the community's need for assistance to be in-person:

- a. Yes, fully in-person during regular business hours
- b. Yes, hybrid (some remote work) during regular business hours
- c. No, fully remote work
- d. Unsure
- e. Other (Please Specify)

15. Attendance to Evening Meetings

Select the option which more closely corresponds with the community's need for assistance to attend community meetings that may occur in the evenings:

- f. Yes, fully in-person for evening meetings
- g. Yes, option to attend virtually
- h. No, attendance to meetings is not required
- i. Unsure
- j. Other (Please Specify)

Note: This question pertains to evening meetings only. Attendance requirements to meetings during regular business hours should be reflected in Question 14.

16. Additional Information

Enter any information that might be valuable to know that was not able to be addressed in any of the other fields within the form.

III. TERMS & CONDITIONS

The submitter agrees that it will not discriminate against any potential consultant, Agency, community, employee, applicant for employment, or sub-contractor and that it will take affirmative action to ensure that employees, potential consultants, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

MORPC retains the right to modify and change the requirements of The Planner Pool Program. In such events, these Request for Assistance Form Instructions will be replaced by an updated version.

MORPC reserves the right to accept or reject any or all Requests for Assistance for any reason.

MORPC shall not be liable for any costs incurred by the submitter of any Request for Assistance as a result of using MORPC's Planner Pool Program, or any costs incurred in connection with any discussions, correspondence or attendance at meetings related to the Planner Pool Program.

All entities submitting a Request for Assistance are highly encouraged to notify their local Regional Planning Commission, if applicable.

All materials received shall be considered public information and shall be open to public inspection.

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By submitting a Request for Assistance, the Agency confirms that – to the best of their knowledge:

1. The Agency is prepared to move forward with receiving assistance from MORPC Staff through the Planner Pool Program.
2. The Agency agrees to submit financing which relates to the Planner Pool Request. And,
3. The submitted Request for Assistance completely and accurately represents the goals of the project and the interests of the Agency and community, and no information which would reasonably be deemed important to the project has been intentionally withheld.