

## **REQUEST FOR PROPOSALS**

The *Partnerships for Change Pfc Sustainable Communities Program* was developed by the Land Information Access Association (LIAA), Michigan Municipal League (MML) and Michigan Townships Association (MTA) with assistance from the Michigan Association of Planning (MAP), and Michigan State University Extension (MSUE). The overall mission of the program is to foster new and expanded cooperation between cities, townships and villages in developing and carrying out local land use policies that contribute to the preservation of cultural and natural resources. Wherever possible, these policies should encourage urban redevelopment and discourage inefficient, low-density development. Administered by LIAA, *Pfc Sustainable Communities* has been funded by grants from the Americana, C.S. Mott, Frey, and W.K. Kellogg Foundations, as well as the Department of Environmental Quality Coastal Management Program, MML and MTA. A full program description is available for download at [www.partnershipsforchange.cc](http://www.partnershipsforchange.cc).

There are two key requirements for participation in the *Pfc Sustainable Communities* program:

1. A commitment to adopting new policies and/or programs that provide additional protections for critical natural and cultural resources and/or urban redevelopment.
2. A commitment to cooperative planning with one or more neighboring municipalities as a means of developing and adopting these policies and programs.

To be considered for a grant of services in this round, multi-jurisdictional partnerships must submit an application no later than Wednesday, April 30, 2008. You may mail applications to:

*Partnerships for Change Sustainable Communities*  
Land Information Access Association  
324 Munson Avenue  
Traverse City, MI 49686.

You may also submit applications, as Adobe Acrobat .pdf documents, to [partnerships@liaa.org](mailto:partnerships@liaa.org).

### ***Topics of Special Interest***

The *Pfc Sustainable Communities* program encourages creative intergovernmental cooperation to address planning and land use issues as a means to preserve and sustain natural and cultural resources and to encourage urban redevelopment. Cooperative planning and land use management across jurisdictions can increase efficiencies and reduce redundancies. Coordinated planning can also reduce uncertainties and inconsistencies across borders providing better, more consistent protections for natural resources and some cultural resources.

*PfC Sustainable Communities* is seeking project proposals from local government partnerships composed of **at least two jurisdictions**. The participating local units of government must agree to work together in developing and adopting one or more land use policies applicable to all the jurisdictions in the *partnership*. As noted above, we are particularly interested in fostering changes that result in the preservation and sustainability of natural and cultural resources.

We recognize that no two communities are the same. Each community presents unique circumstances and opportunities for multi-jurisdictional land use policy development. Therefore, *PfC Sustainable Communities* is offering a flexible program of professional services that is responsive to the needs and wishes of each participating community. We also recognize that most communities are composed of more than one jurisdiction. Therefore, *PfC Sustainable Communities* is seeking proposals that reflect an appreciation for and a commitment to the preservation and management of the shared natural and cultural resources that help to define the community and make it a special place to live, work, and play.

In researching options for multi-jurisdictional land use policies that help to preserve and sustain critical community resources, we find a large number of topics and methods may be relevant – depending upon the community. More detailed information about the development and application of local land use policies for resource protection and management can be found at our web site: [www.partnershipsforchange.cc](http://www.partnershipsforchange.cc).

### ***Developing an Application***

LIAA will provide three levels of project assistance, consistent with the needs described by the selected communities. The three levels are intended to reflect the relative complexity and anticipated costs associated with each project. For local governments just beginning to consider inter-jurisdictional cooperation in land use planning we are offering ***First-Steps Service Grants***. These short-term service grants will provide communities with facilitation, information, training and expert assistance to open the discussion and address the barriers to cooperation. Communities are invited to apply for ***First-Steps Service Grants*** any time; there is no deadline. For more information about the first-steps service grants please refer to the Program Description and the ***First-Steps Service Grant*** RFP on our website: [www.partnershipsforchange.cc](http://www.partnershipsforchange.cc)

***Small-Scale*** and ***Large-Scale Service Grants*** are provided to assist communities that have defined a significant inter-jurisdictional land use planning, regulation or resource management objective. These service grants will provide for a wide range of planning objectives including, training, facilitation, mapping and geographic analyses, research and writing.

To obtain a ***Small-Scale*** or ***Large-Scale Service Grant***, participating local governments are required to make a joint application supported by formal resolutions of support. Local governments are expected to contribute at least 35% of project costs in cash (higher match contributions may increase the success of an application). However, the match requirement may be reduced to as low as 20%. While community foundations and others may provide a portion of the matching contributions, local jurisdictions must

#### ***Partnerships for Change Sustainable Communities*** **Some Topics of Interest**

- Protecting Agricultural Lands
- Preserving/Expanding Public Open Space
- Encourage & Support Urban Redevelopment
- Water Quality Protection
  - Storm Water Management
  - Soil Erosion & Sedimentation Control
  - On-site Wastewater Disposal
  - Groundwater Management
  - Wastewater Collection & Treatment Infrastructure
  - Floodplain & Stream Corridor Protection
- Protecting & Restoring Wildlife Habitat
- Protecting Wetlands
- Protecting Woodlands
- Preservation of Unique Cultural & Historic Features
- Establishing Recreational Opportunities
- Design Guidelines
- GIS & Website Development

contribute at least half of the match money. The maximum cost for a *Small-Scale* project is \$25,000. The maximum cost for a *Large-Scale* project is \$67,000.

Example of *Small-Scale Service Grants* and *Large-Scale Service Grants* include:

- Multi-jurisdictional sub-area plans (e.g. corridor plan, riverfront plan)
- Multi-jurisdictional sub-topic plans (e.g. recreation plan, growth management plan)
- Multi-jurisdiction comprehensive plan
- Multi-jurisdictional support programs (e.g. farmland preservation program, design guideline program)
- Multi-jurisdictional zoning programs (e.g. conservation overlay zone, sign ordinance)

A number of factors will be considered in selecting communities for *Small-Scale* and *Large Scale Service Grants*, including the extent of the resources to be protected, the completeness of the data already available, the type of policy change envisioned and the projected time and expenses required for project completion.

To develop an application for a *Small-Scale* or *Large-Scale Service Grant* we recommend that cooperating local units of government begin by establishing a working committee that properly represents all of the jurisdictions and prominent interest groups. The committee should work to define a shared vision for local growth and resource management in the region. With that vision in mind, the committee should then identify opportunities for cooperative planning and development. Finally, the committee should select one or more specific shared objectives as the focus of an application.

In the process of developing the application, cooperating jurisdictions are encouraged to focus on community resources of concern, the extent of multi-jurisdictional cooperation possible at this time, and the level of effort each municipality is prepared to offer. Participants should be clear about the desired project outcomes (e.g., anticipated policy changes). The following questions may be helpful in organizing the components of a grant application and deciding which type of grant (i.e., time and expense) is necessary.

- Which multi-jurisdictional resource are you trying to preserve?*
- How does the resource identified serve the greater community?*
- What policy changes or programs might be acceptable to all participants?*
- What resources are available to support the project?*
- What data sets need to be developed or revised?*
- What amount and type of public participation would be helpful?*
- What are the quantifiable outcomes desired for this project?*

### ***Application Requirements***

There is no application form or detailed application package to complete. Rather, multi-jurisdictional partnerships are encouraged to submit a clear, concise and readable proposal (no more than 5 pages, not including attachments, 12 point font). **Proposals must contain all of the following:**

1. **Purpose Statement.** In a sentence or two describe the purpose of the project.
2. **Project Goals.** In a brief statement and bulleted points, please list the project goals. In other words, what do you hope to achieve?
3. **Service Expectations.** Please clearly describe what assistance you seek for this project. What do you specifically want *PfC Sustainable Communities* to provide? Please include a general project timeline.

4. **Background.** Please provide a brief history of cooperation or lack of cooperation between the municipalities involved. What has led you to apply for this service grant? What has already been accomplished?
5. **Participant Information.** Who are the partners and how will they participate in the project? What support will the participating municipalities provide? For example, the participants could take responsibility for all meeting notifications, provide meeting rooms, handle mailings, or other support. In this section, please include a list of key project contacts.
6. **Project Area.** Please provide a brief description and/or map.
7. **Project Commitment.** The proposal must include a commitment to provide the required cash match within one month of project start up. Resolutions and/or meeting minutes that document the participants' commitment to meet project obligations **must** be attached to the proposal. (Not included in the 5 page limit).

### *Selection Criteria*

*PfC Sustainable Communities* was created to assist communities in their efforts to develop coordinated land use policies and programs across municipal boundaries that provide new and sustainable protections for important natural and cultural resources. Therefore, we will offer grants of professional services only to multi-jurisdictional partnerships willing to work for **real change** in local land use policies and programs.

All applications received will be evaluated in a timely manner, using criteria recommended by the *Program Advisory Committee*. Project proposals selection criteria include: proposal completeness and clarity of purpose; the character and coherence of the multi-jurisdictional partnership; the likelihood of project success; the likely level of improvement to or preservation and sustainability of the identified resources; and the level of commitment offered by each applicant.

Based on the interests of our program funders, *PfC Sustainable Communities* will give special consideration to projects in two categories:

1. Communities working to stimulate and support urban redevelopment activities.
2. Communities working to better manage or preserve Great Lakes coastal resources.

### *Notification*

All applicants responding to this RFP will be notified of our decision by May 16, 2008. We expect to be working with communities by June 1, 2008.