

The Capital District Transportation Committee (CDTC) and the Capital District Regional Planning Commission's (CDRPC) 2018 Technical Assistance Program is intended to fill gaps in local level planning needs and to enhance capacity to advance projects that resonate with one or more of the [Quality Region Principles of the New Visions 2040 Regional Transportation Plan](#). A quality region considers health, the economy, and the environment within an overall framework of land use planning and transportation policies. Projects that support these principles will help preserve and enhance the Capital District's existing urban form, infrastructure, quality of place; emphasize livable communities and smart growth; consider all modes of transportation, encourage concentrated development patterns and smart economic growth; and protect sensitive environmental resources. Generally, technical assistance provided under this program will be for projects that are well defined and short-term in nature.

If your community is interested in receiving services under this program, we strongly encourage you to contact us prior to completing this form to discuss your project. Please email techassist@CDRPC.org and provide a phone number and a time convenient for representatives to call you.

Eligibility: Eligible applicants include municipalities within the [designated planning area of the Capital District Transportation Committee](#) in the counties of Albany, Rensselaer, Saratoga, and Schenectady. For projects to be considered for this program, the total staff time commitment of CDTC and CDRPC should generally not exceed 75 hours. For more substantial, consultant-lead transportation planning projects, please see CDTC's Linkage Program www.cdtcmpto.org/linkage.

Technical Assistance Program projects may include but are not limited to:

- **Transportation Planning and Analysis:** Small-scale or localized traffic studies, traffic modeling or transportation safety projects, bike and pedestrian planning, community connectivity or trail development planning. (For examples of large-scale corridor, complete streets or bike pedestrian planning projects, see CDTC's Linkage Program www.cdtcmpto.org/linkage.)
- **Land Use Planning:** Evaluation of plans and ordinances for consistency with community goals and objectives, analysis of projects or development proposals of regional impact or significance, research into a planning issue or challenge.
- **Project Support and Development:** Meeting facilitation, public engagement, professional advisement, training, visioning, surveys, grant writing assistance, draft requests for proposals
- **Data Analysis and Mapping:** Data research and analysis, demographic profiles, data visualization, GIS mapping and analysis

Project Selection Considerations:

- Projects must advance the goals of CDTC's New Visions 2040 Regional Transportation Plan
- Municipalities must submit a letter demonstrating support, commitment and contributions to the project
- The role of CDRPC and/or CDTC is well defined
- Total CDTC-CDRPC staff-time contribution generally should not exceed 75 hours
- Intermunicipal or joint projects are viewed favorably
- Availability of CDTC and CDRPC Resources
- Geographic distribution of project proposals

Project Review: Projects will be evaluated by CDTC/CDRPC staff within two weeks of submission.

Match: The total project cost will be determined by CDTC/CDRPC staff once the scope is defined and the value of staff time is calculated. Please provide an estimate of your anticipated match contribution on the attached *Estimated Match Documentation Worksheet*. At the conclusion of the project, the applicant will be required to document actual cash or in-kind match contribution of not less than 25% of the actual project cost.

How To Apply:

If your municipality is interested in receiving services under this program, we strongly encourage you to contact us at techassist@cdrpc.org prior to completing this form to arrange a time to discuss your project. **Please email the completed application form and municipal support/commitment letter to techassist@cdrpc.org by 4 p.m. on March 9, 2018.**