



CMRPC Element Code
 (For Office Use Only)

District Local Technical Assistance (DLTA) 2023 Request for Resources

Project Title

- **Date:** _____
- **Requesting municipality/agency:** _____
- **Project Title/Purpose:** _____
- **Estimated Resource Amount Requested:** _____

DLTA Category (Select One)

- Planning for Growth
- Planning for Housing
- Supporting the Housing Choice Initiative
- Support for Community Compact Best Practice Project/ Regional Collaboration: date and best practice supported

Applicant Information

Municipality /Agency	Contact Name	Position/Title	Email	Phone
PRIMARY CONTACT:				
Additional Contact 1:				
Additional Contact 2:				

Staff Contact

We strongly suggest that you contact CMRPC staff to discuss the project scope of services and cost estimate. CMRPC staff contact (s) to date and level of engagement:

- | | | |
|---|---|--|
| <input type="checkbox"/> Andrew Loew | <input type="checkbox"/> Gloria Agossou | <input type="checkbox"/> Sam Carter |
| <input type="checkbox"/> Chris Dunphy | <input type="checkbox"/> Ian McElwee | <input type="checkbox"/> Sarah O'Brien |
| <input type="checkbox"/> Connor Robichaud | <input type="checkbox"/> Jane Wyrick | <input type="checkbox"/> Sarah Plutnicki |
| <input type="checkbox"/> Dani Marini | <input type="checkbox"/> Janet Pierce | <input type="checkbox"/> Seth Peters |
| <input type="checkbox"/> Dominique
DuTremble | <input type="checkbox"/> Julia Moore | <input type="checkbox"/> Sujatha Krishnan |
| <input type="checkbox"/> Elena Ion | <input type="checkbox"/> Kerri Salwa | <input type="checkbox"/> Trish Settles |
| <input type="checkbox"/> Emily Glaubitz | <input type="checkbox"/> Matt Franz | <input type="checkbox"/> Wenzheng Wang |
| <input type="checkbox"/> Ethan Melad | <input type="checkbox"/> Nina Weisblatt | <input type="checkbox"/> Yahaira Graxirena |
| <input type="checkbox"/> Gabe Trevor | <input type="checkbox"/> Rob Raymond | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Ryan Saul | |

Level of Engagement (who developed the idea, who completed the application):

Does this project support or complement:

- | | |
|---|---|
| <input type="checkbox"/> Imagine 2050 | <input type="checkbox"/> Municipal Resiliency Plan |
| <input type="checkbox"/> The Southern Worcester County
Economic Development Strategy | <input type="checkbox"/> Municipal Open Space Recreation Plan |
| <input type="checkbox"/> The Long-Range Transportation Plan | <input type="checkbox"/> Municipal Vulnerability Preparedness
Plan |
| <input type="checkbox"/> The Brownfields Plan | <input type="checkbox"/> Municipal Housing Production Plan |
| <input type="checkbox"/> Another Regional Plan:
_____ | <input type="checkbox"/> Municipal Hazard Mitigation Plan |
| <input type="checkbox"/> Municipal Master Plan | <input type="checkbox"/> Municipal Economic Development
Strategy |

Project Description:

1. Describe any project background you feel is relevant to this request. Describe any previous efforts by CMRPC or others related to the proposed project.

2. Describe project goals, objectives, purpose, and desired benefit.

3. Describe the expected process or tasks that are needed to complete the project.

Research:

Data Collection:

Community Engagement (Public Meetings, Presentations, Meeting Promotion/Outreach):

Committee Engagement (Committee, Commission, Board Meeting Attendance – Expected number of meetings):

Survey Development, Distribution, and Summary:

Analysis:

Bylaw Development:

Summary Report/Plan Development:

Mapping:

Other:

4. Roles and Responsibilities

Municipalities and Agencies: (please be specific, e.g., Town Planner will assemble or coordinate meeting logistics, assemble advisory committee, promote events, etc.)

CMRPC Staff:

5. **Deliverables:** (Please describe the desired deliverable e.g., model bylaw, warrant language, feasibility assessment, action strategy, plan, chapter, etc.)

6. **Timeline** (Note all projects must be completed by December 31, 2023. Please describe any important timelines/ milestones that affect the completion of the project, e.g., public hearing and warrant language for Special Town Meeting Date, Renderings needed for Application deadline (date), etc.).

7. **Cost Estimate** (This will be prepared in close collaboration with CMRPC staff)

Project Admin	
Research	
Data Collection	
Community Engagement	
Committee Engagement	
Survey Development, Distribution, and Summary	
Analysis	
Bylaw Development	
Summary Report	
Plan Development	
Mapping	
Other	
Contracted Services (discouraged)	
Misc Expenses (mileage, printing, meeting costs, etc.)	
Project Total	

Commitments!!! Town, School District, or Non-profit or other Agency Commitment

1. Delegate Notification

Applicants should notify the CMRPC Town Delegates for each participating town about their intent to submit the application. A list of delegates can be found <http://www.cmrpc.org/cmrpc-delegates-and-alternates>. Please indicate Delegate(s) contacted, date and method.

Delegate	Date	Method (email, voicemail, letter, etc.)

2. Letters of Commitment

Each Municipality, School District, or Non-profit or other Agency listed below and actively participating in this project has provided or expects to provide prior to award of resources, a letter of commitment from one or more of the following: the chair of the board of selectman, the town administrator/manager, chair of the planning board, town planner, school superintendent, or executive director.

Note this application requires letters of commitment (to actively engage) which is different than a letter of support. Letters of support are also appreciated, but **letters of commitment are required** from each participating municipality, district, or agency. The Letter of Commitment should describe how the town will actively engage in the project with CMRPC. Each participating municipality, district, or agency should submit at least one letter of commitment. Ideally the legislators should be notified of the proposed project.

Please list the letters of commitment that are attached.

Town or Organization	Title or Agency	Signatory	Date