2025 Special Request for Proposals

Community Planning Handbook, *Fifth Edition*

The Center for Rural Pennsylvania is a bipartisan, bicameral legislative agency that serves as a resource for rural policy research within the Pennsylvania General Assembly. It was created in 1987 under Act 16, the Rural Revitalization Act, to promote and sustain the vitality of Pennsylvania's rural and small communities.

Special Request for Proposals – Community Planning Handbook, Fifth Edition

The Center for Rural Pennsylvania welcomes proposals to revise its Community Planning Handbook (hereafter "Handbook") to address community planning and visioning in light of rural population change. As noted in a 2023 report by the Center and the Pennsylvania State Data Center, rural Pennsylvania's population will shrink by approximately 5.8% by 2050.

Currently in its Fourth Edition (2013), a revised and significantly updated Community Planning Handbook will incorporate new community planning materials consistent with best practices, informed by the scholarly and/or community development literature and the practical experiences of the authors. Furthermore, the revised Handbook will focus on addressing population change within rural communities.

This project will be funded up to $60,000 and should be completed within six to eight months after entering into a signed agreement.

The following **deliverables** will be provided to the Center for Rural Pennsylvania:

- An *easy-to-use*, web-accessible Handbook available as a PDF and Word file, which includes appropriate graphics and the logos of the Center for Rural Pennsylvania and the Pennsylvania Rural Population Revitalization Commission. The Handbook will include the following:

    o A cover with appropriate graphics.

    o Table of contents that are linked to subsequent pages.

    o Content that includes:

        ▪ Guidance for identifying the stakeholders, needs, processes, strategies, assets, and tools for effective rural community visioning and planning.

        ▪ Relevant rural case studies.

        ▪ Planning and development resources, such as relevant articles, trainings, books, and websites. This can take the form of lists, appendices, or another appropriate form.

        ▪ Tools, including worksheets, to assist communities as they plan workshops, focus groups, and other participatory activities for each stage of the community visioning and planning process.

- - Practical step-by-step strategies to ensure successful implementation of a community plan.
  - o Content that is easily understood by the lay reader. The target audience of the Handbook includes the general public, county commissioners, municipal officials, township/borough managers, economic development professionals, and other rural stakeholders.

Proposals must include a timeline for completion, a budget, and a draft table of contents. The draft table of contents (for the purpose of the proposal) must be annotated and describe the contents of each chapter or section of the Handbook. The description should be approximately three to five sentences per chapter/section of the table of contents.

Proposals must also discuss how a revised Handbook will be similar to and/or different from the Fourth Edition of the Handbook. <u>Proposals must discuss in specific terms how the Handbook will empower rural stakeholders to plan for and address the effects of population change over time.</u>

The review of proposals will begin on October 21 and continue until a successful proposal is selected.