

2025 Community Planning Technical Assistance Program Guidelines

Introduction

The Community Planning Technical Assistance Program offers the staff expertise of the Capital Region Transportation Council (Transportation Council) and the Capital District Regional Planning Commission (CDRPC) to local governments undertaking small scale community planning initiatives. Proposed initiatives must be consistent with the Transportation Council's [New Visions 2050](#) Regional Transportation Plan. The Transportation Council and CDRPC are accepting requests for technical assistance on a rolling basis as funding allows. Additional information is available at the [Technical Assistance Program](#) webpage.

Who can Request Technical Assistance?

Municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within [the designated planning area of the Transportation Council](#), including the four counties of Albany, Rensselaer, Schenectady and Saratoga (except the Village of South Glens Falls and the Town of Moreau). A commitment letter from and signed by the lead elected official of the municipality(ies) is required.

What Assistance is Available?

Technical Assistance includes but is not limited to:

- **Data Collection:** Traffic counts; bicycle and pedestrian trail counts; land use planning data; corridor field visits; other data as identified with the project sponsor.
- **Transportation Safety and Operations Planning:** Crash data analysis; safety assessments; traffic signal operations analysis; intersection analysis; before and after studies of capital projects.
- **Data Analysis and Mapping:** Analysis of demographic, parking generation analysis, building permit, and other community development trends; data research and visualization; GIS mapping.
- **Recreation Trail Planning:** Guidance on recreation plans, management plans and non-motorized trail plans.
- **Comprehensive/Neighborhood Planning:** Guidance in goal setting, plan development and procedural requirements; data collection and analysis; research into a planning issue; identification of innovative solutions to local planning challenges.

- **General Community Planning:** Public input and community visioning; meeting facilitation and coordination; surveys and communications activities; training; professional advisement.
- **Zoning and Site Planning:** Guidance on best practices towards the implementation of planning policies and goals; zoning ordinance audits; development of zoning ordinance amendments; site plan review assistance; planning for development of regional impact.
- **Land Use Plan Implementation:** Initiate recommended actions in local Comprehensive Plans, [Linkage Program Plans](#) or other planning studies such as zoning amendments that guide driveway location and access management, groundwater or open space protection; gather data on vacant properties; re-evaluate PDD requirements.

Project Examples

The following projects serve as examples to assist in understanding the small scale, small scope and defined products required in program applications:

- **Development Growth Trends Analysis, Town of Bethlehem:** Provide data on Town development trends including population and economic analysis, GIS mapping with a comparison to regional trends.
- **Farmers Market Best Practices and Feasibility, Village of Menands:** Provide data on current access to healthy food, information on methods of healthy food provision (i.e. farmers market, veggie mobile, etc.) and identify options to increase food accessibility.
- **Gilligan Road Complete Streets Enhancements Feasibility Study Support, Town of East Greenbush:** Identify bicycle and pedestrian routing options on Gilligan Road and to adjacent neighborhoods through an existing conditions assessment.
- **Comprehensive Plan Update Guidance and Data, Village of Ballston Spa:** Assess the existing Comprehensive Plan, provide existing conditions data and analysis and develop a draft Request for Proposals for professional planning services.
- **NYS Routes 5 and 50 Traffic Data & Case Study Review, Village of Scotia:** Provide traffic data related to the intersection of NYS Route 5 and Route 50. Provide case studies of communities working with NYSDOT on traffic calming and walkable community projects.
- **Hoffman Hill Road Safety Analysis, Town of Glenville:** Assess the safety of Hoffman Hill Road between the gated ends at County Route 59 (Wolf Hollow Road) through a roadway data review, meetings with Town Officials, and a safety analysis.

Other CDRPC Technical Assistance

CDRPC also offers technical assistance related to economic development, water quality, clean energy, and sustainability under other programs. Please contact CDRPC by calling 518-453-0850 or e-mail: cdrpc@cdrpc.org for more information.

How to Apply?

The Transportation Council and CDRPC are accepting requests for technical assistance on a rolling basis as funding allows. E-mail techassist@CDRPC.org for more information.

1) Pre-Submission Contact

If your community is interested in receiving services under this program, you **must** contact the Transportation Council and CDRPC prior to applying to discuss your request. Send an e-mail to techassist@CDRPC.org and provide your name, phone number and a time convenient for representatives to call you. This will assist CDRPC/Transportation Council and the applicant with defining a scope of work that will be provided in the application form and a proposed project cost. Note: This step does not guarantee funding for the project.

2) Submit a Letter of Request:

The applicant(s), specifically the lead elected official(s), must submit a signed request letter for technical assistance. The letter should include the project name, a brief description, and indicate that the community is committed to providing in-kind services to support the project. In-kind services may be in the form of staff or volunteer time and will represent a minimum of 5% of the overall project budget as determined by CDRPC/Transportation Council. A sample letter is attached and may be sent to techassist@CDRPC.org. A Match Documentation Worksheet will be provided. Failure to provide match documentation may impact future access to the technical assistance program

3) Project Scope and Budget

The Transportation Council and/or CDRPC will prepare a scope of work and budget for the project. A dollar value of in-kind services to be documented by the community will also be developed and provided with the scope of work to the project sponsor(s), committing all parties to the project. All projects must be completed by March 31, 2026.

Sample Request Letter

MUNICIPAL LETTERHEAD

DATE

Mark A. Castiglione, AICP
Executive Director
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Sandy Misiewicz, AICP
Executive Director
Capital Region Transportation Council
One Park Place, Suite 101
Albany, NY 12205

Re: **PROJECT NAME**

Dear Mr. Castiglione and Ms. Misiewicz,

The MUNICIPALITY NAME would like to apply for technical assistance to support PROJECT NAME. The MUNICIPALITY NAME is committed to providing a 5% match of the project's total cost in the form of in-kind services.

BRIEF PROJECT DESCRIPTION OR STATEMENT ABOUT MUNICIPAL SUPPORT OF THE PROJECT

We will work with you to provide documentation of the in-kind support on the project and I look forward to your consideration of our request.

Sincerely,