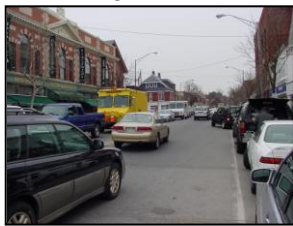


## Local Technical Assistance



The LTA Program was initiated to improve the direct services of this agency to its member communities. Under the LTA Program each community annually receives from MVPC a set number of hours of technical assistance time to be used in any reasonable planning project authorized by a community's commissioner. Through this program the MVPC has given, in effect, a higher priority to local work rather than regional projects.

The LTA program is made possible through the following procedure. Monies, required for grant matching and for expenses, which cannot be charged to a specific contract, are subtracted from funds received annually through assessment (dues) payments. The remaining funds are converted to hours, put into the Local Technical Assistance



Program, and divided up equally among member communities. This process usually results in each of the member communities receiving seventy (70) hours of professional level staff time, of which 35 hours should be used for GIS services. This time may be used by the community for any purpose in which the staff has professional expertise. Should a community desire services which would utilize more than the allotted time, it has two basic options: (1) it may make arrangements with another community to borrow some of their unused time (to be paid back in the next fiscal year) or (2) it may contract directly with MVPC for additional services at the actual cost of those services.



## **Local Technical Assistance Program**

The following is a summary of the Local Technical Assistance Program as adopted by the Merrimack Valley Planning Commission:

1. The Program for the fiscal year begins on July 1, and ends on June 30. The purpose of the program is to provide professional Technical Assistance to each member community of the Commission.
2. Each member community has been allocated 70 hours of free Technical Assistance time, of which 35 hours should be used for GIS services, for the fiscal year. This time may be used in any way a community chooses; for example: planning, zoning, subdivision, and grantsmanship assistance.
3. Communities are required to use the time allocated during the fiscal year. There will be no accumulation of unused time.
4. Record keeping will be established to maintain time charged and remaining for each community.
5. In order to avoid inundation of requests for LTA time during the last period of a fiscal year, when it may not be possible to allocate staff resources to fulfill our LTA requirements, the following addition to our LTA policy has been made:

*A three (3) month cutoff date prior to the end of the fiscal year is hereby established for the submission of requests for LTA time by individual communities. At that point in time (April 1), the remainder of uncommitted LTA time will be placed into a common pool, which can be utilized by an individual community or the Commission as a whole upon authorization by majority vote of the full Commission.*

6. When a community has reached its limit, that community will be notified and discussions held between the MVPC Director and the community to determine if additional time beyond the 70<sup>th</sup> hour will be needed. If additional time beyond the 70<sup>th</sup> hour is needed, the Local Technical Assistance charge for such time will be on an actual hourly basis. Please note that this rate will change from time to time as salary and overhead rates change.
7. When a community has reached its 70<sup>th</sup> hour of time used, borrowing of unused time from another community is also possible. In this case, the MVPC Director must be notified in writing by both communities as to the amount of time borrowed and arrangements for payback.
8. It is the job of the Commissioner to coordinate staff efforts on particular requests. Time charged to a community's account will be the sum total of staff assigned to the project. Example: a 1-hour assignment with 2 people assigned equals 2 hours of time charged to the community's account.
9. Time charged to the community's account will include travel time to and from the meeting as well as time at the meeting.
10. All requests for LTA time must be made in writing and must be through the MVPC Commissioner or duly authorized Alternate for that community. The Commission has made each Commissioner or duly authorized Alternate the person responsible for coordinating and requesting LTA time.