



## **“Planning for a Livable Future”- Application for Technical Assistance**

Do you want to enhance the streetscape of your business district? Are you thinking about ways to make your business district more walkable? Do you want to solve parking challenges in your downtown? The Division of Statewide Planning (DOA) is launching an innovative program to assist communities in promoting transportation opportunities and enhancing economic development in the State.

The State of Rhode Island is soliciting applications from Rhode Island municipalities that would be interested in receiving technical support for local transportation-related initiatives. **This program will provide only technical assistance in the form of consultant support: no funding will be provided for project construction.**

Technical assistance will be provided for studies/design of:

- Traffic calming
- Streetscape design
- Safety improvements
- Accessibility improvements
- Bike facility amenities
- Transit facility amenities

This program will provide communities with a consultant or team of consultants who can provide the technical expertise necessary to develop a framework for potential project identification, design and implementation strategies.

### **Program Description**

The Division of Statewide Planning is offering technical assistance to municipalities scaled to the area’s size, needs, and potential impact on the local and state economy. It is intended that the Program will offer technical assistance to 3-4 communities annually in the form of consultant support to enhance transportation opportunities in the State. The estimated value of the support provided will be **up to \$85,000** per community, depending on the project cost. **A twenty-percent match from the municipality will be included in the project cost** (see “Project Match Requirements” below for more details).

Statewide Planning will select consultants with experience in a broad range of fields, including planning, urban design, landscape architecture, and traffic engineering. Each selected city/town will work with the appropriate consultant(s) to create a product (e.g. recommendations, conceptual plans, renderings, etc.) that could be used as a basis for a future, specific project proposal.

**The application is due on Friday, October 6 at 4PM.**

## Process

1. Application is issued.
2. Applications from municipalities are received. **There is an optional information session about the program on September 19, 2017 at 3PM, DOA- 1 Capitol Hill, Room 2A.**
3. Review committee selects potential 3-4 communities for technical assistance. Additional municipalities may be selected as funding allows.
4. Statewide Planning will select consultants from an on-call pool that has been pre-approved by the State of Rhode Island.
5. Partnering with the municipalities, Statewide Planning will select consultants based on project proposals and applications. The selected consultant(s) will develop a scope of work for the respective communities and submit cost proposals.
6. The selected consultant(s) will work with the municipalities to draft deliverables, which may include recommendations, renderings, or conceptual plans.
7. Approval of the recommendations will be the responsibility of the municipality, as well as any necessary changes to any relevant plans for consistency.
8. All invoices will be reviewed and approved by the municipality and Rhode Island Statewide Planning and then paid by Statewide Planning.

## Project Match Requirements

- The municipality must provide a match of at least twenty-percent (20%) of the **total cost of the technical assistance**. The match can be in the form of funds or “in-kind”, such as: staff time, meeting space costs, supplies/materials, and/or training.
- Following approval, all cash and in-kind contributions must be tracked and documented. Records, including required supporting documentation, of in-kind services performed or goods received must be submitted to the Division of Statewide Planning by June 30, 2018.

## Municipal Responsibilities

The municipality will be responsible for coordinating with the consultant; scheduling, preparing for, finding meeting space for and holding any public meetings or other public participation; and submitting records of in-kind match.

## Schedule

Release of Program Solicitation	Monday, August 28, 2017
<i>Optional information session</i>	<i>September 19 at 3PM, DOA Room 2A</i>
<b>Deadline for Applications</b>	<b>Friday, October 6, 2017 at 4PM</b>
Selection of Municipalities for Program	Friday, October 20, 2017
Municipalities are Notified	Tuesday, October 24, 2017
Deadline for Project Completion	Thursday, June 30, 2018

**Questions can be addressed IN WRITING to:**

Roberta Groch  
Division of Statewide Planning (DOA)  
One Capitol Hill  
Providence, RI 02908  
Email: [roberta.groch@doa.ri.gov](mailto:roberta.groch@doa.ri.gov)

## Planning for a Livable Future Technical Assistance APPLICATION

### Submission Instructions

**Applications are due on OCTOBER 6, 2017 at 4:00PM**

Please submit a complete electronic copy and four (4) hard copies submitted in person or by USPS registered mail to:

Parag Agrawal, AICP- Associate Director  
DOA-Division of Statewide Planning,  
One Capitol Hill  
Providence, Rhode Island 02908  
[Parag.Agrawal@doa.ri.gov](mailto:Parag.Agrawal@doa.ri.gov)

The Technical Assistance application consists of this application form, a set of required attachments, and a certification form. To be considered for consideration, all items must be submitted in a single submission, organized as instructed below. Failure to provide required information could result in a delay in the review of or rejection of an application.

Applicants approved for assistance will be required to enter into a funding agreement with the State of Rhode Island in order to receive assistance under this program. The State may request additional information while negotiating that agreement.

Questions on the application process may be submitted IN WRITING to: Roberta Groch State of RI, Division of Planning at [Roberta.groch@doa.ri.gov](mailto:Roberta.groch@doa.ri.gov)

### 1. Applicant Contact Information

Municipality:
Primary Contact Name and Title:
Secondary Contact Name and Title (optional):
Street Address:
Phone:
Email:

### 2. Current Conditions Information

Describe the current conditions and project area proposed for Technical Assistance. In three pages or less, specify the economic assets now in the area, including the number and type of existing businesses.

Other assets include tourist amenities, developable sites, transportation connections (train station, RIPTA stops, bike paths, major roads). Describe the transportation-related problem(s) and how the requested technical assistance could lead to a future project that would support economic development.

Describe recent public or private investments in the area (such as streetscape improvements). Photographs are encouraged and are not included in the page limit.

### **3. Technical Assistance**

Describe the technical assistance desired for your proposed project (for example, traffic calming techniques) and the anticipated economic benefits that you expect from this assistance. If the desired technical assistance is not known, please ensure that the description of the current zoning district is thorough.

### **4. Local Capacity**

Provide a narrative summary of your town or city's capacity in terms of staffing. Please provide evidence (such as a Council resolution and/or a letter from your Mayor/Town Manager/City Manager) indicating support for the proposed project application.

### **5. Project Impact**

Describe the project's economic development impacts and any other benefits. This description should include a discussion of how the project aligns with existing and planned economic development investment (both public and private) in the area. Other potential impacts may include, but are not limited to, catalyzing private investment, neighborhood revitalization, elimination of blight, enhancing state and local revenues, promoting small business and entrepreneurship, building travel and tourism markets, etc. Impacts should be construed broadly, and should look at the economies of the region, state and municipality.

### **6. Application Certification Form**

The following page must be signed and included in the application.

**Planning for a Livable Future Technical Assistance  
Application Certification**

Certifying Official Signature for Application

The undersigned is an authorized representative of the applicant listed below with the authority to bind the applicant for the Planning for a Livable Future Technical Assistance program.

I certify that I have reviewed the information contained in this application and confirm that the statements made in this application in its entirety including all attachments, appendices, etc., are true, accurate and complete to the best of my knowledge.

Name of Certifying Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Certifying Officer: \_\_\_\_\_

Date Signed: \_\_\_\_\_