SRPEDD OFFERS ASSISTANCE WITH PROJECTS THAT YOU DON’T HAVE THE TIME OR MONEY TO DO

Potential Opportunities:
• NFIP Flood Insurance Rate Reduction

• Savings on purchasing capital items and consumables through group bids.

• Municipal efficiency through joint projects and shared resources.

• Housing production planning, economic development or other growth planning.

• Permit Guidebooks for prompt and predictable permitting.

• Bylaw amendments to implement growth plans.

SRPEDD has DLTA Funding To Develop and Implement Projects for your City or Town

The District Local Technical Assistance (DLTA) Program, funded for FY 2016 by the Commonwealth of Massachusetts, allows Regional Planning Agencies to provide much needed technical assistance to their member communities.
Use of Funds: This funding allows SRPEDD to assist cities and towns with projects that;
- Promote planning for housing, including activities that encourage and support affordable and market-rate housing opportunities; or
- Promote planning ahead for growth, such as encouraging economic development opportunities, implementing a master plan; or,
- Support the Community Compact with implementation of the program’s best practices, including regional projects, shared services, and collective purchasing.

Eligible Projects: Examples of eligible activities under this year’s program guidelines include:

Planning Ahead for Housing
Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities, specifically related to a community’s housing needs that may include, but are not limited to:
- Preparation and implementation of a Housing Production Plan;
- Preparation of the Housing section of a Master Plan;
- The creation of as-of-right zoning districts such as those eligible under the Compact Neighborhoods policy or the Chapter 40R/Smart Growth statute;
- The creation of prompt and predictable permitting through an Expedited Permitting Priority Development Site using Chapter 43D for Housing;
- The development of market, mixed-income and affordable multi-family housing in transit-oriented-development locations, employment centers, downtown locations, and state endorsed priority areas or the South Coast Rail Community or Regional Priority Development Areas.

Planning Ahead for Growth
Planning and implementation activities that encourage and support economic development opportunities that may include, but are not limited to:
• Implementation of zoning and permitting changes needed to create prompt and predictable permitting of commercial or industrial development for activities located within Priority Development Areas of the South Coast Rail Plan; such as but not limited to:
  o Open Space Residential Design bylaws intended to create a more predictable process to support growth;
  o Economic development master plan element, district bylaws/ordinances, including development of mixed-use districts that incorporate housing opportunities;
  o Energy facility siting bylaws that are intended to promote a regional growth plan;
  o Procedures for prompt and reliable permitting clean energy/co-generation facilities;
  o Transfer of Development Rights (TDR) bylaws/ordinances;

• Identifying challenges and solutions in respect to infrastructure requirements that impact the ability to advance economic development and multi-family housing growth opportunities.

• Encouraging communities to conduct an economic development self-assessment to assess economic development opportunities within communities and/or regions and to develop implementation strategies based on recommendations.

**Supporting the Community Compact, including Regionalization:**

• Implementation of Community Compact Cabinet’s Best Practices, including energy and environment, housing and economic development, citizen engagement, and regionalization/shared services.

• Shared service(s) that efficiently combines resources of two or more communities. SRPEDD can serve as a technical consultant, project manager, grant applicant and fiduciary. Projects may include:
  o Regional lockup, regional 911 centers, other public safety and emergency response collaborations.
  o Information technology/data management
  o School district/regional school district analysis
Shared professional and administrative services
Agreements to operate shared waste disposal/recycling facilities/programs
Green energy, conversions to LED street lights, and ESCO solutions
Shared municipal functions such as: veteran’s services; inspectional services; health agents, purchasing; animal control; Sealer of Weights and Measures, IT and GIS functions; website management; and planning and conservation.

• Cooperative agreements (e.g. regional analysis of affordable housing need, among communities for locating affordable housing, Inter Municipal Agreements);
• Collective Purchasing (if purchasing can be achieved regionally for less than the state contract price).
  o Joint/collective purchasing for large / specialized capital items and/or consumables; SRPEDD will handle the 30B process.
• Cost saving measures that benefit more than one municipality;
  o E-Government; e-permits and e-bills/payments, inter-departmental data integration, IT, GIS and other technology services.
• Other projects identified by municipal leaders.

**Selection Criteria:**
Projects to be undertaken with DLTA funding will be selected on the basis of several criteria, including likelihood of completion and implementation with a measurable change in the municipality, promotion of regional collaboration and local commitment, and consistency with the Community Compact Cabinet Best Practices.

Proposals for activities in areas identified by two or more municipalities will receive higher priority.

For additional information on previous DLTA projects, check the SRPEDD web site at: [www.srpedd.org/dlta](http://www.srpedd.org/dlta) and [www.srpedd.org/dlta-archive](http://www.srpedd.org/dlta-archive)

SRPEDD will not use technical assistance services to replace local staff.
2016 DISTRICT LOCAL TECHNICAL ASSISTANCE REQUEST

(Office Use) Project # _____________

NAME: _______________________________ POSITION: _______________________________
EMAIL: ______________________________ PHONE: _______________________________
CITY/TOWN: ____________________________
COMMUNITY COMPACT: _______ APPLIED _________ SIGNED COMPACT

Describe requested project and how it meets the selection criteria and Community Compact Cabinet Best Practices (use separate sheet if additional space is required):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

For Land Use Planning activities: Please describe project’s consistency with the South Coast Rail Corridor Plan and/or the community’s designated Priority Development and Priority Protection Areas (use separate sheet if additional space is required):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

SIGNATURE: ___________________________ DATE: ___________________________

For all requests, you are encouraged to contact SRPEDD (508-824-1367) to discuss your request. Please consult your local representative on the SRPEDD Commission.

For Municipal Partnership requests, please contact Suzanne Dagesse (sdagesse@srpedd.org) or Ross Perry (rperry@srpedd.org). SRPEDD will consider requests at any time.

For Land Use Planning activities, please contact Grant King (gking@srpedd.org) or Sandy Conaty (sconaty@srpedd.org). SRPEDD will consider requests received by February 29, 2016. A second round of projects may be solicited.

All projects must be completed by December 31, 2016.
COMMUNITY COMPACT CABINET BEST PRACTICES

EDUCATION Best Practices

Administration and Finance

**Best Practice:** Funding is assigned to the proper cost centers, costs are allocated appropriately between the municipal government and the school district, and costs and information is shared in a way that facilitates school-based budgeting. There is evidence that municipal and school administration and finance services are shared to realize economies of scale and may include the consolidation or regionalization of district administration. Data reporting is coordinated across all departments to align staffing and student data with financial reporting, and is consistent with DESE guidelines in order to facilitate benchmarking and comparisons to other schools and districts. Required data reports are sent to DESE through the School Interoperability Framework (SIF). Data reporting meets all quality assurance metrics for timeliness and accuracy.

Coordination and Collaboration – Professional Development

**Best Practice:** There is shared access to training and supports in regard to academic improvement best practices, with other schools in the same district, and with other districts (e.g. curriculum development, lesson plans, professional development, use of data to inform instruction, benchmark program finance, and track outcomes). Educational collaboratives and inter district agreements are utilized to achieve cost efficiencies and improve program offerings.

Coordination and Collaboration – Higher Education

**Best Practice:** There is evidence of partnership agreements with higher education institutions to improve articulation with college credit as well as to promote college and career readiness.

Coordination and Collaboration - Transitions

**Best Practice:** Transition supports are provided between early education and K-12 district and charter schools and demonstrate coordinated activities and resources that maximize families’ access to supports promoting successful birth to eight transitions, with a specific focus on Kindergarten transitions.
Coordination and Collaboration – Early Education

**Best Practice:** There is evidence of partnerships with private providers in the provision of high quality early education and out of school time services to leverage existing resources, avoid duplication of services and enhance and streamline systems for children and families. The community can demonstrate local adoption of a framework to organize, align and integrate community efforts in early education and care, out of school time services, and family engagement.

**ENERGY AND ENVIRONMENT Best Practices**

**Maximizing Energy Efficiency and Renewable Opportunities**

**Best Practice:** There are documented and measurable energy use reduction goals; Clean power is generated locally; The municipal fleet is fuel efficient; Investments have been made in energy efficient municipal street lighting; Energy efficiency improvements and renewable thermal heating and cooling upgrades have been made to public facilities (e.g. housing and schools); Energy efficiency and renewable energy upgrades have been made to water/wastewater plants.

**Climate Change Mitigation and Adaptation**

**Best Practice:** There is plan to reduce greenhouse gas emissions and adapt to climate change; Regulations and incentives discourage new development in at-risk locations, enhance the resilience of existing development, and encourage mixed-use growth and travel by multiple modes to reduce emissions; Critical coastal and inland infrastructure, buildings, and energy facilities are prepared for more frequent and intense storms.

**Sustainable Development and Land Protection**

**Best Practice:** There is a Master, Open Space and Recreation, or other Plan to guide future land conservation and development; Smart growth consistent zoning has been adopted (e.g. techniques in the MA Smart Growth/Smart Energy Toolkit); Investments in infrastructure and land conservation are consistent with the MA Sustainable Development Principles.
Comprehensive Water Resource Management

**Best Practice:** There is a plan to supply and conserve water, manage stormwater, and treat and reuse wastewater; The MA Water Conservation Standards are being implemented; Municipal regulations promote green infrastructure and the use of low impact development techniques; An Enterprise Fund or other mechanism is in place to fund maintenance and replacement of water infrastructure.

Solid Waste and Site Cleanup

**Best Practice:** There is a documented plan and approach to Brownfield redevelopment; There is a solid waste master plan; Waste management best practices have been adopted (e.g. “pay as you throw”).

Promote Local Agriculture

**Best Practice:** A right to farm by-law or ordinance has been adopted; The community supports access to fresh produce through the creation of farmers markets and/or establishment of urban agriculture (e.g. commercial ventures or community gardens); Farmland is conserved through acquisition and/or regulation; Sustainable forestry is encouraged.

**FINANCIAL MANAGEMENT Best Practices**

Budget Document

**Best Practice:** The annual budget is a municipality’s most important annual policy-making document. As such, the budget document details all revenues and expenditures, provides a narrative describing priorities and financial challenges, and otherwise offers clear and transparent communication of community policies to residents and businesses.

Financial Policies

**Best Practice:** Sound financial policies provide important structure and consistency around local fiscal policy decisions and are documented and adhered to. This best practice is achieved by evidence of documented fiscal policies including reserve levels, capital financing, and use of Free Cash.
Long-range Planning/Forecasting

**Best Practice:** Financial forecasting and long-term planning help communities detect fiscal challenges earlier, develop strategies to address issues that emerge, and provide the context for analyzing multi-year contracts and other financial trends. There is a documented financial planning process and plan that assesses long-term financial implications of current and proposed policies, programs and assumptions.

Capital Planning

**Best Practice:** Funding capital needs on a regular basis is critical to maintaining publicly-owned assets and delivering services effectively. The community develops and documents a multi-year capital plan that reflects a community’s needs, is reviewed annually and fits within a financing plan that reflects the community’s ability to pay.

Review Financial Management Structure

**Best Practice:** A strong and appropriately structured finance team is critical to both the short- and long-term health of a municipality. Communities striving for this best practice will evaluate the structure and reporting relationships of its finance offices to ensure that they support accountability and a cohesive financial team process. To the extent that gaps are identified, the community develops a written plan for implementation of the desired finance team structure.

HOUSING AND ECONOMIC DEVELOPMENT Best Practices

Preparing for Success

**Best Practice:** There is a demonstrated ability to partner with the private sector, non-profits, and public sector organizations in order to advance the housing and economic development vision and goals of the community as evidenced by the successful completion of public/private/non-profit project(s).

Housing

**Best Practice:** There is a documented community-supported housing plan that accounts for changing demographics, including young families, workforce dynamics, and an aging population.
Infrastructure

Best Practice: There is evidence of a community plan and process being followed to identify development sites and to undertake the necessary steps to enhance site readiness by ensuring the appropriate zoning, permitting, and land assembly.

Competitiveness

Best Practice: There is evidence of the continuous use of performance measures for the evaluation of how competitive the community is compared to other communities in terms of attractiveness for commercial development, and housing expansion.

Job Creation and Retention

Best Practice: There is a documented economic development plan which leverages local economic sector strengths, regional assets, encourages innovation and entrepreneurship, and demonstrates collaboration with educational institutions for the development of a workforce plan.

INFORMATION TECHNOLOGY Best Practices

Cyber Security

Best Practice: There is a documented cyber-security strategy, including policies, procedures and controls aligned with an industry standard security framework.

Transparency

Best Practice: There is a documented open data strategy including timelines for making municipal spending and budget information accessible from the city or town website in a machine readable and graphical format.

Business Continuity

Best Practice: There is a written disaster recovery and backup plan for critical municipal systems along with a documented plan to transfer paper documents to an electronic format and securely store backup electronic municipal data in locations geographically separated from the primary source.
Citizen Engagement

**Best Practice:** There is a documented citizen engagement strategy for deployment of technology solutions, including a public communication strategy and a professional development strategy to ensure that internal resources can effectively engage with users via technology.

Data Standards

**Best Practice:** There is a documented plan to implement generally accepted data standards in use at the national or regional-level to promote system interoperability, local data analysis and regional data analysis.

**REGIONALIZATION/SHARED SERVICES Best Practices**

**Best Practice:** In an era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements, productive partnerships between municipalities make sense for some communities. This best practices encourages regionalization of some services and sharing resources among municipalities. Technical assistance is available to help your community and potential municipal partners determine if regionalizing is the path to take.

**TRANSPORTATION AND CITIZENS SAFETY Best Practices**

**Complete Streets**

**Best Practice:** Complete Streets policies and programs provide accommodations for all users and modes, create safer and more livable neighborhoods, and encourage healthy transportation alternatives. The municipality will become certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.

**Safe Routes to School**

**Best Practice:** The community will show evidence of a comprehensive safe routes to school program which includes the prioritization of snow removal around schools and routes to schools as well as snow removal from bus stops, clearly marked crosswalks, safe sidewalks, safe student pick-up/drop-off areas free from congestion. The program will also include student education on pedestrian safety such as taking care in walking past driveways and through a parking lot, using cross walks, and crossing with a crossing guard.
A Safe and Mobile Future for Older Drivers

Best Practice: There is a documented plan to address the anticipated increase in older drivers in the years to come. The plan will include a goal for reducing crashes involving older drivers over the next five years, identification of the issues surrounding older driver mobility, including infrastructure improvements, education for older road users and the public with topics to include insurance and liability concerns, and medically impaired drivers, as well as identify and promote transportation options for older adults in the community.

Sharing Best Practices

Best Practice: Municipal Public Works Departments and Highway Departments can learn from each other and share best practices about technologies and operating, maintaining and managing the assets and departments for which they are responsible. Participation in the Baystate Roads Program (BSR) is a demonstration of implementing this best practice. The Baystate Roads Program is a federally and state funded program that provides and facilitates the sharing of state of the art planning, design, and operational information for city and town public works managers.

Citizen Safety

Best Practice: There are documented community-based programs to increase, pedestrian safety and motorcycle safety, and promote awareness of the use of seatbelts and child seats, the dangers of texting and distracted driving, the dangers of speeding and aggressive driving, and the dangers of driving while impaired. The community will demonstrate participation in the Commonwealth’s Office of Public Safety and Security’s trainings and conferences as well as the dissemination of public safety information to citizens.

Timely Traffic Citation Submissions and Public Safety

Best Practice: There are documented standards processes that when applied by police departments will improve the timely submission of Civil Motor Vehicle Infraction (CMVI) traffic citations. Timely submissions of traffic citations increases public safety by keeping dangerous drivers off the roads; allows faster distribution of funds to cities and towns and allows for timely addition of citations to violators driving records.