

**Lincoln County Regional Planning Commission**

**2020 ASK PROGRAM**

**“Assistance With Specific Know-How”**

Is your town planning new public parking or recreation areas, and could use cost estimates or preliminary engineering? Are you looking into town office or town hall renovations and could benefit from an architect or engineer’s recommendations? Are you trying to develop a new long-term plan for town road improvement?

The LCRPC’s ASK program has funded technical assistance projects involving preliminary engineering, design, economic research, and structural evaluations, for example, to assist municipal staff and officials in addressing and solving municipal issues.

The 3 to 5 project awards will range from $250 up to $2000.

Proposals are due by **Monday, September 21, 2020.** Towns are encouraged to work with other towns on a joint project, should this be an effective and practical approach to a common issue.

**The funding priorities are:**

1) a town’s public infrastructure, facility or property

2) local health and safety issues

3) business attraction or retention

**Additional criteria include:**

* urgency of situation (what’s at risk?)
* timeliness of assistance (why now?)
* probability of future steps and implementation

The proposed project should include additional funds, in-kind resources, or possible partnerships to help your project succeed. From past experience, most projects, however modest, will require more funds than the ASK grant to be really successful. Towns are encouraged to work with other towns on a joint project, should this be an effective and practical approach to a common issue.

**Benefits of ASK support:**

* Access to appropriate expertise in a timely manner.
* Improved municipal decision-making.
* Insight into and assessment of viable alternatives.

**Examples of technical assistance:**

* Engineering or design recommendations on issues related to ADA, fire safety, or a culvert, for example.
* Assistance writing an RFQ/RFP for a municipal project
* Targeted economic research
* Structural or site evaluation or preliminary design for a public building or property
* Town road inventory and capital planning
* Brochure design to promote a town or area
* Wayfinding plans
* Municipal energy project feasibility assessment

Towns which received an ASK grant in previous years are eligible to apply if the previous grant is complete and final project reports have been submitted by the September 21 deadline.

The application must be submitted by and with the approval of your Town Manager, Town Administrator, or the Board of Selectmen, whatever is appropriate.

**APPLICATION CHECKLIST:**

In addition to # 1. (cover letter), please use 1 to 2 pages to provide the information requested for items 2 to 9 below:

1. Please attach a cover letter signed by the Town Manager, Town Administrator, or Chair of the Selectboard acknowledging/supporting this application.
2. Describe the specific municipal issue or problem.
3. Briefly describe how the problem came about, any previous town efforts to solve or address it, if known, and why this needs to be solved now.
4. Explain or list the steps and tasks planned for the ASK funds.
5. Identify the town officials, key town employees, or consultants who will be involved.
6. If this is part of a larger town project/problem, please say how this short-term technical assistance will help address the larger problem.
7. Attach an extra page with a sketch, map, or photo, where appropriate.
8. List any current or potential resources (town funds, pro-bono assistance, volunteers, and town equipment, for example) that would be part of the overall budget for this project.
9. Discuss the town’s plans to take action following this project.

*Examples of previous ASK projects are on our website at* ***http://lcrpc.org/ask-program***

*Please give the office a call to talk through a proposal – a few minutes answering questions or identifying other helpful resources could improve the application and save you time. Phone: 882-5983 or email: mbarnes@lcrpc.org. Applications can be emailed, or mailed to the LCRPC, 297 Bath Road, Wiscasset, ME 04578. Thank you!*