

TECHNICAL ASSISTANCE PROGRAM GUIDE 2023



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

The Mid-Ohio Regional Planning Commission (MORPC) Technical Assistance (TA) Program provides assistance from MORPC staff to local government members within the boundary of the metropolitan planning organization (MPO) for the planning of transportation and quality of life improvements related to the goals and strategies of MORPC's Metropolitan Transportation Plan.

Through the TA Program, MORPC staff will assist member communities with specific planning services related to active transportation, trail planning, transportation safety, and transit-supportive land use planning that support consideration of transportation in land use planning and/or demonstrate the benefits of various modes of transportation.

MORPC does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, familial status, religion or disability in programs, services or in employment. Information on non-discrimination and related MORPC policies and procedures is available at www.morpc.org.

PROGRAM PURPOSE

The seven-county Central Ohio region is growing rapidly, with its population expected to increase to approximately 3 million people by 2050. Demographic shifts anticipated with this growth will have a significant impact on the region's transportation system. To keep up with these shifts and evolving market demands, the region must recognize and address the need for a more multimodal and sustainable transportation system, as well as strategies for development that supports it.

A safe, reliable, efficient, and accessible transportation system is essential to the economy and quality of life for those who live and work in Central Ohio. The [Metropolitan Transportation Plan](#) (MTP) establishes a set of regional goals and objectives, and recommends strategies – including specific projects – that will maintain, manage, and develop Central Ohio's transportation system through 2050. Additionally, the [Active Transportation Plan](#) (ATP) and [Complete Streets Policy](#) work in combination with the MTP to further promote safe and comfortable conditions for walking and bicycling throughout the region. Finally, the [Central Ohio Greenways](#) vision of providing a world-class network of trails accessible to everyone in Central Ohio has resulted in a plan to add more than 500 new miles of trails throughout the broader region. Together these plans lay out a vision for a robust, multimodal, and sustainable transportation system in Central Ohio that provides the mobility options needed to support the region's growing population.

The 2020-2050 MTP established the following goals:

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

The Technical Assistance Program provides MORPC staff assistance to local government members within the boundary of the Metropolitan Planning Organization (MPO) to advance the goals in the MTP through implementation of specific [MTP strategies](#) focused on improving active transportation and transit infrastructure.

The specific MTP strategies include:

System Management

- OP 10 – Modify lane configurations of roadways, where appropriate, to safely match vehicle, transit, bike, and pedestrian demand.
- SAF 1: Collect, develop, maintain, and analyze crash data and identify regional safety emphasis areas and priority safety locations.
- SAF 3: Implement countermeasures that address priority safety locations.
- DM 3 – Collaborate to reduce the need for vehicle travel through development regulations.
- DM 6 – Make neighborhoods safely walkable, bikeable, and accessible by transit through non-infrastructure projects and programs.

System Development

- BP 1 – Collaborate to build high comfort bicycle and pedestrian infrastructure through development regulations.
- BP 2 – Increase the quantity and quality of data on bicycle, pedestrian, and similar modes travel behavior.
- BP 3 – Expand high comfort bicycle and pedestrian networks through the implementation of complete streets.
- BP 4 – Implement the Central Ohio Greenways trail vision.
- BP 5 – Implement the Active Transportation Plan to create high comfort regional pedestrian and bicycle transportation networks.
- BP 6 – Make neighborhoods walkable and bikeable through infrastructure projects that fill gaps in the high comfort pedestrian and bicycle networks.
- BP 7 – Ensure neighborhoods and employment locations have high comfort connections for pedestrians and bicyclists to the regional pedestrian, bicycle and transit networks.
- BP 8 – Facilitate multi-jurisdictional dialogue to improve opportunities through collaboration.
- TRAN 1 – Collaborate to build transit infrastructure through development regulations.
- TRAN 6 – Make neighborhoods transit supportive through infrastructure projects.

Transportation System Related

- SYS 1 – Collaborate to ensure localized and regional transportation systems needs are addressed in development decisions.
- SYS 2 – Develop transportation system to serve all demographic population groups.

PROGRAM DESCRIPTION

IMPORTANT DATES

November 10, 2022
Call for Applications

November 15, 2022
Informational Webinar

December 9, 2022
Deadline to Submit
Competitive Application

January 6, 2023
Awardees Notified

The MORPC TA Program awards technical assistance services through a competitive application process. Successful applicants will receive MORPC staff expertise for community-based planning services that help to advance regional goals and specific strategies identified in the MTP. Technical assistance will be provided for specific planning services to help implement the identified strategies.

MORPC has established pre-determined scopes of services for potential activity types for the 2023 TA Program cycle. Before applying for technical assistance, members are encouraged to participate in an optional, **informational webinar** with MORPC staff **on Tuesday, November 15, 2022** to ask any questions about the program. For more information, contact Lauren Cardoni at lcardoni@morpc.org.

Members awarded technical assistance through the TA Program must be prepared to have these services completed within six to nine months. Services should align with existing or proposed community projects that establish a strong connection to the [MTP](#), [ATP](#), [Complete Streets Policy](#), and [COG Vision](#). As part of the application process, applicants are required to provide a commitment letter signed by a local leader or department director acknowledging the request for technical assistance and committing local staff time to the project.

Within the program application, applicants will be asked to describe how local government officials and staff will participate in the process. The TA Program planning process is expected to be iterative; MORPC staff and program partners will conduct the planning process *together* with staff from the communities that are selected.

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

- Submit a letter of commitment signed by a local leader or department director as part of the application,
- Designate a community staff member as Project Manager, and
- Enter into an agreement with MORPC prior to initiation of services.

TECHNICAL ASSISTANCE ACTIVITY TYPES

For the 2023 TA Program cycle, MORPC has identified activity types that are intended to help guide Central Ohio communities through the projected changes in regional transportation needs. These activity types were developed based on the vision and goals established by the [MTP](#), [ATP](#), [Complete Streets Policy](#), and [COG Vision](#). Each activity is designed to address specific strategies established in the MTP.

Applicants are encouraged to apply for one of the pre-determined activity types outlined below. The anticipated scopes of work are intended to be a guide for the services and deliverables the TA Program will provide for communities. Communities can modify a pre-determined scope to suit their individual community needs as part of the application process.

Applicants must indicate their chosen activity type and provide the scope of work in their application. Awardees must be able to show that whichever project they choose can be completed within six to nine months.

Activity Types:

The following activity types have been established for the 2023 TA Program cycle:

- 1. Active Transportation Planning**
 - a. Complete Streets Policy Development
 - b. Transit Supportive Infrastructure Planning
 - c. Active Transportation Project Prioritization

- 2. Central Ohio Greenways Visioning**
 - a. Central Ohio Greenways Vision Refinement
 - b. Trail Access Improvements Planning

- 3. Bicycle and Pedestrian Safety**
 - a. Safety Action Plan Development
 - b. Complete Streets Safety Audit
 - c. Systemic Safety Analysis

- 4. Land Use Planning**
 - a. Conceptual Development Framework
 - b. Transit Oriented Development Planning

- 5. Other**

Following are the potential scopes of work for each activity type. These may be modified by the applicant as part of the application process.

1. ACTIVE TRANSPORTATION PLANNING

a. Complete Streets Policy Development

Background: Complete Streets provide safe, comfortable, and convenient access for all roadway users regardless of mode, age, or ability. Complete Streets may include sidewalks, protected bike lanes, shared-use paths, bus lanes, roundabouts, or other design elements. Adopting a Complete Streets Policy formalizes a community's intent to plan, design, develop, redevelop, and maintain roads that work for all residents.

Description: This activity will provide communities with the best practices, design guidance, and planning tools necessary to write and implement a Complete Streets Policy. Completion of this activity should result in the development of a Complete Streets Policy that the community then ushers through the adoption process.

Examples of past services:

- City of Delaware Complete Streets Policy
- City of Worthington Complete Streets Policy

Anticipated Services:

- Review of existing legislation, standards, and guidance, as applicable
 - Local agency will compile all local plans and relevant materials
 - MORPC will review materials and outline where improvements can be made regarding design & implementation of Complete Streets
- Research and presentation of best practices for Complete Streets
 - MORPC staff will provide presentation materials describing the benefits and general best practices related to Complete Streets
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to discuss opportunities for improving design and implementation of Complete Streets in the community
- Attend up to two (2) public workshops hosted/led by member local government
 - MORPC staff will provide support for local agency, should they decide to host any additional workshops or meetings

Anticipated Deliverables:

- Draft *Complete Streets Policy* (formal policy to be passed through City Council, Township Board of Trustees, or County Commissioners as a resolution or ordinance)
- Strategy document identifying next steps and implementation

1. ACTIVE TRANSPORTATION PLANNING

b. Transit Supportive Infrastructure Planning

Background: *The insight2050 Corridor Concepts study identified key strategies for building truly transit-supportive corridors and transit-oriented development. As new initiatives like LinkUS work to implement recommendations from the Corridor Concepts study, it will be important for all communities in the region to identify where infrastructure improvements are needed in order to better connect people along priority regional transit corridors to the transit services.*

Description: *This activity will allow a community to understand key characteristics for providing safe pedestrian and bicyclist access to transit and identify issues and opportunities for improving access to key transit services. Completion of this activity should lead to a feasibility study or application for funding to design and/or implement the identified facilities.*

Anticipated Services:

- Review existing plans and projects
 - Local agency will compile all local plans and proposed projects
 - MORPC will review plans and proposed projects to establish working base map
- Data development and analysis
 - MORPC staff will conduct data analysis as necessary for assessing issues and opportunities related to accessing transit
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to review existing conditions and discuss potential improvements
- Finalize priority connections and transit access improvements
 - MORPC staff will conduct any final data analysis, as necessary
 - MORPC staff will consolidate input from all parties into final draft map of potential transit access improvements

Anticipated Deliverables:

- Technical documentation including:
 - Priority connections and any relevant opportunities/constraints
 - Relevant best practices and resources
- Strategy document identifying next steps and implementation

1. ACTIVE TRANSPORTATION PLANNING

c. Active Transportation Project Prioritization

Background: The Metropolitan Transportation Plan (MTP) identifies regionally significant projects to be eligible for federal transportation funding. A project must be included in the MTP in order for a community to use MORPC-Attributable federal funding. These projects include active transportation facilities such as multi-use paths, bike facilities, and sidewalks, as well as roadway projects that are required to comply with the regional Complete Streets Policy.

Description: This activity will allow a community to 1) review the active transportation projects currently in the MTP in detail within their jurisdiction to refine them and develop a strategy for prioritizing and implementing the proposed facilities, and/or 2) review the active transportation needs within the community and establish potential projects to include in the next MTP update. Completion of this activity should lead to 1) a feasibility study or application for funding to design and/or implement the identified facilities, and/or 2) a list of potential projects to be added to the next MTP update.

Anticipated Services:

- Review existing plans and projects
 - Local agency will compile all local plans and proposed projects
 - MORPC will review plans, proposed projects, the ATP, and the MTP to establish working base map for assessing potential active transportation projects
- Data development and analysis
 - MORPC staff will conduct data analysis as necessary to help refine existing MTP projects and/or identify potential new projects
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to review existing plans and discuss potential changes and/or additions to local priorities and the MTP
- Finalize priority projects and develop potential alternatives
 - MORPC staff will conduct any final data analysis, as necessary
 - MORPC staff will consolidate input from all parties into final draft map of potential active transportation projects

Anticipated Deliverables:

- Technical documentation including:
 - Community active transportation network and proposed projects
 - Recommended design criteria and considerations
- Strategy document identifying next steps and implementation

2. CENTRAL OHIO GREENWAYS VISIONING

a. Central Ohio Greenways Vision Refinement

Background: *The Central Ohio Greenways (COG) Vision establishes a vision for the future network of regionally significant trail facilities in Central Ohio. Many of the proposed facilities were originally identified along river corridors or constrained roadways but may be more feasible along different routes. Additional trails may also be worth consideration for designation in the COG Vision as regionally significant.*

Description: *This activity will allow a community to review the COG Vision in detail within their jurisdiction to refine the proposed trail facilities and develop a strategy for prioritizing and implementing those proposed facilities. Completion of this activity should lead to a feasibility study or application for funding to design and/or implement the identified facilities.*

Examples of past services:

- *Columbus and Franklin County Metro Parks – Scioto Trail Southern Extension*

Anticipated Services:

- Review existing plans and projects
 - Local agency will compile all local plans and proposed projects
 - MORPC will review plans, proposed projects, and COG Vision to establish working base map for refinement
- Data development and analysis
 - MORPC staff will conduct data analysis as necessary to identify potential routes
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to review existing plans, identify alternatives, and develop strategies for implementation
- Finalize potential route options and implementation strategies
 - MORPC staff will conduct any final data analysis, as necessary
 - MORPC staff will consolidate input from all parties into summary of potential COG routes and related recommendations

Anticipated Deliverables:

- Technical documentation including:
 - Potential routes and any relevant opportunities/constraints
 - Recommended network connections and access points
- Strategy document identifying next steps and implementation

2. CENTRAL OHIO GREENWAYS VISIONING

b. Trail Access Improvements Planning

Background: The recently completed Central Ohio Greenways (COG) Trail Prioritization study identified critical gaps in access to the regional trail network within Franklin County. The COG Trail Prioritization study and Active Transportation Plan (ATP) can both be used to guide assessment of trail access, as well as the level of stress associated with existing trail access, and identification of new/improved connections to trails in any community.

Description: This activity will review trail accessibility in any community to identify potential improvements. Completion of this activity should lead to a temporary demonstration or pilot project along an identified connection, and/or an application for funding to design and/or implement the identified access improvements.

Examples of past services:

- City of Columbus Downtown and Near-East Side Trail Access and Connectivity
- City of Dublin Regional Trail Network Connectivity
- City of Sunbury Ohio to Erie Trail Access and Connectivity

Anticipated Services:

- Review existing plans and projects
 - Local agency will compile all local plans and proposed projects
 - MORPC will review plans, proposed projects, and COG Vision to establish working base map for assessing trail access conditions
- Data development and analysis
 - MORPC staff will conduct data analysis as necessary to identify locations and options for improvements
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to review existing conditions and discuss potential improvements
- Finalize priority on-street connections and trail access improvements
 - MORPC staff will conduct any final data analysis, as necessary
 - MORPC staff will consolidate input from all parties into final draft map of potential trail access improvements

Anticipated Deliverables:

- Technical documentation including:
 - Priority connections and any relevant opportunities/constraints
 - Recommended design criteria and considerations
- Strategy document identifying next steps and implementation
- Guidance for implementing a pilot project to demonstrate potential connection or access improvement

3. BICYCLE AND PEDESTRIAN SAFETY

a. Safety Action Plan Development

Background: The [Bipartisan Infrastructure Law \(BIL\)](#) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over the next 5 years. The focus of this grant is addressing roadway safety through the reduction and/or elimination of roadway fatalities and serious injuries. In fiscal year 2022 (FY22), up to \$1 billion was available for two different types of grants: Action Plan grants and Implementation grants. In order to be eligible for the Implementation grants, the applicant must have a qualifying Action Plan already in place.

Description: This activity will allow a community to conduct a planning process to develop an Action Plan that meets the SS4A grant requirements. Completion of this activity should lead to adoption of a Comprehensive Safety Action Plan, as well as an application for an SS4A Implementation Grant.

Anticipated Services:

- Establish a local task force, steering committee, or implementation group
 - Local agency will identify priority stakeholders to include
- Existing conditions analysis
 - MORPC staff will conduct analysis of crash data to identify key crash types and factors as well as priority safety locations within the community
- Lead up to two (2) workshop for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshop to discuss existing conditions and action plan development
- Identify comprehensive set of strategies and action items to address safety problems
 - MORPC staff will consolidate input from all parties into final draft of action plan

Anticipated Deliverables:

- Comprehensive Safety Action Plan that meets SS4A grant requirements

3. BICYCLE AND PEDESTRIAN SAFETY

b. Complete Streets Safety Audit

Background: *The Central Ohio Transportation Safety Plan released in 2019 identified pedestrians and bicyclists as the most vulnerable users on our regional transportation system. The update to the regional Active Transportation Plan further analyzed crashes involving people walking and bicycling and identified key factors in many of those crashes.*

Description: *This activity will allow a community to review crashes involving people walking and bicycling to identify priority location(s) to conduct a detailed audit to determine appropriate improvements for that location. Completion of this activity should lead to a temporary demonstration project or low-cost safety improvements, and an application for funding to design and implement permanent safety improvements.*

Anticipated Services:

- Review crashes involving people walking and bicycling within the jurisdiction
 - MORPC staff will conduct analysis of crash data to identify priority location(s) within the community
- Conduct a walk audit of priority location(s)
 - Local agency will identify key stakeholders and coordinate invitations
 - MORPC staff will lead formal walk audit with key stakeholders
- Lead a workshop for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshop to discuss identified safety challenges and potential safety improvements
- Identify priority safety improvements
 - MORPC staff will consolidate input from all parties into final draft map of potential safety improvements

Anticipated Deliverables:

- Technical documentation including:
 - Priority safety locations
 - Recommended safety improvements
- Guidance for implementing a pilot project to demonstrate recommended safety improvement(s)
- Strategy document identifying next steps and implementation

3. BICYCLE AND PEDESTRIAN SAFETY

c. Systemic Safety Analysis

Background: In January 2022, ODOT's [Highway Safety Improvement Program](#) (HSIP) began accepting funding applications for projects that focus on preventing pedestrian crashes through systemic infrastructure improvements. Systemic improvements are meant to be proactive and widely implemented based on roadway features that have been associated with specific crash types. FHWA has identified a range of proven countermeasures that prevent pedestrian crashes, and ODOT wants to encourage project applications that focus on the implementation of these improvements.

Description: This activity will allow a community to review pedestrian crashes within their jurisdiction and prioritize potential locations for implementation of specific countermeasures. Completion of this activity should lead to either installation of, or an application for funding to implement, the recommended countermeasures.

Anticipated Services:

- Review crashes involving pedestrians within the jurisdiction
 - MORPC staff will conduct analysis of crash data to understand key contributing factors and roadway characteristics
- Conduct a walk audit of key locations
 - Local agency will identify key stakeholders and coordinate invitations
 - MORPC staff will lead formal walk audit with key stakeholders
- Lead a workshop for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshop to discuss identified safety challenges and potential safety improvements
- Identify priority safety improvements
 - MORPC staff will consolidate input from all parties into a final list of prioritized locations and preferred countermeasures

Anticipated Deliverables:

- Technical documentation for submittal as part of funding application, or inclusion in a local capital budget, including:
 - Map of prioritized locations
 - List of preferred countermeasures with cost estimates
 - Relevant safety metrics for each location

4. LAND USE PLANNING

a. Conceptual Development Framework

Background: *As we prepare for the growth projected for the Central Ohio region, many communities are exploring the potential to implement more compact development, increase housing options, and accommodate more modes of transportation. Establishing a clear vision for strategic locations within individual communities can help to address this.*

Description: *This activity will allow a community to identify the most relevant best practices and development principles for a particular site or strategic location that will help to set the stage for a future development plan. Completion of this activity should result in establishing a vision and the planning and design principles that future development at an identified site will follow.*

Examples of past services:

- *City of Hilliard Cemetery Road Conceptual Development Framework*
- *Jefferson Township Blacklick Station Conceptual Development Framework*
- *City of Westerville Brooksedge Office Park Redevelopment Framework*
- *Violet Township Community Center Development Framework*

Anticipated Services:

- Review existing plans and policies relevant to the selected site
 - Local agency will compile all local plans and relevant materials
 - MORPC will review materials and provide summary of relevant highlights
- Existing conditions analysis
 - MORPC staff will review available data for the selected site to develop working base map and identify challenges/opportunities
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to provide overview of study, existing conditions and plans, and relevant best practices
- Identify potential opportunities for implementation in the community
 - MORPC staff will consolidate input from all parties into final draft of potential options

Anticipated Deliverables:

- Conceptual Development Framework including:
 - Identified opportunities
 - Relevant best practices
 - Key development principles
 - Potential next steps for implementation

4. LAND USE PLANNING

b. Transit Oriented Development Planning

Background: *The insight2050 Corridor Concepts study identified key strategies for building truly transit-supportive corridors and transit-oriented development. As new initiatives like LinkUS work to implement recommendations from the Corridor Concepts study, it will be important for all communities in the region to identify opportunities to further the goals of insight2050.*

Description: *This activity will allow a community to assess local policies and codes and identify where improvements can be made to provide more opportunity for transit-supportive development. Completion of this activity could result in potential policy or code updates, or a site-specific strategy for transit-oriented development.*

Anticipated Services:

- Review existing plans and policies, and/or site conditions
 - Local agency will compile all local plans and relevant materials
 - MORPC will review materials and outline where improvements can be made regarding design & implementation of transit oriented development
- Lead up to two (2) workshops for staff, stakeholders, or public
 - Local agency will identify priority groups to meet with and coordinate invitations
 - MORPC staff will lead workshops to discuss priorities and challenges related to transit oriented development
- Identify potential best practices for implementation in the community
 - MORPC staff will consolidate input from all parties into final draft of potential options

Anticipated Deliverables:

- Technical documentation including:
 - Potential best practices for implementation
- Strategy document identifying next steps and implementation

5. OTHER

Parameters for “Other” Activity Type

Description: *If a community is interested in applying for a project that differs from the project types outlined above, the application must include a detailed scope that aligns with the parameters specified below.*

- Technical assistance should focus on moving from plan/concept to implementation.
- Activity should align with the Metropolitan Transportation Plan (MTP), Active Transportation Plan (ATP), or Central Ohio Greenways Vision.
- Applicant must provide a detailed scope of work.

PROGRAM ELIGIBILITY

The following criteria must be met in order to be considered eligible for the MORPC TA Program:

- The applicant is a local government or MORPC member within the [Metropolitan Planning Organization \(MPO\) boundary](#).
- Services requested are within the scope of services offered or within the scope of the TA Program and/or MORPC staff expertise.
- Application must be complete (including signed letter of commitment).
- Application must be received prior to the application deadline.

If an applicant selected for technical assistance cannot be initiated for any reason, at no fault of MORPC, the applicant 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 an applicant selected for technical assistance fails to complete the selected activity within the expected six to nine month timeframe, the member community engaged in the program may be asked to provide one or more of the following:

- Documentation explaining why the activity failed to be completed within the given timeframe
- Agreement extension executed by member community and MORPC

APPLICATION PROCESS

All eligible MORPC members are invited to submit an application for the 2023 TA Program cycle. The application will be available to all eligible members beginning on November 10, 2022. **Program applications must be submitted to MORPC by 5:00 PM Eastern Time on Friday, December 9, 2022.**

The application consists of application criteria and required documentation. An evaluation committee will assess completed applications based on the criteria outlined below and further described on *pages 21-22* of this document.

Application criteria – Applications will be scored based on the application criteria listed in the table below. 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. It is possible that not all applications will be awarded technical assistance.

Application Criteria	Points
Community Objectives	25
MTP Strategies	20
Implementing Regional Priorities	20
Equity Considerations	15
Local Commitment and Collaboration	10
Leveraging Investment	10
TOTAL	100

Required documentation – Applicant communities must submit a signed letter of commitment from the local governments' elected officials or department director as part of their application.

The required documentation must be submitted to MORPC no later than the application deadline of 5:00 PM Eastern Time on Friday, December 9, 2022.

APPLICANT RESPONSIBILITIES

As part of the applicant commitment to receiving technical assistance services from MORPC, the following requirements will apply:

- Designation of staff time commitment and staff member as Project Manager
- Provision of any relevant data or materials that MORPC does not already have
- Regularly scheduled (bi-weekly preferred) check-ins with MORPC staff
- Identification of and regular communications with appropriate community stakeholders
- Participation from all departments within the local agency relevant to the project
- Consistent and timely review of all project materials submitted

APPLICATION INSTRUCTIONS

The application for the 2023 TA Program cycle will be made available on **Monday, November 10, 2022**. All members interested in applying for technical assistance through the TA Program must submit an application by **5:00 PM Eastern Time on Friday, December 9, 2022**.

The application will consist of the following:

1) **Applicant Information**

- a) MORPC Member
- b) Project Manager
- c) Phone Number
- d) Email Address
- e) Mailing Address

2) **Activity Type**

Please select a Technical Assistance activity from the drop-down list.

3) **Preferred Scope of Work**

Please submit your preferred scope of work, including an estimated schedule, for the selected activity type.

4) **Staff Commitment**

Based on the identified scope of work and estimated activity schedule, how many person hours (per week, per month, or total) does the applicant intend to commit to the activity?

5) **Community Objectives** (25 points) (500 word maximum)

Please describe the significance of the proposed activity. What are the objectives and what is the perceived benefit to the community? How will an award of technical assistance through the TA Program improve the activity?

6) **MTP Strategies** (20 points) (500 word maximum)

Please indicate how the selected activity will advance specific strategies from the MTP focused on improving active transportation and transit infrastructure. Your response should address at least two (2) and up to five (5) of the most applicable strategies. Refer to the Program Purpose on page 3 for the specific strategies.

7) **Implementing Regional Priorities** (20 points) (500 word maximum)

Please describe how the selected activity will help to implement project(s) in alignment with the MTP, ATP, or COG Vision.

8) Equity Considerations (15 points) (500 word maximum)

Please describe how the selected activity will address transportation needs of transportation disadvantaged and/or underserved populations within your community.

Transportation disadvantaged or underserved populations may include:

- Low-income
- Minorities
- Senior Citizens
- Veterans
- Children / Minors
- Persons with mental / physical disabilities
- College Students
- Or other groups that are often (unintentionally) excluded from planning processes

9) Local Commitment and Collaboration (10 points) (500 word maximum)

To be awarded assistance through the TA Program, communities must commit to designating a community staff person as Project Manager.

Above and beyond this minimum requirement, please indicate how the selected activity will engage relevant community stakeholders – for example: interdepartmental staff, elected officials, school district representatives, civic associations, chambers of commerce, or advocacy groups – to participate in the technical assistance process? Identify potential stakeholders below and describe how their involvement would increase the success of the activity. Examples may include in-kind commitments of stakeholder staff time and resources, demonstrated public-private collaboration, committee participation, etc.

10) Leveraging Investment (10 points) (500 word maximum)

How will MORPC technical assistance services be leveraged to implement active transportation and transit infrastructure?

11) Required Documentation

To ensure elected community leaders and/or department directors recognize that staff are requesting technical assistance through the MORPC TA Program, a letter of commitment signed by a local leader or department director must accompany the application. No points are awarded for required documentation, however, failure to submit will result in the application being ineligible. Required documentation must be submitted to MORPC no later than the application deadline of **5:00 PM Eastern Time on Friday, December 9, 2022**.

Application Checklist & Timeline

- Optional for all applicants** – Participate in a MORPC TA Program informational webinar on **Tuesday, November 15, 2022** for more details about the program and application process
- Required for all applicants** – Submit an application and required documentation by **5:00 PM Eastern Time on Friday, December 9, 2022**.