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## **MEMORANDUM**

To: CMRPC Community Representatives and Other Local Officials  
From: Megan T. DiPrete, CDAP Program Manager  
Subject: Funding Available - Request for Proposals  
Date: December 1, 2011

CMRPC is soliciting proposals from municipalities under which we can provide technical assistance through the District Local Technical Assistance (DLTA) Program. This program enables CMRPC to provide technical assistance to our member communities to advance municipal partnerships. The purpose of this funding is to encourage and enable municipalities to work together to achieve and/or enhance cost-effective delivery of municipal services, or to create and sustain ongoing collaboration and consultation on issues affecting the municipalities, such as land use and planning for new economic and housing growth.

### **Use of funds:**

Examples of eligible activities include:

- Shared services (e.g., regional lockup, regional 911 centers, other public safety and emergency response responsibilities, information technology/data management, school district/regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities/programs);
- Cooperative agreements (e.g., regional analysis of affordable housing need, agreement among communities on how/where to locate future affordable housing);
- Collective purchasing (if such purchasing cannot be otherwise accomplished using statewide contracts or can be achieved regionally for less than the state contract price, or items proposed for purchase are specific to municipal and/or school district agreements);
- Cost saving measures that benefit more than one municipality;
- Identification, assessment and mapping of Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) at the local and multi-municipal levels; and
- Implementation of zoning and permitting changes needed to create prompt and predictable permitting of housing and/or commercial development within areas identified by two or more communities (through an existing regional plan) as appropriate locations for new growth and development.

The goal of the DLTA funding program is to direct these funds to projects/activities that result in measurable change in the municipalities. CMRPC will work with member communities to accomplish this goal, whether by law/regulation, program management, or practice.

Each project request must identify the expected product that will be developed through this project. Examples include: Proposed or adopted bylaw/regulatory language; Proposed or adopted regional agreement or memorandum of understanding; Proposed or adopted permitting procedures; Specifications for collective purchasing/procurement; etc.

CMRPC staff will review the Technical Assistance request and work to develop an “approach plan” for the project. During our review phase, we may be in touch with the designated contact person in order to clarify the details. Before a project can be approved, we will need to be clear on what outcomes the applicant seeks, what meetings will be required, whether GIS/mapping work is appropriate, etc. All of this contributes to being sure the expectations are agreed to all-around, and also sets the foundation for developing a project budget and timeline.

Funding for CMRPC assistance for this work is available for work beginning in January 2012 and must be complete by December 29, 2012.

Project requests will be reviewed by the CMRPC Physical Development Committee on a rolling, first-come/first-served basis. Initial reviews are anticipated to begin in January/February 2011, and work beginning shortly thereafter. Project concepts should be sent by the communities by email to [mdiprete@cmrpc.org](mailto:mdiprete@cmrpc.org) or by mail to Megan DiPrete, CDAP Program Manager, CMRPC, 2 Washington Square, Union Station, Worcester, MA 01604.

A Technical Assistance Request form is attached for your convenience. You may prefer to use a different format (or email); please be sure to include the relevant information.

This is another great opportunity for your community, neighboring communities and CMRPC to work together on inter-municipal collaboration that can have positive effects for you and throughout our Region. For further information on this program or to discuss a project concept, please contact me by phone or email. We look forward to working with you!

Yours truly,

Megan T. DiPrete, AICP  
Manager, CDAP Program

[mdiprete@cmrpc.org](mailto:mdiprete@cmrpc.org)  
508-756-7717 ext 115



DLTA 2012  
Technical Assistance Request

Person serving as Single Point of Contact (required): \_\_\_\_\_

Position \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Phone \_\_\_\_\_ Municipalities involved: \_\_\_\_\_

Project and scope, anticipated deliverables (Describe your objective, how you propose to achieve it, and what products/deliverables you seek): \_\_\_\_\_

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What benefits do you expect to realize (cost savings, increased revenue, etc). Please be specific: \_\_\_\_\_

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Municipal Partnerships that will be participating or benefiting from this initiative (describe how each participating community expects to benefit from this program):

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SIGNATURE(S) of MUNICIPAL DELEGATE(S) TO CMRPC: (Delegate support may be provided by signature here, or by email. All Delegates (from all participating communities) must "sign on" to an application for technical staff assistance.)

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