



“Community Planning for a Livable Future”- Information and Application

Do you want to solve transportation challenges in your community?

Do you want to connect bicycle and pedestrian corridors?

Are you thinking about ways to make your business district more accessible?

Do you want to encourage multi-modal transportation?

The RI Division of Statewide Planning (RIDSP) is looking for one local project in 2025 to be chosen for our Technical Assistance program. We are soliciting applications from municipalities that are interested in receiving technical support to increase multi-modal opportunities for residents, plan for infrastructure to support non-motorized transportation trips, and enhance local economic development.

Examples of prior projects created through this technical assistance program include the [Walk/Bike Pawtucket/Central Falls](#) plan, [Keep Newport Moving: The Newport Transportation Master Plan](#), and the [Route 114 Resilience Plan](#).

Key Facts:

This program will provide technical assistance in the form of consultant support for planning services: funds will not be given directly to a municipality.

- RIDSP and the municipality (or municipalities) will work together to draft an RFP to hire a consultant.
- RIDSP hires the planning consultants on behalf of the awarded municipality via the state procurement process.
 - RIDSP negotiates the contract and pays the consultant.
 - The scope and contract will reflect the community’s scope of work for the project.
 - However, the municipality cannot help choose the consultant.
- RIDSP and the municipality work jointly with the consultants to ensure the desired outcome through monthly meetings of the project management team.
- RIDSP will provide **up to \$200,000** for the project, depending on its scope and complexity.
- A mandatory twenty-percent match of cash and/or in-kind services from the municipality or municipalities will be included in the project cost (see “Project Match Requirements” below for more details).

- The performance period for a selected project is approximately eighteen (18) months from kick-off to completion.
- Municipalities are encouraged to partner with neighboring communities on a project proposal, if a problem area or corridor crosses municipal boundaries.
- We work together as full partners with municipalities!
- The application must be submitted electronically to RIDSP on **Monday, April 3, by 4PM.**

Program Description:

This program provides technical assistance to a municipality (or group of municipalities) in the form of consultant support to enhance active transportation opportunities in the State.

“Active transportation” is defined as

“...a means of getting around that is powered by human energy, primarily walking and bicycling. Often called ‘non-motorized transportation,’ we prefer the term ‘active transportation’ since it is a more positive statement that expresses the key connection between healthy, active living and our transportation choices.” (RailstoTrails.org)

Technical assistance will be provided for the following eligible studies/plans for:

- Safety improvements for pedestrians and bicyclists
- ADA accessibility improvements
- Comprehensive bicycle planning
- Transit improvements
- Comprehensive pedestrian planning
- Shared micromobility planning
- Community transportation master plans
- Multi-modal planning
- Multi-modal corridor planning

Items **NOT** eligible for assistance:

- Studies or designs of roads, bridges, off- and on-ramps, or parking lots
- Educational/promotional materials or trainings
- Surveys
- Engineering studies or drawings
- Construction drawings or construction

This program will provide communities with a consultant (or team of consultants) who will provide the technical expertise necessary for the project. The RIDSP will select consultants with experience in a broad range of fields, including planning, urban design, landscape architecture, and traffic engineering. The selected city/town will work with the RIDSP and the consultant(s) to

create a product (e.g. action plans, conceptual plans, corridor plans, project renderings, master plans, etc.) that can be used as a basis for a future project proposals and funding opportunities.

Note: The municipalities that have already received assistance through our Planning Technical Assistance programs (or are currently receiving support) are NOT eligible for funding through this 2025 solicitation. These communities are Pawtucket, Central Falls, East Providence, Newport, Bristol, Warren, and Barrington.

Criteria for applications:

With this year's solicitation, the RIDSP is prioritizing active transportation planning technical assistance to **suburban or rural** communities with a **population of 50,000 or less**. However, other communities will still be considered for technical assistance.

Criteria for evaluating applications are for the proposed projects to:

- Increase mobility choices
- Increase transportation network safety for residents
- Promote walkability and bike-ability of municipalities
- Improve transportation access to (and within) existing business districts or retail “main street” areas and/or improves transportation access to jobs, retail, services, etc.

Match Requirements:

- The municipality or municipalities 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 a cash match or “in-kind,” such as staff time (with fringe), meeting space costs, supplies/materials, time contributed by volunteers, or a combination of these.
- The application must specify the anticipated sources of the match.
- 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 RIDSP by the time of project closeout or June 30, 2027, at the latest.

Municipal Responsibilities:

- While there is no municipal match required, it is expected that municipal staff from planning, public works, engineering, and other municipal departments will actively participate throughout the project.
- The municipality will be responsible for helping to coordinate with the chosen project consultant, and scheduling, preparing for, and finding meeting space for any public meetings

or other public participation. Staff will also help the consultants identify stakeholders and municipal staff and board members for informational interviews.

- Planning staff should expect to spend **four to five hours per month** on the project.
- Applicants approved for assistance will be required to sign a Memorandum of Understanding with the State of Rhode Island to receive assistance under this program. The State may request additional information while negotiating that agreement.
- Some municipal staff, depending on the project, may be asked to report on the experience and lessons learned at a future meeting or conference where such information may be of interest and/or use.

Application Due Date:

The application is due on Monday, April 3, 2025 by 4PM EST.

Applications should be emailed to Joshua.ONeill@doa.ri.gov

Applications can also be delivered to:

RI Division of Statewide Planning
235 Promenade Street, Suite 230 (The Foundry)
Providence, RI 02908
Attn: Joshua O'Neill

Late applications will not be reviewed.

Process:

- Applications from municipalities are received.
- Review committee convenes and review submitted applications. Through phone or in-person interviews, the review committee will narrow the submitted projects down to one chosen finalist project for the 2025 round of technical assistance. (Additional projects may be selected as funding allows in future years of the program).
- Partnering with the community or communities, the RIDSP will draft a request for proposals (RFP) and scope of work that reflect local priorities and needs.
- The RIDSP will select consultants through the State of Rhode Island’s purchasing process.
- The RIDSP will select a consultant or consultant team based on project proposals and applications.
- The selected consultant(s) will work with the chosen municipality or municipalities to draft deliverables, which may include recommendations, renderings, conceptual plans, or master plans.
- Approval of the recommendations will be the responsibility of the municipality, as well as any necessary changes to any relevant plans for consistency.
- The RIDSP will work with the municipality or municipalities on a project steering committee that may include other state agency representatives or local officials to meet with the consultants regularly and to guide the project and process to completion.
- All invoices will be reviewed and approved by the RIDSP. RIDSP staff will administer and manage the overall project on behalf of the municipality/municipalities.

Schedule:

Deadline for applications:	Thursday, April 3, 2025 at 4PM
Selection of municipality for 2025 Program:	Monday, April 14, 2025
Municipalities are notified of results:	Tuesday, April 15, 2025

Questions can be addressed IN WRITING to:

Josh O’Neill, AICP Supervising Planner
Joshua.Oneill@doa.ri.gov

Community Planning for a Livable Future Technical Assistance

Application Instructions

Applications are due on April 3, 2025, at 4:00PM EST

The Technical Assistance application includes:

- Applicant information
- Required project information
- Map or aerial photo with the project area outlined
- Application 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 the rejection of an application.**

Please submit a complete electronic copy via email (OR four (4) hard copies submitted in person or by mail) to:

Josh O'Neill, AICP- Supervising Planner
RI Division of Statewide Planning
235 Promenade Street, Suite 230
Providence, RI 02908
Joshua.ONeill@doa.ri.gov

Questions on the application process may be submitted IN WRITING to:

Joshua O'Neill, Supervising Planner at Joshua.ONeill@doa.ri.gov

Please fill in the following information in a Word document or PDF:

1. Applicant Contact Information

- a. Municipality Name
- b. Primary Contact name, title, and email address
- c. Secondary Contact name, title, and email address (required)
- d. Address (Street, City, State, Zip)
- e. Phone Number(s)

2. Summary Information/Project Need

In 500 words or fewer, please briefly describe the current conditions and project area proposed for Technical Assistance. Please answer these questions:

1. BRIEFLY describe your project:
 - a. Describe the problem(s).
 - b. Describe the requested active transportation-related technical assistance desired for your proposed project (for example, a bicycle/pedestrian plan) and the anticipated economic benefits that you expect from this assistance.
 - c. What is the demonstrated need that this assistance will address?
 - d. Why is this proposed project important to your community?
2. What is the population of your community (year-round/seasonal)?
3. What is the median income of your year-round community, using the most recent U.S. Census or ACS data? (Please cite the source)
4. What goals and/or action items of your Comprehensive Plan would this project support?

You must include a map or aerial photo with the project area outlined or highlighted.

Photographs are encouraged and are not included in the page limit.

3. Technical Assistance Need

In 1,500 words or fewer, please describe the need for this assistance.

1. What is the current situation that you intend to address?
2. What is your intended long-term outcome for the project?
3. Why is this proposed project important to your community?
4. How can you confirm that your project is a real need or issue in your community (and not based on assumptions)? Please describe any public outreach that has already occurred prior to this application, and its consequences/outcomes.
 - a. For example: Have you conducted surveys or other community outreach that shows this need?
5. What are the economic assets now in the area (such as businesses, infrastructure, etc.)?
6. What are other assets in the project area? (such as tourist amenities, developable sites, transportation connections, train stations, RIPTA stops, bike paths, major roads).
7. What recent public or private investments in the area have been made?
8. Describe how the technical assistance could lead to a future project(s) that would support economic development.
 - a. Would the outcome of this project have an impact on safety, economic development, transportation choices, or other local issues?
 - b. What other potential impacts may be realized?

- These may include but are not limited to: increasing multimodal transportation choices, improving air quality, catalyzing investment, improving access to transportation choices, neighborhood revitalization, enhancing local revenues, promoting small business.
9. What do you want the outcome to look like for your community members and your community as a whole?
 - a. What activities do you intend to undertake to get there?
 - b. Who will help you in this? (e.g. staff, community partners, volunteers, etc.)

4. Applicant Commitment:

1. What is the anticipated source of your municipal match? Please be specific.
 - The match can be in the form of in-kind staff time, services such as meeting room space, cash, volunteer time, or a combination of these.
2. What is your municipality's capacity in terms of staffing for this project? Please be realistic!
3. Please tell us who will be representing your municipality for the life of this project and who will be the secondary project representative.
 - The secondary project representative can be someone who works in another municipal department (like public works or engineering) and who will attend project management team meetings.

5. Funding:

1. Does the project (or parts of the project) already have funding planned or programmed?
 - Examples of this are projects that are scheduled to receive State Transportation Improvement Plan (STIP) funds from RIDOT; funds from RI Commerce Corporation; foundations; the RI Infrastructure Bank; or other grant or local funding.

6. Application Certification Form:

The Application Certification Form found on the following page **must** be signed and included in the application.

The application is not considered complete without this form!

Application scoring:

- Proposed project increases mobility choices (0-25 points)
- Proposed project improves transportation access to (and within) existing business districts or retail “main street” areas and/or improves transportation access to jobs, retail, services, etc. (0-25 points)
- Proposed project increases transportation network safety for residents (0-25 points)
- Proposed project promotes walkability and bike-ability of neighborhoods (0-25 points)
- Extra bonus points for multi-community application (0-5)
- Extra bonus points for rural/suburban communities (0-5)

Total possible points: 100 (or up to 110 if bonus points are applicable)

Transportation Technical Assistance: RI Division of Statewide Planning

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 Resilience Technical Assistance program. I certify that I have reviewed the information contained in this application and confirm that the statements made in this application are true, accurate and complete to the best of my knowledge.

Name of Certifying Officer: _____

Title: _____

Signature of Certifying Officer: _____

Date Signed: _____