October 15, 2024

RE: FY25 Technical Assistance Program – Call for Project Concepts

Dear MAPC Region:

MAPC's Technical Assistance Program (TAP) allows municipalities in Greater Boston to tap into the agency's extensive expertise in planning, policy, municipal management, and data analysis to advance local, regional, and state goals. TAP offers a unique benefit for cities and towns to undertake innovative projects and initiatives alongside MAPC to support shared goals around equity, smart growth, climate resiliency, and regional collaboration. Each fall, MAPC releases a call for project concepts, and **I am writing today to invite you to submit project ideas for work that MAPC can undertake to benefit your community and the region at large.** Projects awarded through this cycle will begin in early 2025.

Each year, MAPC identifies funding priorities to guide the project review and selection process. MetroCommon 2050, the regional plan, the agency's strategic priorities, and the 2018 State of Equity Policy Agenda serve as guiding forces for identifying priorities. MAPC also works to advance certain Commonwealth priorities, e.g., advancing the Housing Choice Initiative and best practices identified through by the Community Compact Cabinet.

**This year, MAPC hopes to direct the majority of funding to projects that remove barriers to racial and social equity, expand housing opportunities, and/or involve and benefit multiple communities.** MetroCommon 2050 calls out the many racial and social disparities that exist in the Greater Boston region, as do many of the local plans (e.g., housing production plans, climate action plans) created in communities across the region. MAPC seeks to leverage TAP funding to create a more equitable region. We want to work with you to develop projects that break down barriers to housing, economic opportunity, transportation choices, positive health outcomes, and public safety. These projects can also help you to connect with underserved or underrepresented residents, employees, or small businesses in your community.

We expect many communities will apply for TAP funding to create zoning, which can be adopted by a simple majority vote under the new Housing Choice Law, including zoning that is compliant with the Section 3A MBTA Communities program. We will prioritize funding for cities and towns committed to expanding Affordable Housing through new or updated zoning regulations, especially near transit, as this works to improve access to housing for all.

MAPC prioritizes funding projects that benefit multiple communities, an entire subregion, or similar communities across the region, because so many of the challenges that face our communities cross municipal boundaries and call for regional collaboration. MAPC's subregional coordinators can help you understand which communities may be experiencing similar issues to yours, and MAPC staff is available to help develop projects and programs to understand and address these often-complex shared challenges. Some examples of recent multi-municipal projects include a language access project with Beverly, Randolph, Milton, Norwood, and Arlington; a corridor zoning project with Acton and Maynard; a regional cultural infrastructure

plan with Boston, Cambridge, and Somerville; a regional tourism project with Arlington, Concord, and Lexington; and advancing clean energy options in multi-family rental properties in Framingham and Natick.

Lastly, the State Legislature has awarded additional Grant Assistance Program (GAP) funding for Regional Planning Agencies to assist cities and towns in pursuing federal and state grant opportunities. If you would like to discuss how MAPC can help you apply for grants, please contact the TAP Coordinator at TAProgram@mapc.org.

We hope you consider submitting a project idea to advance equity, regional collaboration, and other MetroCommon goals - we would be honored to work with your community. If you need assistance developing project ideas, MAPC is here to help. Please reach out to your MAPC partners, like our subject matter experts or subregional coordinators, to co-create project concepts for funding consideration.

**How to Apply**
The attached Call for Project Concepts details how to apply for TAP funding. This year, we are requesting applications by December 13, 2024. Submitting an application by this initial deadline, when the most funds are available, can make your application more competitive. We encourage you to reach out to Gloria Huangpu, the TAP Coordinator, at TAProgram@mapc.org, or individual MAPC staff members to help refine your project ideas prior to submitting an application. You can download the application and other resources at the TAP webpage (https://mapc.ma/TAP). We look forward to working with you to undertake innovative projects that will benefit your community and the Greater Boston region.

Sincerely,

Marc D. Draisen
Executive Director

cc: MAPC Representative and Alternate

# Technical Assistance Program

## FY25 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: December 13, 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 December 13, 2024.

Initial funding decisions are expected to be announced by early 2025. 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 Emma Koontz at ekoontz@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 priorities, "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 2025, projects that include one or more of the following priorities will be prioritized for funding. Boston Policy Agenda, and the investment priorities of partner funding sources (e.g., the State's District Local Technical Assistance program). In 2025, 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

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.*

## (A) Project Concept

Project Name: _____

1. Briefly describe the project, including the intended outcomes and geographic location. *Limit 2,000 characters.*

2. Briefly describe how the project addresses community needs. Note any previous or current planning efforts that this project may advance.  In particular, reference any local plans, data sources, or studies that identified racial or social disparities, which this project works to diminish. *Limit 1,000 characters.*

3. 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.*

4. 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.*

5. 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)? Yes ☐ No ☐

> If yes, please list the organizations you anticipate working with. For each organization, include their anticipated role on the project and any past partnerships, collaborations, or relationships your municipality has with the organization. *Limit 500 characters.*

6. Which of MAPC's Strategic Priorities (based on MetroCommon2050) are advanced with this project? (select all that apply)

☐ Advance equity in the economic well-being, health, and safety of our region's residents.

☐ Accelerate the reduction of greenhouse gas emissions to help achieve the Commonwealth's goal of net zero emissions by 2050 and improve the region's resilience to climate change.

☐ Encourage sustainable development and mobility with a focus on affordable homes, good jobs for low-income workers, a healthy environment, non-auto transportation options throughout the region, and access to critical amenities and services.

☐ Expand our region's commitment to support artists, advance the arts, and celebrate our region's diverse cultural heritage.

☐ Assist local governments to become more effective, efficient, and inclusive through capacity building, convening and collaboration, and community engagement.

## (B) Community Context

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 social or racial inequities relevant to this project that you are aware of in your municipality, referencing any data sources that inform this understanding.

<br><br><br><br><br><br><br><br><br><br>

2. 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.*

<br><br><br><br><br><br><br><br>

3. 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.*

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

2. 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.*

3. 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)?

4. 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.*

```



```

5. 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.*

```



```

6. 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.*

```


```

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

   If yes, what staff member or department? _____

8. 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 ☐

9. 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: _____