

2015 ECWRPC TECHNICAL ASSISTANCE PROJECT REQUEST FORM

Please FAX to 920-751-4771, e-mail to efowle@ecwrpc.org, or mail to address on letterhead.

Submit one form per project – two projects maximum - NO LATER THAN NOVEMBER 14th, 2014

1) Community:

___ Town ___ Village ___ City ___ County of: _____

2) Project Name: _____

3) Project Category:

- ___ General Planning (Comprehensive Planning, Plan Implementation Strategies, etc.)
- ___ Economic Development (grant assistance, funding identification, industrial park planning/conceptual layouts)
- ___ Transportation (Local road and street issues, traffic forecasts, bike/ped planning, inventories, etc.)
- ___ Community Facilities / Infrastructure (sewer, water, stormwater, utilities, etc.)
- ___ Park, Open Space & Recreation (recreation plan, trail plan, park site planning, etc.)
- ___ Environmental Management (wetland, floodplain, farmland, conservation, etc.)
- ___ Demographic Services (Census data, trend analysis/interpretation, housing studies/assessments)
- ___ Geographic Information Systems (data development, custom mapping, map updates, tourism/map related brochures and marketing materials, etc.)

___ Other: _____

4) Timeframe/Community Need:

- ___ As soon as possible - we're ready to go!
- ___ We wish it could be done soon (within the next year or two).
- ___ Project is not an immediate need, but it would be helpful/insightful.

5) Is this a new project, or an "update/amendment" to an existing plan or ordinance?

___ New ___ Update/Amendment

6) What level of impact will this project have on the community?

___ High ___ Medium ___ Low

In what sense?: _____

7) Is this project identified as a recommendation in your community's adopted Comprehensive Plan?

___ Yes ___ No

8) Have local budget issues prevented this planning project from being addressed?

___ Yes ___ No

9) Would your community be willing to accept technical assistance to partially complete and/or "kick start" this project, with the intent and commitment of the community to complete the remainder of the project via some other method (i.e. a contract, or other internal/external means)?

___ Yes ___ No

10) Name/Phone of Project Contact/Lead Person: _____

(_____) _____

TECHNICAL ASSISTANCE EVALUATION CRITERIA & RANKING PROCESS

The Commission's Executive Director, Assistant Director, and Steering Committee will be applying the following criteria in order to score and rank all submitted projects. The criteria are based partially on the questions related to each project, as well as a number of factors that will be determined internally with respect to East Central such as staff availability, staff abilities and expertise, geographic distribution of projects, etc.

Project Scoring Criteria:

Scale of Project: Local = 3 pts.
County = 3 pts.
Regional = 1 pt.

Project Time Estimate: Less than 3 days = 3 pts.
3 to 5 days = 2 pts.
More than 5 days = 1 pt.

Identified Need: As soon as possible, we're ready to go! = 3 pts.
We wish it could be done soon = 2 pts.
Project is not a necessity, but it would be helpful = 1 pt.

What level of impact will this project have on the community: High = 3 pts.
Medium = 2 pts.
Low = 1 pt.

Is this project identified in your community's Comprehensive Plan? Yes = 3 pts.
No = 0 pts.

Willingness to accept partial assistance and commit to completion: Yes = 2 pts.
No = 0 pts.

Has the Community/County received technical assistance services within the last two years? No = 2 pts.
Yes = 0 pts.

Relationship to regional program(s), policies, recommendations & priorities where applicable per the list of Commission adopted plans - 1 pt. for each relationship identified:

- ◆ Year 2030 Regional Comprehensive Plan (as adopted in 2008)
- ◆ Most recent Long-Range Transportation Land Use Plans (MPO communities)
- ◆ Most recent WDNR Sewer Service Area Plans
- ◆ Most recent (2013) Comprehensive Economic Development Strategy (CEDS)
- ◆ Fox Wisconsin Heritage Parkway Corridor Plan
- ◆ Local Transit Development Plan (TDP)
- ◆ Other related plans/activities conducted by the Commission.

Please note the following new policy which was approved by our Steering Committee on 7/27/11: The Commission regularly entertains requests for assistance in interviewing candidates for planning-related positions at the local and county levels. Given that these processes can sometimes be long and drawn out, coupled with the fact that, in some cases, a suitable candidate is not found in the first round of advertising attempts, the Commission would like to reduce its commitment to such projects in these cases. Beginning in 2012, if a community/county requests such services, the Commission will participate as requested in a single process for interviewing candidates. Should the first attempt of hiring an individual not come to fruition (regardless of the reason), and; the community/county still desires to have staff assistance in a subsequent interview process, the Commission will require the consideration of a formal contract for services which covers staffs' actual involvement in the subsequent process.