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**TO:** Northern Middlesex Council of Governments, Council, Alternate Members, and Other Local Officials  
**FROM:** Jennifer Raitt, Executive Director  
**DATE:** November 24, 2025  
**RE:** Call for District Local Technical Assistance (DLTA) Proposals

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The Northern Middlesex Council of Governments (NMCOG) invites you to submit proposals for work for NMCOG to undertake in 2026 under the **District Local Technical Assistance (DLTA)** program. Municipalities can submit proposals for community-specific projects and for multi-community projects. This call specifies eligibility and priority criteria for the DLTA 2026 program.

The Executive Office of Housing and Livable Communities (EOHLC), authorized by Chapter 9 of the Acts of 2025, Acct. #1599 – 0026, made \$190,701 available to NMCOG. NMCOG is providing a required cash match of 5% for a total of **\$200,236** of DLTA funds for 2026. This funding will support selected projects proposed by this call, region-wide initiatives that meet priority criteria and benefit all nine communities, and, if funding is leftover, additional projects proposed in 2026.

### Eligible Projects

The state DLTA program outlines project eligibility between four general categories:

- **Planning Ahead for Housing**  
Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities or support municipalities complying with new HUD fair housing regulations, specifically related to the Housing Goal of 135,000 new units by 2025
- **Planning Ahead for Growth**  
Planning and implementation activities that encourage and support economic development opportunities
- **Supporting the Housing Choice Initiative:**  
Support the Housing Choice Initiative (HCI) and achieving Designation under the HCI. This includes the most recent HCI Best Practices which can be found at [www.mass.gov/housing-choice-initiative](http://www.mass.gov/housing-choice-initiative).
- **Federal and State Funding Opportunities**  
The RPA can use funds to utilize its expertise by helping its member municipalities or other local and regional public entities take advantage of federal and state funding opportunities, including the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA).

Project examples for each of these categories can be found in Attachment A. However, proposals are not limited to the examples in Attachment A. Projects cannot support any activities related to assertion of the General Land Area Minimum (GLAM) safe harbor under 760 CMR 56.03 (b) (Chapter 40B); routine administrative tasks of municipalities; and any projects or activities for which other state resources are available to fund.

Projects must be completed by December 31, 2026. Projects anticipated to require additional time may be broken into phases but should have a discrete deliverable created before December 31, 2026.

## Project Prioritization

NMCOG will prioritize proposals that include one or more of the following:

- Matching funds from the community;
- Creation or implementation of MBTA Communities zoning;
- Implementation projects with an intended outcome to improve policies, programs, or regulations such as the creation of a draft bylaw amendment, an intermunicipal agreement, a new program or policy document, or similar regulatory deliverables;
- Projects that are collaborations among municipalities or benefit two or more municipalities;
- Projects that represent a “phase 2” or continuation of an existing project; and/or
- Projects that advance the goals, recommendations, or policies in the *Greater Lowell Vision Zero*, the Regional Safety Action Plan; *At Home in Greater Lowell*, the regional housing strategy; *Greater Lowell Stronger Together*, the Comprehensive Economic Development Strategy; and/or local plans (e.g., a community’s Housing Production Plan, Open Space and Recreation Plan, neighborhood plan).

Selections will be made based on available budget, how many of the above criteria are fulfilled by the proposal, and match with NMCOG’s skillset. Larger projects, especially those that are anticipated to require 300 hours of technical assistance or more, are strongly encouraged to include matching funds. Municipalities are encouraged to contact NMCOG to discuss potential sources of matching funds or with any questions on whether a proposal aligns with priority criteria.

Proposals that are not selected will be retained and NMCOG will work with the municipality to find other funding sources or methods to meeting its needs.

## Application Process

### Project Form

To apply, municipalities may either:

- Utilize the attached 2026 application and attach the completed form to an email addressed to Christopher Glenn Hayes, Housing and Economic Development Program Manager ([chayes@nmcog.org](mailto:chayes@nmcog.org)) and Kelly Lynema, Deputy Director ([klynema@nmcog.org](mailto:klynema@nmcog.org)).
- Fill out an online version of the form at <https://nmcog.org/ta-form>

On the form, indicate the following:

1. **Lead Municipality and Lead Contact for Submittal:** Identify a lead contact for the request. In the event that this is a multi-municipal request, indicate the lead municipality for the submittal and whether commitments have been secured from participating municipalities.

2. **Description of Request:** Provide a description of the request, including work products or processes, the specific final deliverable desired, and its intended benefit for your municipality or municipalities.
3. **Relationship of Request to Local and Regional Goals:** Describe how the idea advances relevant previous and current local and regional planning efforts, e.g., plans, reports or studies.
4. **Matching Funds:** If your municipality can commit to matching funds, either from CPA, grants, municipal budget, etc., please indicate the amount or percentage that can be provided.
5. **Project Timeline (optional):** If the project has any specific deadlines, e.g., must be completed in time for close of a Town Meeting warrant, please include that information.
6. **Project Hours (optional):** If you have an estimate of hours of assistance you believe is necessary to complete the deliverable, please indicate your estimate. NMCOG will work with the project contact to develop a scope of work for selected projects and may adjust the number of hours/budget awarded based on that scope.

Please submit one form per project idea.

### Timeline

**For priority consideration, submit proposals by 5:00 pm, December 15, 2025.** After submission, NMCOG staff will reach out to the project contact to schedule a call to discuss project goals, scope, timeline, and funding prior to project selection. NMCOG hopes to complete all calls prior to December 31, 2025. NMCOG will make selections and enter into agreements for the chosen projects with each community in January 2026. Projects may commence as soon as agreements are executed.

### Other Project Ideas

Although this call is for DLTA projects, NMCOG understands that municipal partners may have project ideas that emerge at any time that may or may not fall under the DLTA eligibility criteria. Therefore, communities may propose technical assistance projects of any type throughout the year. When NMCOG receives a proposal, it will work with that community to determine appropriate funding sources such as NMCOG programs, state or federal grants, or other sources. If a community is unsure if a project would be eligible for DLTA, NMCOG encourages that community to submit a proposal anyway alongside the community's other proposals. There may be an alternative funding source to pursue for that project.

### Attachments

- A: DLTA Project Eligibility Categories
- B: *At Home in Greater Lowell Goals*
- C: *Greater Lowell Vision Zero Goals*
- D: *Greater Lowell Stronger Together Goals*
- E: 2025 Technical Assistance Program Form

Please download all attachments at <https://www.nmcog.org/TA>.