

Technical Assistance Panel (TAP) Application

ULI Westchester/Fairfield is accepting TAP applications for the 2019-2020 cycle. Applications will be reviewed by our Technical Assistance Panels Steering Committee on an on-going basis.

TAP applications must meet the following criteria:

- ✓ Scope: A clearly defined scope of work.
- ✓ Metrics: Three to four well-articulated questions to be addressed during a one-day or two-day TAP.
- ✓ Defined geographic boundary: A neighborhood, district, corridor, etc that will serve as the Study Area.
- ✓ Leadership and Stewardship: Strong local leadership capacity by:
 - conformance with the program's terms and conditions and Client Responsibilities (provided upon final TAP agreement);
 - advocating for the TAP findings by galvanizing community support; and
 - facilitating follow through and implementation of TAP recommendations.

Please submit applications to Mara Winokur, Senior Director, ULI Northern N.J and Westchester/Fairfield at mara.winokur@uli.org

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Lead Sponsoring Organization: _____

Main Contact Person: _____ Title/Role: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ E-mail: _____

PLEASE ATTACH THE FOLLOWING:

Scope of Work: Provide a one-page description of the need for the TAP. Include background information on the affected site or area and current and future plans or activities (both public and private). Maps, statistics, planning and development goals, and other information may be attached if relevant. Provide an explanation of previous efforts to address the scope of work, including outcomes of those efforts.

Questions for The Expert Panel: Provide three or four specific questions about the affected site or area for the panel to address.

Preferred Timing: Indicate your preferred timing (month/year) for the one-day or two-day TAP, including a brief explanation. Please keep in mind that two-day TAPs require at least a three-month lead time. ULI Westchester/Fairfield cannot guarantee delivery of the TAP on your preferred timing.

Leadership Support: Provide a letter from your organization's leadership that indicates strong understanding and support of the TAP process, including agreement with the criteria outlined in this application. Letters of support from local public sector leaders, businesses and/or community-based organizations are encouraged but are not required.

Cost:

ULI Westchester/Fairfield charges a fee for each of its TAPs to cover staff time and associated costs (workshop materials, report writer s fee, transportation/lodging, venue/catering, and other logistical costs). Fees vary from \$15,000 \$20,000 for a two day TAP, depending on location, the type and extent of the scope, and final written report; and \$10,000 for a one day TAP (limited to Westchester/Fairfield only).