**Transit-Oriented Development Planning Grant Program**

**OPM Response to Questions Received on Request for Applications (RFA)**

The following questions were received by OPM on the TOD Planning Grant Program RFA and have been summarized and sorted by sender (i.e., A, B, C, etc.):

**A.1. Does the reference to public transportation facilities in the definition of TOD (RFA Section A) include express bus commuter parking lots?**

Yes. Express bus commuter lots are considered public transportation facilities.

**B.1. If two or more municipalities partner to submit a joint application, would an increase to the $250,000 maximum funding allocation be considered?**

Funding is limited to a minimum of $50,000 and a maximum of $250,000 per application, as defined in Section E of the RFA. Municipalities can either apply individually or jointly for amounts within this range.

**B.2. For joint applications submitted by two or more municipalities, does one municipality need to be designated as the lead?**

Yes. In the case of a joint application, the municipality that formally submits the application will be considered the lead municipality for administrative purposes. The lead municipality must submit an authorizing resolution to apply for and to administer the TOD Planning Grant, should it be awarded, on behalf of the other participating municipalities. In addition, the submitted application must include resolutions from each participating municipality, authorizing the lead municipality to act on its behalf for the purposes of applying for and administering any such grant.

**B.3. Can joint applications, which are submitted by two or more municipalities, be longer than the 10 page maximum?**

No. All applications, even joint applications, should be no more than 10 pages in length, excluding necessary attachments, as stated in Sections F and H (Note) of the RFA.

**B.4. If a joint application is approved, can the participating municipalities assign administrative responsibilities to their Regional Council of Governments (RCOG)?**

The lead municipality for a joint application may assign, with the consent of the participating municipalities, any responsibilities associated with a grant award to its RCOG. A resolution of the RCOG would be needed to accept any such responsibilities from the lead municipality, and the participating municipalities' resolutions would also need to either cede such administrative decision-making authority to the lead municipality or otherwise reflect local consensus on the RCOG's role.

**B.5. Has any policy been set on administrative fees?**

Allowance for administrative fees will be considered on a case by case basis, relative to the nature of the proposal. Any such allowance must be in conformity with the Non-Supplanting provision of Section 16.2 of Attachment B of the RFA, and this provision also applies to both municipalities and RCOGs.

**B.6. Would municipalities, applying either individually or jointly, be allowed to allocate all or a portion of their grant money to their RCOG to coordinate a regional TOD market or economic impact analysis?**

Yes, as long as the proposed activity to be funded by the grant meets the eligibility criteria outlined in Section C of the RFA. Also, see related answer to B.4.

**B.7. If municipalities in a rail corridor individually apply for grants to fund similar planning activities around their station areas, can they combine any grant funds awarded to select a single consultant to conduct the studies?**

Municipalities are not prohibited from selecting a single consultant to conduct multi-town studies, so long as those studies remain true to the original proposals and local or regional procurement practices are followed.

**B.8. What is the definition of "project" in Attachment A, Section II-C.?**

"Project" refers to the eligible funding activities listed in Section C of the RFA, which can range from planning for a broad area (e.g., TOD overlay zone) to planning for a particular parcel of land. One of the goals of the TOD Planning Grant Program is to establish a pipeline of prospective transit-oriented development projects that may be suitable for other state agency-administered programs in the future, as per Section B(2) of the RFA.

**B.9. Is OPM looking for an implementation timeline for non-construction projects, such as station area plans, since Section II-D of Attachment A requests that the applicant provide an estimate of the time needed to advance the proposed project to full build-out (i.e., construction)?**

OPM recognizes that many eligible funding activities are for non-construction projects, and Section II-B of Attachment A suggests that this information should be provided "to the extent possible". Regardless, applications focused on a project area, such as an economic or market analysis, are required to include an assessment of the proposed project's potential to progress as envisioned (Attachment A, Section C), and an estimate of the time needed to complete the analysis (Attachment A, Section D).

**C.1. Must all planning requests be tied to future construction dates?**

See response to B.9.

**C.2. What is the definition of a "project"?**

See response to B.8.

**C.3. Are proposals for general planning documents for the TOD project area (market analysis, strategies, etc.) at a competitive disadvantage to proposals for a specific physical project within a TOD area?**

All applications that pass the Initial Screening Criteria will be rated according to the criteria provided in Attachment A, Section II.

**C.4. Are administrative fees an allowable budget item and, if so, is there a cap or limit on the percentage allowed for administrative fees?**

See response to B.5.

**D.1. Are municipalities that were previously awarded TOD Pilot Program grants in 2011 precluded from applying for the current round of TOD Planning Grants?**

No. OPM will accept applications submitted in accordance with the RFA, regardless of any prior award(s).

**E.1. Does this program ever waive the requirement for a potential TOD to be within a 1/2 mile of public transportation facilities?**

TOD is defined in Section A of the RFA, and includes the provision that certain types of development be within 1/2 mile or walking distance of public transportation facilities. Section C(6) of the RFA and Section 1B of Attachment A allow for the consideration of other proposed activities that are directly supportive of TOD.

**F.1. Will a sample resolution be provided?**

Please see attached document *Sample Resolution Authorizing the Chief Executive Officer of a Municipality to Apply for and to Administer any TOD Planning Grant(s)*.

**G.1. Section F(2) of the RFA requires each application to include a resolution of the respective regional planning organization (RPO) indicating regional support.  For recently consolidated planning regions, the RCOG may be formally established, but not fully functional.  The transition of operations from the predecessor RPOs to the new RCOG is expected to continue through December 31, 2014.  In such instances, which regional entity should the resolution come from?**

The resolution should come from the new RCOG.  However, if the new RCOG is not scheduled to meet before the November 14th application deadline, then a resolution of the predecessor RPO must accompany the application by the November 14th deadline.  A resolution of the new RCOG is still required and must be submitted by no later than December 10, 2014, in order for the application to be deemed complete.

*Sample Resolution Authorizing the Chief Executive Officer of a Municipality to Apply for and to Administer any TOD Planning Grant(s)*

**Certified Resolution of the Legislative Body**

(To be completed by the City or Town Clerk)

**Transit-Oriented Development Planning Grant Program**

The Legislative Body of the Town/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ met on \_\_\_\_\_\_\_\_\_\_\_\_\_ and adopted a resolution by the vote of \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ which:

1. authorizes submission of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title of the planning grant proposal(s)), in accordance with the Transit-Oriented Development (TOD) Planning Grant Program Request for Applications;
2. authorizes the individual serving as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mayor, First Selectman or Town Manager), or their successor(s), to sign the grant application and to sign any other documents associated with administering the grant, if awarded, including any amendments thereto. Such grant application is attached to and made a part of this record.

Attested to by:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(City/Town Clerk)

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