

August 4, 2015

Dear Chief Elected Officials and Planning/Zoning/Economic Development Professionals:

**The Commission is now seeking member community/county technical assistance project requests for inclusion in our 2016 Work Program.** Small-scale planning and GIS mapping projects are solicited and pre-selected during the prior year (i.e. fall of 2015 for 2016 projects) under the following program areas:

1. General Planning (Comprehensive planning, plan implementation, etc.)
2. Economic Development (Grant assistance, funding identification, and industrial park planning/conceptual layouts.)
3. Transportation (Local road and street issues, traffic forecasts/analyses, PASER inventories, sign inventories, Safe Routes to School, bicycle and pedestrian planning, etc.)
4. Community Facilities/Infrastructure (Sewer, water, stormwater, utilities, etc.)
5. Park, Open Space and Recreation (Recreation plan, trail plan, park site planning, etc.)
6. Environmental Management (Wetland, floodplain, farmland, conservation, etc.)
7. Demographic Services (Census data, trend analysis/interpretation, and housing studies/assessments.)
8. Geographic Information Systems (Data development, custom mapping, map updates, and tourism/marketing materials.)

Please confer with your community's department heads and/or Board/Council, Plan Commission, and Park and Recreation Committee on this opportunity over the next several months and provide no more than two project priorities for consideration on the attached form (make copies of the form as needed). Please note that projects listed should be of small scale, localized in nature, and typically should not take more than three to five days of staff time to complete (approx. 24-40 hours total – excluding travel time and night meetings). **To complete this form online visit: <http://www.ecwrpc.org/2015/07/29/2016-technical-assistance-project-requests/>. Project requests should be returned to the Commission via mail (see address below) or e-mail ([efowle@ecwrpc.org](mailto:efowle@ecwrpc.org)) no later than 4:00 p.m. on Friday, October 23<sup>rd</sup>, 2015.**

The Commission's Steering Committee will be reviewing and evaluating the requests in order to prioritize and schedule a set of projects for 2016 using a ranking system which is described on the back of the project submittal form. A listing of selected projects for formal inclusion in the Commission's 2016 Work Program will be completed by mid to late December 2015. The final 2016 Work Program will be considered by the full Commission on January 29<sup>th</sup>, 2016 and any concerns noting the inclusion/exclusion of projects can be taken up at, or prior to, this meeting. The list of selected projects will also be published in the winter (February) edition of the Commission's newsletter, *The Rapport*. Communities with selected projects will be contacted directly in February 2016 to initiate discussions on project scheduling, staffing, and other details.

Please note that, as much as the Commission wishes that it could meet every request, it may be impossible to do so given our level of staffing and obligations to existing federal and state program areas. As such, the Commission will do its best to also factor in "geo-political equity" for selected projects to ensure that each member county receives its "fair share" of services throughout the course of any given year.

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Lastly, remember that Commission staff are always available for quick phone or e-mail questions, verbal or written guidance, support letters, and public meeting attendance/presentations if required. Our staff pride themselves on their accumulated knowledge of planning subjects and extensive network of contacts within various federal, state, and local agencies/departments. If we do not know the answer, we usually know who does. If a new project or opportunity presents itself during the course of the year please contact us to let us know, particularly if it relates directly to one of our program areas, as some additional time is likely to be available through one of our federal or state programs to assist you.

If you have any questions or concerns regarding this request, please do not hesitate to contact me at [efowle@ecwrpc.org](mailto:efowle@ecwrpc.org), via phone at (920) 751-4770, or speak to your local Commission Board representatives.

Sincerely,

A handwritten signature in black ink that reads "Eric W. Fowle". The signature is written in a cursive, flowing style.

Eric W. Fowle, AICP  
Executive Director

c: ECWRPC Commissioners  
ECWRPC Staff