



MID-OHIO REGIONAL **MORPC** PLANNING COMMISSION

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PLANNER POOL PROGRAM (P3): PROGRAM GUIDE

MID-OHIO REGIONAL PLANNING COMMISSION

The following document details the overall structure and guidance for the Planner Pool Program. Due to the rolling nature of incoming *Requests for Assistance*, no specific timelines are associated.

In general, the process of the Planner Pool Program is as follows:

1. MORPC Staff will review all incoming Requests for Assistance and populate the Request for Assistance Tracking Sheet with the initial request's information.
2. Follow-up meetings will be scheduled with the community requesting assistance to determine any clarifying details of the scope of assistance, deliverables, and desired or required timelines.
3. Following the meeting, a Memorandum of Agreement (MOA) will be drafted using the details provided in the application form and discussed during the follow-up meeting. The MOA will be circulated through MORPC and sent to the community for all necessary approvals before initiating any assistance.
4. Once the MOA is signed by the community, a MORPC Planner will be assigned to the request. The planner will be in contact with the community to being working on the request.
5. Upon completion of the agreed upon final deliverables, the community will be sent an exit survey to gather any information regarding the Planner Pool Program service and how the program can be improved.

REQUESTING ASSISTANCE

The following outlines the overall steps involved with requesting assistance through the Planner Pool Program.

PLANNER POOL PROGRAM WEBSITE

The Planner Pool Program operates through a dedicated landing page on MORPC's website. The [Planner Pool Program website](#) contains information related to the Program's purpose and goals, as well as links to the Request for Assistance Form and related instructions, and information on Frequently Asked Questions (FAQ).

REQUEST FOR ASSISTANCE FORM

The [Request for Assistance Form](#) is the main vehicle for receiving assistance requests. Submissions through the form are forwarded to MORPC Staff and entered into a tracking sheet to ensure that requests stay organized. A

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link to this form will be located on the [Planner Pool Program website](#), as well as associated instructions on how to complete it, the degree of specificity required, contact information, etc.

The form was designed to gather as much high-level information about a community's anticipated needs as possible. A follow-up meeting to gain more information about the originating issues, desired goals and needs, and timelines will be scheduled for all submitted requests so that MORPC Staff will be able to assist the community as holistically as possible.

FOLLOW-UP COMMUNITY MEETINGS

Follow-up meetings will be held as soon as practicable after MORPC receives a Request for Assistance. These meetings will discuss in more detail the following areas:

1. Any pain points which may have contributed to the Request for Assistance.
2. The community's desired goals and needs.
3. What deliverables / activities are needed to ensure the Request for Assistance is completed as satisfactorily as possible.
4. What the hourly commitment of the assigned Planner will be, and how the workload may be divided out over time (i.e. the average weekly workload and weekly duration of the request).
5. What will be required to close-out the assistance request.

MEMORANDUM OF AGREEMENT (MOA) CIRCULATED

After the final details are agreed upon through the follow-up meeting, a Memorandum of Agreement will be drafted outlining the details. This agreement will be circulated internally for all necessary signatures and approvals, and subsequently forwarded to the community for their final approvals and signatures. The MOA will contain information related to:

1. Scope of Assistance
2. Specific Deliverables
3. Total Hours of Assistance
4. Average Weekly Hours and Duration (in weeks)

PLANNER ASSIGNED TO THE COMMUNITY

Once MORPC Staff receives the final approved MOA, a Planner will be officially assigned to the request. The assigned planner will contact the community to initiate the assistance. Once assistance is initiated, the community will work directly with the assigned planner to complete the request.

REQUEST FOR ASSISTANCE CLOSE-OUT

Once the final deliverables and scope of work is completed for the request, an exit survey will be sent to the community. The survey will cover details pertaining to the assistance provided, the process of the program, and solicit any recommendations on how the Planner Pool Program can be improved in the future.

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PLANNER POOL PROGRAM COST

Assistance through the Planner Pool Program is provided to communities at an hourly rate commensurate with the level of staffing assistance being provided. The hourly rate reflects the cost of maintaining staff employment.

STAFFING LEVEL	HOURLY RATE
ASSISTANT PLANNER / PLANNING INTERN	\$55.00 / HOUR
ASSOCIATE PLANNER	\$85.00 / HOUR
SENIOR PLANNER	\$100.00 / HOUR
PRINCIPAL PLANNER	\$130.00 / HOUR
DATA & MAPPING STAFF	\$135.00 / HOUR

**For additional information pertaining to The Planner Pool Program, please visit the [Planner Pool Program website](#) or contact jmiller@morpc.org.*