

**2019 CDRPC/CDTC Technical Assistance Program****Introduction**

The Capital District Regional Planning Commission's (CDRPC) and Capital District Transportation Committee's (CDTC) 2019 Community Planning Technical Assistance Program ([www.cdctcmppo.org/techassist](http://www.cdctcmppo.org/techassist)) is intended to offer staff time and expertise to local governments undertaking small scale community planning initiatives that resonate with the principles of CDTC's New Visions 2040 Regional Transportation Plan. Planning initiatives that support New Visions include those that preserve and enhance the Capital District's existing urban form, infrastructure and quality of place; emphasize livable communities and smart growth; encourage concentrated development patterns and smart economic growth; and protect sensitive environmental resources.

**Eligibility**

Proposed initiatives must be small in scale and scope, result in a defined product and must be completed by March 31, 2020. Eligible initiatives include but are not limited to comprehensive plan guidance, meeting facilitation, zoning and site planning guidance, data collection and analysis and data mapping. Municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within the designated planning area of the CDTC in the counties of Albany, Rensselaer, Saratoga, and Schenectady were eligible to apply by April 16, 2019.

**Program Guidelines**

CDTC and CDRPC reserved nearly \$58,000 in the 2018-2020 Unified Planning Work Program to support this program. Applicants are required to commit a 25% local match in either cash or in-kind services which will be documented and submitted to CDTC.

**Selection Process**

CDTC/CDRPC received five proposals from the Town of Bethlehem, Town of Coeymans, Village of Menands, Village of Scotia and the City of Rensselaer. CDTC and CDRPC staff reviewed the five applications and vetted them for eligibility and completeness. Two of the applications required additional clarification. The project selection considerations were:

- Project must advance the goals of CDTC's New Visions 2040 Regional Transportation Plan.
- Municipal letter must demonstrate support, commitment and contributions to the project.
- The role of CDRPC and/or CDTC staff in the project must be well defined.
- Inter-municipal or joint projects are viewed favorably.
- Geographic distribution of project proposals will be considered.

**Recommended Projects**

CDTC and CDRPC staff is recommending that all five projects be funded. Table 1 lists the projects and provides a project description and Table 2 provides a budget with a corresponding local match commitment. CDTC and CDRPC will follow up with each sponsor in writing to finalize the project budgets, scope of work and will provide match documentation forms prior to project initiation.

**Table 1: Project Descriptions**

<b>Sponsor</b>	<b>Project Name</b>	<b>Project Description</b>
Town of Bethlehem	Development Growth Trends Analysis	Provide data on Town development trends, including population and economic analysis, GIS mapping and compare to regional trends.
Town of Coeymans	Guidance to Support a Coeymans Comprehensive Plan Update	Provide existing data and base mapping, information on best practices for comprehensive planning, frame a public involvement process and develop a public survey tool.
Village of Menands	Farmers Market Best Practices and Feasibility	Provide data on current access to healthy food, provide information on methods of healthy food provision (i.e. farmers market, veggie mobile, etc.) and participate in village committee meeting to identify options to increase food accessibility.
City of Rensselaer	General Community Planning Assistance	Provide guidance on data needs for economic development planning and toward the update of the Comprehensive Plan. Provide guidance in prioritizing and strategizing implementation of recommendations from various existing planning studies.
Village of Scotia	NYS Routes 5 and 50 Traffic Data & Case Study Review	Provide traffic data related to the intersection of state route 5 and route 50 in the Village. Provide case studies of communities working with NYSDOT on traffic calming and walkable community projects.

**Table 2: Project Budget Estimates**

<b>Sponsor</b>	<b>CDRPC Hours</b>	<b>CDTC Hours</b>	<b>CDTC/CDRPC Total Budget</b>	<b>Local Match (25% of CDTC/CDRPC Total Budget)*</b>	<b>Total Project Commitment</b>
Town of Bethlehem	135	5	\$11,353	\$2,838	\$14,191
Town of Coeymans	125	5	\$10,166	\$2,541	\$12,707
Village of Menands	125	5	\$10,166	\$2,541	\$12,707
City of Rensselaer	125	5	\$10,166	\$2,541	\$12,707
Village of Scotia	5	75	\$7,196	\$1,799	\$8,995
<b>Total</b>	<b>515</b>	<b>95</b>	<b>\$49,047</b>	<b>\$12,215</b>	<b>\$61,262</b>

\*All local matches are being provided through in-kind services with the exception of the Village of Menands which will be providing \$2,500 in cash match.