



Technical Assistance Program

FY24 Call for Project Concepts

The MAPC Technical Assistance Program is funded by the District Local Technical Assistance (DLTA) program, which is appropriated by the State Legislature and Governor in the annual state budget, funds from the annual assessment paid by member cities and towns, and private foundation funds awarded to MAPC for specific planning activities.

Initial Deadline to Apply: January 12, 2024

Applications may be submitted any time throughout the year. However, to have a project be considered when the most funding is available, MAPC recommends submitting an application by January 12.

Initial funding decisions are expected to be announced by early 2024. If all funds are not allocated in this initial round, additional awards may be made on a rolling basis later in the calendar year.

Program Requirements

- [The 101 cities and towns in the Metropolitan Boston area served by MAPC](#) are eligible to apply. Multi-municipal collaborations and partnerships with non-profits and community-based organizations are strongly encouraged.
- Municipalities can submit concepts for individual community-specific projects and for multi-community projects. Project concepts must be endorsed by the CEO of the municipality, or by a designated member of the municipality's leadership team (e.g., Planning Director, Assistant Town Manager, etc.).
- The municipality, or the lead municipal applicant in the case of a multi-municipal project, must have an appointed representative to the MAPC Council. Under state law, all 101 municipalities in the MAPC region are entitled to appoint a representative to the Council, our governing body. To determine the status of your appointments or to appoint a new Council member or alternate, please contact Ellen Westa at ewesta@mapc.org.

Funding Priorities

MAPC funds a diverse range of projects through TAP. Each year, MAPC sets priorities for funding based on [MetroCommon2050](#) goals, the agency's [Strategic Plan](#), the [State of Equity for Metro Boston Policy Agenda](#), and the investment priorities of partner funding sources (e.g., the State's District Local Technical Assistance program). In 2023, projects that include one or more of the following priorities will be prioritized for funding.

- Advancing racial and social equity by breaking down barriers to housing, economic mobility, positive health outcomes, emergency preparedness, and public safety. Projects that demonstrate strong partnerships between municipalities and community anchors or organizations are preferred.

- Multiple communities working together to better understand and address shared challenges. This also includes projects that can serve as a model for other communities. Projects that include documenting and evaluating the process for the purpose of sharing lessons, implementation tips, and other best practices will be prioritized.
- Projects that advance [MetroCommon2050](#) goals related to Arts & Culture, Clean Energy, Community Engagement, Environment, Land Use, Economic Development, Housing, Municipal Collaboration, Public Health, and Transportation.

Project proposals that do not consider how to advance equity or include multiple communities may be awarded grants, if funding remains. MAPC staff is available to help applicants identify equity considerations and potential municipal partners as projects are developed to ensure competitiveness in the application process.

Additional information about the types of projects eligible for funding, including Community Compact Best Practices and Housing Choice initiatives, is [available here](#).

How to Apply

Complete the Project Concept Application Form (available on the [TAP Webpage](#)). MAPC staff is available to help identify and refine project concepts prior to submitting your application.

Resources

- [MAPC Contact List](#) (*Department Contacts, Subregional Contacts*)
- [Examples of Eligible Projects by Practice Area](#)
- [TAP Webpage](#)
- Examples of successful application materials from previous years can be requested from the TAP Coordinator via email at taprogram@mapc.org

Funding Sources

TAP is funded through various sources, including:

- District Local Technical Assistance (DLTA), which originates from funds appropriated by the Legislature and Governor;
- Planning for MetroCommon2050 Technical Assistance (PMTA), which originates from municipal assessments that all MAPC municipalities contribute to cover MAPC's regional activities; and
- Grants from private foundations.

MAPC frequently leverages TAP funding to serve as matches for state-administered grant programs, including but not limited to the Community Compact Program, Community One-Stop Grant Program, MassHousing, Mass Housing Partnership, and Executive Office of Energy and Environmental Affairs (EEA). If you are interested in working with MAPC on a project, MAPC is available to assist with preparing grant applications for additional project funds.

Questions? Contact taprogram@mapc.org.



Technical Assistance Program Application Form

Applicant Information

Lead Municipality: _____

Project Manager Name: _____

Position/Title: _____

Phone Number: _____

Email Address: _____

Note: the Project Manager is the person who will be the day-to-day contact for the project and who will represent the municipality/project team in regular communication with MAPC.

Project Concept

Project Name: _____

Does this project involve multiple municipalities? Yes No

If yes, please list the municipalities who will partner with you on this project. *Limit 500 characters.*

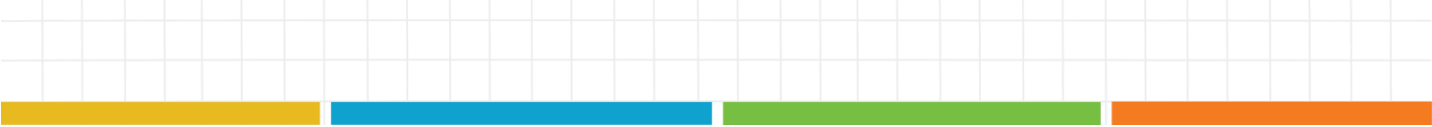
Does this project involve other organizations (e.g., additional municipal departments or non-municipal partners such as community-based organizations, Chamber of Commerce, state or other public entities, etc.)? Yes No

If yes, please list the organizations who will partner with you on this project. *Limit 500 characters.*



Briefly describe the project, including the geographic location. *Limit 2,000 characters.*

Please list any relevant previous or current planning efforts that the project may advance. Priority is given to projects that advance regionalism and equity or address community disparities. *Limit 1,000 characters.*



Please describe the local capacity and support to advance the project. *Limit 1,000 characters.*

Projects that promote racial and social equity are prioritized during the project selection process. Responses to the following questions help MAPC assess how your project can advance equity.

1. Describe any [Environmental Justice communities](#) that may be served with this project. Describe the location and characteristics of the community (e.g., linguistically isolated, low-income, BIPOC, etc.). *Limit 1,000 characters.*



2. Briefly describe how the project addresses community needs. If applicable, reference local plans or studies that identified racial or social disparities, which this project works to diminish. *Limit 1,000 characters.*

3. What community or constituency-based organizations do you anticipate being engaged in this project? How will their involvement not only ensure representation and address the needs of historically underrepresented or marginalized groups but also contribute to the sustainability and longevity of the project after MAPC's involvement concludes? Highlight any past partnerships or collaborations with these organizations and the results of those collaborations in terms of advancing equity. *Limit 1,000 characters.*



4. How will you involve historically underrepresented groups (people of color, people with lower incomes, youth, people with disabilities, tenants, seniors, recent immigrants, linguistic minorities, minority- and women-owned small businesses, etc.) in the project? Please describe how the proposed project will directly benefit these groups. *Limit 1,000 characters.*

5. Please describe language access/translation needs in your community. How do you currently address translation/interpretation needs in your work, and what plans do you have for incorporating this in your project, including opportunities for language access to be expanded? Specifically, are there certain languages for which you need additional translation or interpretation support, and have you established any partnerships to address these needs? How will you ensure that all project materials, meetings, and communications are accessible to individuals with disabilities, non-English speakers, and others with specific needs? *Limit 1,000 characters.*



Briefly describe the product deliverables and outcomes expected from the project. *Examples: comprehensive plan, community or corridor plan, draft or adopted bylaw or ordinance, inter-municipal agreement, collective purchasing agreement, etc. Limit 800 characters.*

What is your anticipated timeline for completion of this project? Are there specific milestones or phases that should be noted (e.g., key dates for adoption or other key decisions)?

If this is an initial planning project, how do you plan to ensure the continuation and sustainability of this project after its completion? For example, will you establish an implementation committee or similar entity to oversee its ongoing progress and impact, if applicable? How do you anticipate working with community partners following the completion of the project to sustain momentum?
Limit 800 characters.



Which [MetroCommon2050](#) goals are advanced with this project? (select all that apply)

- [Getting Around the Region](#)
- [Homes for Everyone](#)
- [Climate-Resilient Region](#)
- [Net Zero Carbon Region](#)
- [Dynamic and Representative Governments](#)
- [Healthy Environment](#)
- [Economic Security](#)
- [Economic Prosperity](#)
- [Healthy and Safe Neighborhoods](#)
- [Thriving Arts, Culture, and Heritage](#)

Did you work with a MAPC staff member to develop this project concept? Yes No

If yes, what staff member or department? _____

Do you have a MAPC Council representative? Yes No Not sure

If no, will you be able to appoint a representative prior to starting project work, if TAP funding is awarded? Yes No

MAPC does not request a budget proposal. If projects are selected, MAPC will work with the applicant to develop a scope of work and budget to carry out necessary tasks to complete the project. It is helpful to understand if there any in-kind contributions included in the project. Please list those here.

Example: X dollars towards direct costs (e.g., space rental cost, printing, or translation costs, etc.) Limit 300 characters.

Does your proposed project have additional funding sources, beyond the requested TAP funds?

Note: Cash match is not required but may help both MAPC and the municipality to prepare and execute a more comprehensive scope of work.

Yes No

If yes, what is the source of this additional funding?



Has this additional funding been secured, or do you plan to file an application for grants or seek a commitment of municipal resources at the future town meeting/city council meeting? Please explain.
Limit 300 characters.

How did you hear about MAPC’s TAP program?

- MAPC website
- MAPC social media
- MAPC Matters newsletter
- MAPC staff (please state who, if possible) _____
- Other (please specify) _____

Attachments

Please attach a letter of support for the project from the lead municipality’s CEO. For multi-community projects, preference is given to projects that have letters of support from all (or at least some) participating municipalities and organizations. Priority will be given to letters of support that demonstrate municipal commitment to advancing project outcomes.

Racial Equity, Diversity, and Inclusion Statement (REDIS) Acknowledgement

By signing this application, you are committing to carry out project work in alignment with MAPC’s [Racial Equity, Diversity, and Inclusion Statement](#) and commit to inclusive community stakeholder outreach. If your project is awarded, MAPC will work with you to develop a scope of work that considers how equity can be advanced through community engagement and through other aspects of planning and implementation.

Applicant Name: _____

Applicant Title: _____

Applicant Signature: _____

Date: _____

