

TECHNICAL ASSISTANCE PROGRAM GUIDE 2019



The insight2050 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 community development efforts related to the findings of insight2050 and goals of MORPC's Metropolitan Transportation Plan and Regional Sustainability Agenda.

Through the TA Program, MORPC staff will assist member communities with specific planning services related to transportation, air quality, traffic, and other projects that support consideration of transportation in land use planning and/or demonstrate the benefits of various modes of transportation.

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PURPOSE

The seven-county Central Ohio region is rapidly growing. According to the insight2050 Scenario Results Report prepared by the Mid-Ohio Regional Planning Commission (MORPC), the region's population is expected to increase by up to 1 million people between 2010 and 2050. As a result, Central Ohio could be a region of approximately 3 million people within the next 30 years. The projected growth is expected to result in an additional 610,000 jobs and over 400,000 new housing units. As the region grows rapidly, demographic shifts will have a significant impact on the region's housing, transportation, and economic development.

In the past 30 years, the large majority of Central Ohio's population growth was among 35 to 64 year olds. Local plans, policies, and regional infrastructure investments pivoted towards supporting that generation's demand for larger-lot single family homes and suburban lifestyles that fit their family raising needs. Therefore, most development growth was designed around automobile access and investments in a robust highway and roadway network.

Over the next 30 years, however, Central Ohio will experience changes related to demographics and the shifting preferences of existing and future residents and workers.

The majority of the population's growth will be in age groups below age 35 and over age 65; and households with children will account for less than 20% of population growth in the next decades. These significant shifts have implications for the kinds of homes and communities needed based on the preferences of existing and future residents of Central Ohio.

In response to the growth forecasted by the insight2050 report, MORPC, in partnership with COTA, the Urban Land Institute, the Columbus Partnership, the City of Columbus, the City of Bexley, the City of Dublin, the City of Grandview Heights, the City of Groveport, the City of Reynoldsburg, the City of Westerville, and the City of Whitehall conducted a [Corridor Concepts study](#) to better understand the impacts of various development patterns. This study, along with national trends, points towards increased preferences for walkable, vibrant communities where daily needs are within close proximity to homes and jobs. In Central Ohio we are already seeing increased market demand for walkable neighborhoods, more transportation choices, mixed-use environments, smaller residences with less maintenance, and mixed-age/mixed-income communities.

The MORPC insight2050 Technical Assistance Program (TA Program) provides MORPC staff assistance to local government members within the boundary of the [Metropolitan Planning Organization](#) (MPO) for the planning of sustainable transportation and community development efforts related to the findings of the insight2050 report, Corridor Concepts study, as well as the goals of the Metropolitan Transportation Plan and Regional Sustainability Agenda.

To advance the vision and goals of MORPC's Metropolitan Transportation Plan and Regional Sustainability Agenda, and in accordance with the findings of insight2050, eligible TA Program planning services shall meet one or more of the following objectives:

- Increase multi-modal transportation options through context-sensitive solutions.
- Enhance quality of life through improved mobility and transportation accessibility, increased transportation network user safety, and/or positive public health impacts.
- Improve connectivity to existing community assets and support reinvestment in underutilized or vacant/abandoned properties through land use planning recommendations focused on appropriate infill and redevelopment.
- Prepare for emerging transportation technologies by leveraging technology and infrastructure to maximize safety, sustainability, affordability, equity, and quality of life for Central Ohio residents.

IMPORTANT DATES

July 1, 2019
Call for Projects

July 24, 2019
Informational Webinar

September 27, 2019
Deadline to Submit
Competitive Application

December 15, 2019
Awardees Notified

PROGRAM DESCRIPTION

The MORPC insight2050 TA Program awards technical assistance services via a Competitive Application process. Successful applicants will receive MORPC staff expertise for community-based planning services that demonstrate the benefits of a multi-modal transportation system and sustainable development. Technical assistance will be provided for specific planning services related to active transportation, Complete Streets initiatives, first/last mile strategies, emerging transportation technologies, shared mobility options, and/or sustainable development efforts.

MORPC has pre-determined a scope of services for the 2019 funding cycle. Before applying for technical assistance, members are encouraged to participate in an optional, informational webinar with MORPC staff on July 24, 2019, to ask any questions about the program. For more information, contact Tobi Otulana at totulana@morpc.org.

Members awarded technical assistance through the TA Program must be prepared to have these services completed within one year. Services should align with existing or proposed community projects that establish a strong connection to the Metropolitan Transportation Plan, Regional Sustainability Agenda and to the insight2050 findings demonstrating the benefits of multi-modal transportation and sustainable development. As part of the application process, applicants are required to provide a resolution or letter of support signed by the local Council, Board of Trustees, or County Commissioners acknowledging the request for technical assistance through the TA Program.

Within the Competitive 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 resolution or letter of support signed by Council, Board of Trustees, or County Commissioners as part of the Competitive Application,
- Designate a community staff member as Project Manager, and
- Enter into a contract agreement with MORPC prior to initiation of services.

PROJECT TYPES

For the 2019 TA Program application cycle, MORPC has identified project types that are intended to help guide Central Ohio communities through the projected changes in population, demographics, and transportation technologies based on the principles and goals established by insight2050, the Metropolitan Transportation Plan, and the Regional Sustainability Agenda.

Applicants are encouraged to apply for one of the pre-determined project 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 awarded technical assistance will have the opportunity to work with MORPC staff to modify the anticipated scope of work to suit their individual community needs. Awardees must be able to show that the project can still be completed within one year.

A. Complete Streets

Project Description: *This project type will provide communities with the best practices, design guidance, and planning tools necessary to write and implement a Complete Streets Policy. This project will focus on policy development and will be conducted in partnership with relevant regional stakeholders.*

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. Residents, business owners, and communities as a whole can receive many benefits from implementing Complete Streets. Roadways designed for all users and all modes reduce crashes, offer increased connectivity, improve public health, reduce harmful emissions, and reduce the overall demand on communities' roadways by providing safe and reliable transportation options. Adopting a Complete Streets Policy formalizes a community's intent to plan, design, develop, redevelop, and maintain roads that work for all residents.

Anticipated services & deliverables within the scope of work:

- Review of existing guidance, if applicable
- Lead up to two (2) Complete Streets workshops for staff, stakeholders, or public
- Attend up to two (2) Complete Streets or related workshops led by member local government
- Develop *Complete Streets Policy Implementation Toolkit*; the following are potential components to be included in the Toolkit, based on community need:
 - a) Policy writing guidance/key aspects
 - b) Best practices
 - c) Context-sensitive roadway classification and mapping
 - d) Key references for street design guidelines
 - e) Engagement & policy implementation
- Draft *Complete Streets Policy* (formal policy to be passed through City Council, Township Board of Trustees, or County Commissioners as a resolution or ordinance)

B. First-Last Mile

Project Description: *This project type will provide communities with the best practices and planning resources necessary to develop an informed internal strategy for First-Last Mile considerations that support accessibility and active transportation. This project will focus on the physical connectivity and infrastructure planning aspect of First-Last Mile and will be conducted in partnership with relevant regional stakeholders.*

Almost every trip made between any origin and destination requires some combination of modes to complete. If an individual drives to and from work every day, a small portion of their trip includes a walk to and from their vehicle. For those who ride transit, the bus doesn't often stop right in front of their home or final destination. This "first and last mile" (or other length) of a trip can often be the most challenging, particularly when the infrastructure does not exist to support it. As a result, pedestrians and cyclists who must traverse high stress corridors to access transit may experience unsafe conditions that in some cases for cyclists may discourage use. First-Last Mile Strategies are intended to address these gaps and enhance connectivity for all modes between people and their destinations.

Anticipated services & deliverables within the scope of work:

- Review of existing guidance, if applicable
- Attend or lead up to four (4) workshops for staff, stakeholders, or public; could include site visits to understand existing conditions, opportunities, and challenges
- Develop *First-Last Mile Implementation Toolkit*; the following are potential components to be included in the Toolkit, based on community need:
 - a) Best practices & case studies
 - b) First-last mile analysis and mapping (e.g., walkability index, sidewalk gap analysis, shared-mobility coverage)
 - c) Implementation guidance
- Draft *First-Last Mile Strategy* (internal guidance document for relevant community staff)

C. Low Impact Transportation- High Comfort/Connected Network

Project Description: *This project type will provide communities with the best practices, design guidance, and planning resources necessary to develop an informed internal strategy for implementing a Low Impact Transportation Network that is accessible to users of all ages and abilities (high comfort) and connects them to all community destinations. This project will focus on setting the stage for planning and constructing a Low Impact Transportation Network in a short term time frame through partnerships with relevant regional stakeholders.*

Low Impact Transportation refers to transportation options that are small, light-weight, and either human or electric-powered (at slow speeds). This could include bicycles, e-bikes, scooters, e-scooters, or other similar vehicles that travel at equivalent speeds. In most cases, these vehicles are required to operate in the street, but most streets lack the infrastructure to safely accommodate them. Ensuring that the infrastructure is designed as part of a high comfort connected network is a critical aspect of accommodating these modes of transportation. The project outcomes are intended to establish a framework to guide communities forward in developing effective networks that will encourage a significant number of low impact trips and maximize the community's return on investment in a short time frame.

Anticipated services & deliverables within the scope of work:

- Review of existing conditions, standards, and/or legislations, as applicable
- Coordinate up to four (4) workshops to convene and educate staff and stakeholders
- Develop toolkit of best practices and case studies
- Draft *Low Impact Transportation- High Comfort/Connected Network Implementation Strategy* (internal guidance document for relevant community staff)

D. Curbside Management

Project Description: *This project type will provide communities with the best practices and planning resources necessary to develop a holistic approach to Curbside Management. Communities will have the option of pursuing an external policy or internal strategy that identifies key principles by which decisions about Curbside Management will be made as demand for space at the curb increases. This project will focus on policy development and will be conducted in partnership with relevant regional stakeholders.*

With the increase in desire for pedestrian-friendly neighborhoods and bicycling for transportation, as well as the emergence of new mobility options such as e-scooters, ride-sharing, shuttles, autonomous vehicles, and smart technology, the demarcation between street and sidewalk and among the many modes is already starting to blur. Many cities are responding to the challenge of accommodating all of these competing needs by establishing curbside management policies. The concept of curbside management is based on flexible use of space that could serve many different uses throughout the course of a day – for example, a loading zone in the early hours of the day, a dedicated transit lane at peak times, and a parklet or food-truck space at mid-day.

Anticipated services & deliverables within the scope of work:

- Review of existing regulations and/or legislation, as applicable
- Assess current conditions
- Coordinate up to four (4) workshops to convene and educate staff and stakeholders
- Develop toolkit of best practices and case studies
- Draft a *Curbside Management Policy* (formal policy to be passed through City Council, Township Board of Trustees, or County Commissioners as a resolution or ordinance) or *Curbside Management Strategy* (internal guidance document for relevant community staff)

E. Shared Mobility

Project Description: *This project type will provide communities with the best practices, planning resources, and community input necessary to develop an informed internal strategy for managing existing and future Shared Mobility transportation options within their community. This project will focus on regulations, requirements, and policy in regard to Shared Mobility and will be conducted in partnership with relevant regional stakeholders.*

Emerging shared mobility options such as scooters, dock-less bikeshare, carshare, and other services have created new challenges for communities to address. With the rapid pace at which these technologies have been appearing, every community has taken a different approach to allowing, regulating, and even prohibiting them. Shared Mobility strategies are intended to help communities develop a thoughtful approach to addressing these emerging mobility options that responds to the challenges and opportunities specific to each community, while considering larger scale connectivity needs.

Anticipated services & deliverables within the scope of work:

- Review of existing regulations and/or legislation, as applicable
- Assess current conditions
- Coordinate up to four (4) workshops to convene and educate staff and stakeholders
- Develop toolkit of best practices and case studies
- Draft a *Shared Mobility Strategy* (internal guidance document for relevant community staff) or *Shared Mobility Policy*

F. Conceptual Development Framework

Project Description: *This project type will provide communities with the best practices and community input necessary to identify development principles for a particular site, strategic location, or Opportunity Zone. This project will focus on setting the stage for a development plan and be conducted in partnership with relevant regional stakeholders.*

As we prepare for the growth projected by insight2050, many Central Ohio communities are figuring out how to increase compact development, housing options, and active/low impact transportation infrastructure in order to meet shifts in market demand that have already begun. In order to prepare for these shifts, communities must develop a clear vision for the strategic locations that can help accommodate the projected growth and demographic changes. A conceptual framework report is intended as a preliminary planning resource to develop the vision for a special district, infill development site, or other strategic location within a community. The framework establishes the planning and design principles that future development at the site will follow.

Anticipated services & deliverables within the scope of work:

- Review of existing plans (land use, zoning, and transportation) for the project area
- Lead up to two insight2050/Corridor Concepts workshops for staff, stakeholders, or public
- Attend up to two public workshops led by member local government
- Develop *best practices report*; the following are potential components to be included, based on community need:
 - a) Land Use / Development
 - b) Sustainability
 - c) Transportation
 - d) Case studies
- Develop *Conceptual Development Framework*; the following are potential components to be included, based on community need:
 - a) Opportunities
 - b) Development principles
 - c) Recommendations

“OTHER” PROJECT TYPES

In some cases a member may have a compelling need for a service not listed within the predetermined scopes of work on pages 4 – 7 of this document. Applicants interested in submitting a project classified as “Other” must submit an initial Intent to Apply to MORPC via email by **5:00 PM Eastern Time on August 7, 2019**. The Intent to Apply is a brief form allowing the applicant to provide a summary of the proposed project and need for planning services. A link to this form will be made available beginning on July 1, 2019.

It is incumbent upon the applicant to supply a general scope of work and estimated budget (in community staff and MORPC staff hours) within the proposal. The timeframe for projects classified as “Other” is expected to be no longer than one year. MORPC will review the Intent to Apply applications on an individual basis and make determinations based on scope of services requested, estimated budget, availability of staff time and expertise, and relevance to the objectives of insight2050, the Metropolitan Transportation Plan, and the Regional Sustainability Agenda.

Applicants considering a project classified as “Other” are strongly encouraged to inform Council, Commissioners, or Trustees of the potential project before submitting an Intent to Apply. Upon submitting the Intent to Apply, members will be contacted by MORPC to schedule a one hour informational Staff Meeting to discuss the project and scope of work. Submitting an Intent to Apply does not require the member to continue forward in the process, nor does it guarantee an award of technical assistance. Once the applicant has met with MORPC to discuss the project, they will be able to submit a Competitive Application. For more information about the Competitive Application and application process, see details on pages 11 – 13 of this document.

Intent to Apply

For members interested in submitting a project type classified as “Other”, they must first **submit an Intent to Apply via email to Tobi Otulana (totulana@morpc.org) by 5:00 PM EDT on August 7, 2019**. The Intent to Apply must be received before a Competitive Application can be submitted for this project type.

An Intent to Apply will consist of the following:

1. **Applicant Information.** Applicant must be the implementing MORPC member government. Applicants will be asked to provide the following:
 - MORPC Member Local Government
 - Project Manager
 - Phone Number
 - Email Address
 - Mailing Address
2. **Executive Summary.** (400 word maximum) Briefly describe the project for which you are requesting technical assistance. Response should include:
 - a) Summary of the proposed project
 - b) Description of the need for technical assistance
 - c) Description of the area to be served by the project (e.g., "the corridor along Main Street bounded by First Avenue to the North, Fifth Avenue to the South, West Street to the West and East Street to the East.")
 - d) Scope of work
 - e) Project timeline
 - f) Estimate of anticipated community staff hours and MORPC staff hours
 - g) Roles/Responsibilities

An Intent to Apply application is only required for projects classified as “Other”

APPLICATION PROCESS

All eligible MORPC members are invited to submit a Competitive Application for the TA Program. The Competitive Application will be available to all eligible members beginning on July 1, 2019. **Competitive Applications must be submitted to MORPC via email by 5:00 PM Eastern Time on September 27, 2019.**

An evaluation committee will evaluate completed applications based on the selection criteria outlined on pages 12 – 13 of this document. The Competitive Application consists of Competitive Application criteria and required documentation.

Competitive Application criteria – The criteria for each application are based on a minimum threshold score; applications must exceed the threshold score to be eligible for services through the TA Program. Among applications that exceed the threshold score, 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.

Required documentation – Applicant communities must submit a signed letter of support or resolution from the local government’s elected officials as part of the Competitive Application.

The required documentation must be submitted to MORPC via email no later than the application deadline of 5:00 PM Eastern Time on September 27, 2019. Please email documentation to Tobi Otulana at totulana@morpc.org.

ELIGIBILITY

Only eligible applications will be considered for technical assistance through the MORPC insight2050 TA Program. **Awardees will be notified no later than December 15, 2019.**

MORPC retains the right to find an application ineligible based on the following:

- Local government is not a MORPC member within the [MPO boundary](#)
- Service requested is outside the scope of services offered or outside the scope of the TA Program budget and/or MORPC staff time or expertise
- Application fails to meet threshold score for competitive criteria
- Incomplete application (including failure to submit signed letter of support or resolution)
- Application is received after the deadline **of 5:00 PM Eastern Time on September 27, 2019**

If a project selected for technical assistance cannot be initiated for any reason, at no fault of MORPC, the member community 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 a project selected for technical assistance fails to be completed within the expected one-year timeframe, the member community engaged in the project may be asked to provide one or more of the following:

- Documentation explaining why the project failed to be completed within one year
- Contract extension executed by member community and MORPC

RESPONSIBILITY

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

- Designation of community staff member as Project Manager
- 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
- Provision of any relevant data or materials that MORPC does not already have
- Consistent and timely review of all project materials submitted

APPLICATION INSTRUCTIONS

Competitive Application

The Competitive Application will be made available for download on July 1, 2019. All members interested in applying for technical assistance through the TA Program must submit a Competitive Application via email to Tobi Otulana at totulana@morpc.org by **5:00 PM Eastern Time on September 27, 2019**.

The Competitive Application will consist of the following:

1) **Applicant Information**

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

2) **Project Type**

Select project type from drop-down list

3) **Project Objectives** (25 points) (700 word maximum)

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

4) **Insight2050 Principles** (20 points) (500 word maximum)

Please briefly describe how you anticipate the proposed project will help your community achieve each of the insight2050 goals listed below:

- Increase job accessibility via walking, bicycling, or transit
- Increase the share of transportation trips made by foot, by bike, or by transit
- Reduce the number of vehicle miles travelled in passenger vehicles
- Reduce household costs related to transportation (vehicle ownership)
- Reduce greenhouse gas emissions (and associated public health costs)
- Preserve green space and reduce overall land consumption
- Reduce operations and maintenance costs for local infrastructure and services
- Increase local tax revenues (including income, property, and sales taxes)

5) **Regional Collaboration** (20 points) (500 word maximum)

Please indicate the proposed project's connection to each of the goals established in the 2016-2020 Metropolitan Transportation Plan and Regional Sustainability Agenda. Your answer should discuss how the project will help your community:

- 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
- 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

- 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 all people

6) **Equity Considerations** (15 points) (500 word maximum)

Please describe how the proposed project will engage transportation disadvantaged and/or underserved populations within your community, as described by the Community Advisory Committee bylaws.

Transportation disadvantaged or underserved populations, for example:

- 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

7) **Local Commitment and Collaboration** (10 points) (300 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 proposed project 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 proposed project. Examples may include in-kind commitments of stakeholder staff time and resources, demonstrated public-private collaboration, committee participation, etc.

8) **Leveraging Investment** (10 points) (300 word maximum)

How will MORPC technical assistance services be leveraged to implement multi-modal transportation projects and/or promote the benefits of sustainable development within and beyond your community? What will success look like and how will it be evaluated?

9) **Required Documentation**

To ensure elected community leaders recognize the community is requesting technical assistance through the MORPC insight2050 TA Program, a letter or resolution signed by Council, Board of Trustees, or County Commissioners in support of the application must accompany the Competitive 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 via email no later than the application deadline of 5:00 PM September 27, 2019. Please email all documentation to Tobi Otulana at totulana@morpc.org.

Scoring Breakdown

| Criteria | Points |
|------------------------------------|------------|
| Project Objectives | 25 |
| insight2050 Principles | 20 |
| Regional Collaboration | 20 |
| Equity Considerations | 15 |
| Local Commitment and Collaboration | 10 |
| Leveraging Investment | 10 |
| TOTAL | 100 |

Application Checklist & Timeline

- **Required for “Other” Projects only** – Submit an Intent to Apply form to totulana@morpc.org before 5:00 PM Eastern Time on August 7, 2019
 - Applicant Information
 - Executive Summary
 - Application Relevance

- **Optional for all applicants** – Participate in a MORPC TA Program informational webinar on July 24, 2019 for more details about the program and application process

- **Required for all applicants** – Submit a Competitive Application and required documentation to totulana@morpc.org before 5:00 PM Eastern Time on September 27, 2019
 - Required Documentation
 - Project Objectives
 - insight2050 Principles
 - Regional Collaboration
 - Equity Considerations
 - Local Commitment and Collaboration
 - Leveraging Investment