Introduction

The Community Planning Technical Assistance Program offers the staff expertise of the Capital District Regional Planning Commission (CDRPC) and the Capital District Transportation Committee (CDTC) to local governments undertaking small scale community planning initiatives. Proposed initiatives must be consistent with CDTC’s New Visions 2040 Regional Transportation Plan. CDTC and CDRPC are seeking proposals from interested parties for technical assistance in 2020. For additional information visit the Program webpage at www.cdtcmpo.org/techassist.

Eligible Initiatives

The program is intended to empower local governments to explore land use and transportation planning issues as they are occurring or in advance of their appearance in the communities served by CDRPC and CDTC. Proposed initiatives must be small in scale and scope, result in a defined product, and in some way relate to the principles of a Quality Region as outlined in CDTC’s New Visions 2040 Regional Transportation Plan. Planning initiatives that support New Visions preserve and enhance the Capital Region'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.

Eligible Applicants

Municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within the designated planning area of the CDTC, the four counties of Albany, Rensselaer, Schenectady and Saratoga (except the Village of South Glens Falls and the Town of Moreau).

Community Planning Assistance includes but is not limited to:

- **Comprehensive/Neighborhood Planning**: Guidance in goal setting, plan development and procedural requirements; data collection and analysis; research into a planning issue; identification of innovative solutions to local planning challenges.
- **General Community Planning**: Public input and community visioning; meeting facilitation and coordination; surveys and communications activities; training; professional advisement.
- **Zoning and Site Planning**: Guidance on best practices towards the implementation of planning policies and goals; zoning ordinance audits; development of zoning ordinance amendments; site plan review assistance; planning for development of regional impact.
- **Community Design Assessment**: Evaluate a subsection of a community to consider active living, food choices, transportation choices, public safety, social cohesion, social equity, and environmental health.
- **Land Use Plan Implementation**: Initiate activities identified as recommendations in local Comprehensive Plans, [Linkage Program Plans](#) or other planning studies such as zoning amendments that guide driveway location and access management, groundwater or open space protection; gather data on vacant properties; re-evaluate PDD requirements.

- **Transportation Safety and Operations Planning**: Crash data analysis; road safety assessments, traffic signal operational analysis; intersection analysis; before and after studies of capital projects; recommendation and scoping of ITS strategies.

- **Data Collection**: Identify issues and/or opportunities for collecting data; set data collection goals; plan approach and identify data collection methods; collect data.

- **Data Analysis and Mapping**: Analyze demographic, building permit, and other community development trends; data research and visualization; GIS mapping and analysis.

- **Recreation Trail Planning**: Guidance on recreation plans, management plans and non-motorized trail plans.

**Project Examples**

The following projects funded in 2019 serve as examples to assist in understanding the small scale, small scope and defined products required in program applications:

- **Development Growth Trends Analysis, Town of Bethlehem**: Provide data on Town development trends, including population and economic analysis, GIS mapping and compare to regional trends.

- **Farmers Market Best Practices and Feasibility, Village of Menands**: 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.

- **General Community Planning Assistance, City of Rensselaer**: 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.

- **Guidance to Support a Comprehensive Plan Update, Town of Coeymans**: Provide existing data and base mapping, information on best practices for comprehensive planning, frame a public involvement process and develop a public survey tool.

- **NYS Routes 5 and 50 Traffic Data & Case Study Review, Village of Scotia**: 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.

**Other CDRPC Technical Assistance**

CDRPC also offers technical assistance related to economic development, water quality, clean energy, and sustainability under other programs. Please contact CDRPC by calling 518-453-0850 or Email: cdrpc@cdrpc.org for more information.
Application Requirements

1) Pre-Submission Contact:

If your community is interested in receiving services under this program, you must contact CDRPC and CDTC prior to applying to discuss your request. Send an email to techassist@CDRPC.org and provide your name, phone number and a time convenient for representatives to call you. This will assist CDRPC and CDTC with defining a scope of work that will be provided in the application form and a proposed project cost. Note: This step does not guarantee funding for the project.

2) Submit the Attached Application and Commitment Letter:

Based on the outcome of the pre-submission discussion, complete and submit the attached application and provide a letter of commitment from and signed by the chief elected official of the municipality. At the conclusion of the project, the applicant will be required to document a cash or in-kind match contribution of not less than 25% of the actual project cost. The anticipated source(s) of your match contribution must be indicated on the attached Match Documentation Worksheet. All projects must be completed by March 31, 2021.

Submission Deadline

Email the completed application form and a municipal support/commitment letter to techassist@CDRPC.org by 4:00 p.m. on Friday, April 3, 2020.

Project Selection Criteria

- Project must advance the goals of CDTC’s New Visions 2040 Regional Transportation Plan.
- Municipal letter demonstrating support, commitment and contributions to the project.
- The role of CDRPC and/or CDTC staff in the project must be well defined and target roughly 75 hours of assistance.
- Intermunicipal or joint projects are viewed favorably.
- Geographic distribution of project proposals will be considered.

Project Review

Projects will be evaluated by CDRPC and CDTC staff within two weeks of submission. Recommendations will be made to CDTC’s Planning Committee in May 2020 for funding. Initiation of selected projects will be based on the availability of CDRPC and/or CDTC staff.