

## **REQUEST FOR PROPOSALS SMALL-SCALE AND LARGE SCALE PROJECTS**

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, 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 under the *Request for Proposals (RFP)*, in this round, multi-jurisdictional partnerships must submit an application **no later than Friday, June 25, 2010**. 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 provides 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 which would include formal resolutions of support. Local governments are expected to contribute at least 35% of the 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

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

- Protecting Agricultural Lands
- Preserving/Expanding Public Open Space
- Encourage & Support Urban Redevelopment
- Establish Sustainable or “Green” Practices and/or Regulations
- 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

community foundations and others may provide a portion of the matching contributions, local jurisdictions must 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 \$65,000.

Examples 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-jurisdictional 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***

In response to the first RFP issued by *PfC Sustainable Communities*, we received a number of excellent proposals. There were multi-jurisdictional requests for assistance in developing joint comprehensive plans and joint zoning ordinances, developing an innovative county-wide comprehensive plan, establishing a joint planning commission, and organizing a unique development oversight body. Ultimately, four (4) projects were selected. We expect many more excellent applications for planning assistance in this, the *Second RFP*.

There is no application form or detailed application package to complete. Rather, multi-jurisdictional partnerships are encouraged to submit a clear and concise proposal, no more than 5 pages (not including attachments).

**Proposals must contain all of the following:**

1. **Purpose Statement.** In a sentence or two describe the purpose of the project.
2. **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 been accomplished?
3. **Project Goals.** In a brief statement, please identify the project goals. What do you hope to achieve?
4. **Service Expectations.** Please clearly describe what assistance you seek for this project. What would you like LIAA and *PfC* to do? Please include a general project timeline.
5. **Participant Information.** Who are the partners and how will they participate in the project? How will the participating municipalities contribute? For example, the participants could take responsibility for all meeting notifications, provide meeting rooms, handle mailings, or other support. Also, 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' commitments 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 proposal selection criteria include: proposal completeness; 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.

***Areas of Special Interest:*** We are particularly interested in assisting with the development of policies and/or programs that help address the emerging concerns for the sustainability of Michigan communities, including: (1) preservation of critical natural resources; (2) energy conservation and renewable energy production; (3) community asset inventories and development; and (4) improved economic viability of communities.