

Office of Planning & Sustainable Development

FY 2024-2025 State TOD CIP Planning Funding Opportunity, Request for Proposals

Proposal Template and Guidelines

June 10, 2024

State TOD CIP Planning grants are intended to catalyze and seed TOD projects and initiatives that require interagency collaboration or new approaches to foster the creation of vibrant TOD communities that offer affordable housing, job and business opportunities, and multi-modal transportation options for residents of those communities.

Eligible use of funds include preparation of plans, feasibility and cost studies, and coordination of TOD projects, assessment of TOD public infrastructure requirements, and related environmental review documents.

Proposals should advance State TOD objectives, including:

- Development of mixed-income housing and long-term/permanently affordable housing stock in areas/centers served by frequent/scheduled public transit;
- Creation of mixed-use, dense, walkable, equitable development with revenue potential to State agencies;
- Promotion of co-location of agency services and facilities and creation of civic anchors;
- Efficient use of State land and resources in facility development; and
- Promotion of resilient/sustainable/energy efficient public facilities and reduction in vehicle miles traveled and fossil fuel use in the transportation sector.

Proposals should demonstrate how the proposed project will contribute to the above purposes and objectives and how the project aligns with the Evaluation Criteria in the June 10, 2024 Request for Proposals.

Proposal funding requests should be priced between \$100,000 to \$500,000. Awards may be less than the amount requested; therefore, applications should provide a scaled funding request with budget estimates for discrete tasks. The FY24 funds lapse June 30, 2026. State awardees will need to have award funds delegated and encumbered under a contract by that date and OPSD and County awardees must have executed contracts before that date.

If the proposed project is not included in the *State Strategic Plan for Transit-Oriented Development*, please submit draft TOD Project Fact Sheets, Page 1/Project Information and Page 2/Project Narrative, with the proposal. Templates for the TOD Project Fact Sheets are available from Carl Miura, TOD Council Coordinator, OPSD Land Use Division, carl.y.miura@hawaii.gov.

Refer to the Request for Proposals, dated June 10, 2024, for more information. Feel free to contact the TOD team with any questions via email, dbedt.op.lud@hawaii.gov.

Proposal submittal instructions

- 1. Delete this page from the proposal document.**
2. Insert the applicant agency acronym and short project name in the proposal document header and date in the footer.
3. Submit the proposal to OPSD by 4:30 p.m., Friday, August 23, 2024, as follows.
 - via email to dbedt.op.lud@hawaii.gov
 - in an unprotected PDF or MS Word file
 - Subject line: Proposal for FY24 TOD CIP Funding, *Agency Acronym, Project Name, Island/Location*

Project Name/Title	Input here
Project Agency/ies	Input here
Point of Contact (Name, Title, Phone #, email address)	Input here
Location	Input here
Tax Map Key(s)	Input here
Address (if any)	Input here
Land Area (acres)	Input here
Amount Requested	\$
Project Description	
Input here	
Project Objectives	
<i>Describe the specific planning outcomes for the work to be performed with grant funds and how the proposal will advance State and County TOD objectives.</i>	
Input here	
Purpose/Need for Project/Expected Benefits	
<i>Describe how the project aligns with State and County TOD and other directed growth and regional/place-based plan & objectives, (2) particular needs or issues identified in prior studies or work performed prior studies, (3) how the proposal would contribute to other efforts or resources allocated to advance the project; and (4) how the proposed project generally aligns with the RFP Evaluation Criteria.</i>	
Input here	
Project Organization and Stakeholder Engagement	
Input here	
Scope of Work with Tasks and Schedule/Timeframe	
Input here	
Project Proposal Budget by Tasks and Total Project Budget	
<i>Please provide a table of estimated costs as broken down by the major task elements in the proposal. This will enable OPSD to adjust the award amount if needed. Please also identify other funds or resources being allocated to the project, their funding source, and timing of the funding.</i>	
Input here	
Project Work Product/Deliverables	
Input here	

Other Information of Importance to the Proposal (if any)

Input here

Links to Supporting Documents or Reports (if any)

Please attach any supporting maps or graphics, as well as the TOD Project Fact Sheets (Pages 1 and 2) if the project is not in the State Strategic Plan for Transit-Oriented Development.