

EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT



Michael S. Dukakis, Governor
Amy S. Anthony, Secretary

RECEIVED
JUN 4 1986

June 2, 1986

Dear Local Official:

It is with great pleasure that I announce the second round for EOCD's Strategic Planning Program.

The purpose of the Strategic Planning Program is to fund local or interlocal planning projects which address the community's growth management needs and which identify affordable housing as a major priority. Approximately \$450,000.00 will be awarded this round for such projects. Individual applicants may request up to \$30,000.00, while group applicants may request up to \$50,000.00. Any community within the Commonwealth of Massachusetts is eligible with the exception of those communities awarded Strategic Planning grants during the first round of funding.

The Strategic Planning Grant's Requests for Proposals is enclosed. Those communities wishing to apply for a Planning grant must submit three copies of the application no later than Friday, August 1, 1986.

An original and two copies of the proposal should be addressed to:

Amy S. Anthony, Secretary
Executive Office of Communities
and Development
100 Cambridge Street
Boston, MA 02202

Attention: Strategic Planning Program, Room 904

My staff will hold three (3) informational meetings to brief those communities which may want to apply for a Strategic Planning Grant:

NORTHAMPTON
Hall of Records
33 King Street
Multi-Purpose Room

Wednesday, June 18

10:00 a.m.

100 Cambridge Street
Boston, Massachusetts 02202

WORCESTER
405 Main Street
4th Floor

Tuesday, June 24

10:00 a.m.

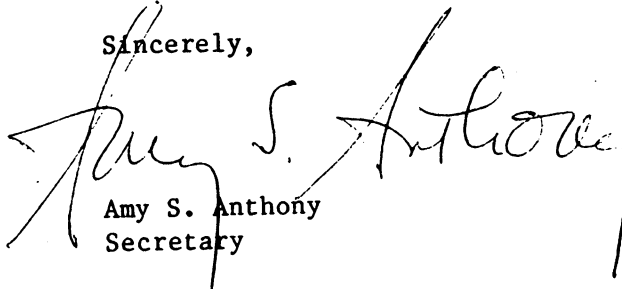
BOSTON
One Ashburton Place
21st Floor, Room 6

Wednesday, June 25

1:00 p.m.

Should you have any questions regarding this program, please contact
Jean Van Orman, Program Manager of Strategic Planning Grants, at
617-727-3.97 or toll free at 1-800-392-6445.

Sincerely,



Amy S. Anthony
Secretary

Enc.

REQUEST FOR PROPOSALS
STRATEGIC PLANNING GRANTS

2nd Round

June 1986

COMMONWEALTH OF MASSACHUSETTS
MICHAEL S. DUKAKIS GOVERNOR

EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT
AMY S. ANTHONY, SECRETARY

Request For Proposals
Strategic Planning Grant

Table of Contents

	<u>Page</u>
Preamble	1
Section I Planning Funds Available	2
Section II Eligible Applicants	2
Section III Schedule	2
Section IV Purpose	2
Section V Specific Activities	3
Section VI Requirements	4
Section VII Special Considerations	5
Section VIII Selection Criteria	5
Appendix: Local Involvement in the planning process.	7
Application: Cover Sheet	
Application form (8 questions)	

PREAMBLE

In the context of a strong Massachusetts' economy, many communities have found themselves ill-prepared to manage the growth and development pressures they are now experiencing. Strategic Planning Grants are being made available by EOCD to enable communities to plan for balanced growth or change. This means allowing for a balance of housing opportunities, infrastructure and economic development together with protection of natural & cultural resources. What is meant by housing opportunities is housing which is affordable to households with incomes historically typical of the community and/or for households with lesser income.

EOCD is not prescriptive as to how a community sets about managing its growth while planning for housing. Nevertheless, the options available to communities planning for housing have been dramatically increased by the formation of the Massachusetts Housing Partnership (MHP) in 1985.

Any Community making planning proposals for a Strategic Planning grant may want to consider how a strategic planning proposal might relate to the resources available through MHP such as the Abandonment Initiative and the Homeownership Opportunity Program. Alternatively a community may choose to craft a program which depends on other local public and private resources to manage growth and create affordability in housing. Finally, a community may utilize both approaches: use of state financing resources together with local monies combined to create a local response to growth management and housing affordability problems. What EOCD recognizes is that each community is the best judge as to the most appropriate means for achieving balanced growth and development while maintaining or creating housing affordability.

I. PLANNING FUNDS AVAILABLE

The Executive Office of Communities and Development is pleased to announce the availability of approximately \$450,000 to municipalities for Strategic Planning Grants. These funds are for communities submitting proposals for one year community-wide planning projects. Such projects should 1) relate to the management of growth or change within the community; 2) involve planning for affordable housing; 3) focus on the solution of not more than 3 related planning problems. These funds are neither for master planning nor for site specific project planning. The availability of the funds is contingent upon legislative appropriation.

II. ELIGIBLE APPLICANTS

Any municipality on its own or any group of municipalities, acting together, is eligible to apply with the exception of those communities funded in Round 1. Grant amounts for a single applicant will be a maximum of \$30,000. For a group of applicants, the maximum grant amount is \$50,000. A group application consists of 2 or more municipal applicants.

It is expected that the planning projects for which funds are awarded will be contracted by the municipality to either a firm or individual. Only in exceptional circumstances, will EOCD fund a planning project entailing the creation of a local planning position.

III. SCHEDULE

The schedule is as follows:

by 5 P.M. August 1, 1986:	3 copies of the application must be <u>received</u> , not postmarked, by EOCD, <u>Rm. 904</u> 100 Cambridge Street Boston, MA 02202; Att: Jean Van Orman
by September 1986:	announcement of awards
by October 1986:	distribution of contracts
by November 1986:	initial disbursement of funds to grantees

You are strongly encouraged to discuss your proposal with EOCD before submitting an application. Questions should be directed to Jean Van Orman at (617) 727-3197 or 1-800-392-6445.

IV. PURPOSE

The strategic Planning Grants are intended to enable communities to complete short term planning projects (up to one year) which include these 3 general elements:

1) the management of growth or change which accommodates affordable housing and such other local or regional concerns as:

- economic development
- natural resource protection
- historic preservation or cultural resource protection
- environmental protection
- capital facilities planning
- growth controls

2) a planning process involving those individuals or groups who are concerned with and or affected by the problems being addressed by the proposal (See Appendix for suggested steps for creating such a process.)

3) a schedule of actions to occur subsequent to the planning project to implement the recommendations made as a result of the planning project.

V. SPECIFIC ACTIVITIES

Proposals which include the 3 general elements, listed above, may contain any of the following activities as part of the planning process:

1. identification of community(ies) objectives by questionnaires, interviews, meetings, workshops
2. education through such means as workshops, meetings, conferences, publications
3. analysis of factors affecting growth/change within the community (ies) such as population projection; residential, commercial, industrial real estate markets
4. analysis of need
5. analysis of community resources
6. analysis of tools for municipal intervention in growth and/or change such as tax incentives, land use regulations
7. the development of plans involving lands uses such as commercial, residential, industrial, agricultural
8. the adoption and/or revision of regulations, incentives relating to land use
9. the development of programs to encourage the production or retention of affordable housing

Ineligible activities include the following:

1. capital budgeting and infrastructure planning which is not related to land development policies
2. feasibility analysis which is project or site specific
3. engineering, technical project or site specific design or analysis
4. recreational, school, social service planning
5. municipal management planning except that which directly affects growth/land use management
6. continuation of an existing position

VI. REQUIREMENTS

To be considered, an application shall:

- A. Demonstrate evidence of community need. In assessing need, EOCD will rely on: 1) Census data indicating growth and change within a community or region; 2) the applicant's statement of the magnitude of growth/change affecting it and the extent to which such growth/change imposes problems in the community or region.
- B. Show willingness to plan for affordable housing in the community (ies). An applicant can express this willingness by citing past, current or future efforts which encourage affordable housing in the community (ies). These efforts are cited not as part of the proposal but rather to evidence a community's attitude towards housing. Affordable housing may include any housing affordable to a household earning 125% or less of median household income for the community (ies).
- C. Show evidence of local support for the proposal. In addition to the signatures of community leaders (see Application Procedure, below), evidence of local support for the planning project proposed in the application, should be demonstrated. This can include past or on-going related planning projects, the formation and/or accomplishments of key committees, well attended meetings relevant to the proposal, etc.
- D. Show evidence of local involvement throughout the planning process. EOCD will assess the extent to which local people are incorporated into the planning process both before the application is submitted and after; i.e., during the actual planning project for which funding is sought. (See Appendix for suggested steps in creating the planning process).
- E. Submit a proposal for a planning project (using the attached application) which includes as an objective the accommodation of affordable housing.
- F. Certify that the applicant community (ies) is in compliance with its civil rights obligations as determined by Massachusetts Commission Against Discrimination. To determine compliance, call MCAD at 727-7309.

VII. SPECIAL CONSIDERATIONS

A. For Group Applicants

(Two or more communities)

- a. Cite the reason(s) for a group proposal rather than a individual proposal
- b. a community applying as part of a group proposal may not submit an application individually or as part of another group proposal
- c. a "lead" community must be designated, which community shall retain responsibility for the administration of the project.
- d. the lead community must fill out the application cover sheet in full. Other communities in the group proposal must each submit an individual Application Cover Sheet noting community name, with the signature of the Chief Executive Officer, Planning Board Chairman and the signature of the Applicant Agency Chairman if different from the Planning Board Chairman or Chief Executive Officer.

B. For Recipients of Grants During First Round of Strategic Planning

Those communities who were awarded funds or earmarked for funds during the first round of Strategic Planning grants, are not eligible to apply for funds during this, the second round. This is because 1st round grantees began their planning projects in the spring and therefore will not have been able to progress far enough to enable EOCD to assess the merits of continuing funding. This exclusion of first round grantees from the 2nd round is not to preclude the possibility that first round grantees receive EOCD funding at some subsequent date, subject to the availability of funds.

VIII. SELECTION CRITERIA

Applications for funding under this planning program will be evaluated by EOCD according to these criteria:

- a. an applicant's need for the grant as reflected by the magnitude of growth/change affecting an applicant and the extent to which such growth/change imposes problems in the community;
- b. the extent to which housing affordability will be increased for income groups without access to housing within the community or region;
- c. the applicant's commitment to solving the problems to be addressed by the grant. The applicant's commitment should be evidenced by: 1) the involvement of local officials and the public in the formulation of the application proposal and; 2) the development of a local process for implementation of the implementation of the proposal; and 3) where possible a local

contribution towards the proposed project;

- d. the extent to which an applicant seeks to identify and develop interlocal or regional solutions, one evidence of which is the submission of a group application.

Appendix

Local Involvement in the Planning Process: Suggested Steps for Creating and Documenting it

1. Essential to the planning process is the involvement of those persons or groups relevant to the planning problems to be addressed. Therefore, we need evidence that such involvement exists. One method is to create an ad hoc Advisory Committee, appointed by City Council, the Mayor or the Board of Selectmen, which will oversee the planning process and be broadly representative. Alternatively, should an appropriate committee already exist, it may appropriately function as the Advisory Committee.
2. Examples of those to serve on the ad hoc Advisory Committee include: Selectmen, City Council, Planning Board, Housing Authority, Community Development Office, Tenants Groups, Conservation Commission, Long Range Planning or Growth Management Committees, developers, homebuilders, business people, neighborhood groups, farmers.
3. The Advisory Committee's function is to meet with the consultant as the project progresses and communicate findings and recommendations to relevant municipal agencies and the public. Periodic Advisory Committee meetings and public forums or workshops should be detailed in the application's Scope of Services.
4. In addition to the Advisory Committee, select either the Planning Board or City Council/Selectmen/Mayor to be an applicant agency to take responsibility for the application and administration of the planning project should the proposal be funded. Should you want to select an applicant agency other than those, please call EOCD before doing so. Whichever agency is selected as the applicant agency, it should be a member of the Advisory Committee.

2-10-6

APPLICATION FORMS

Please detach the pages following this sheet and submit as your application.

The cover sheet should remain as the cover of your application.

Accompanying letters may be submitted if attached to the back of your application.

Submit three copies of the application

STRATEGIC PLANNING PROGRAM

APPLICATION COVER SHEET

COMMUNITY (OR COMMUNITIES): _____

LEAD COMMUNITY DESIGNATION (FOR JOINT APPLICATION): _____

CONTACT PERSON - NAME: _____ TELEPHONE: _____

ADDRESS: _____

_____ APPLICANT AGENCY: _____

PROJECT SUMMARY: _____

FUNDING AMOUNT REQUESTED: \$ _____

SIGNATURE OF PLANNING BOARD CHAIRMAN

SIGNATURE OF CHIEF EXECUTIVE

TYPED NAME

TYPED NAME

TITLE

SIGNATURE OF APPLICANT AGENCY CHAIRMAN,
(if different from above)

TYPED NAME

TITLE

1. Please comment on the magnitude of growth/change within the community or region and the extent to which this growth/change imposes problems on the Community. Document your comments with evidence of community need, census data, newspaper articles, etc.

2. Cite past, current or expected future efforts which encourage affordable housing within the community (ies) and indicate where the growth/change described in question one impacts, if at all, on these affordable housing efforts.

3. Explain the objective(s) of the proposed planning project being sure to make clear the relationship of the objective(s) to the accommodation of affordable housing.

4. Outline the planning process for the proposed project including the identification of those individuals or groups concerned with or affected by the problems being addressed and the extent of their involvement.

5. Give evidence of local support for the proposed project. This can be expressed by a cash match, past or ongoing related planning projects, accomplishments of related committees, etc.

6. Describe the specific results or products expected from the proposed planning process including a proposed schedule of actions to implement the planning recommendations made as a result of the project.

7. Indicate any additional information or unique circumstances which you believe will add to the competitiveness of your application.

8.. Attach the following documents:

- a.. If a group application,, provide reasoning behind the decision to apply as a group rather an than individual.
- b.. Work plan describing the scope of services to be performed by the consultant along with a schedule for completion..
- c.. Budget including all eligible expenses,, amount and sources of cash match,, and the amount being applied for as a grant.
- c'. Certification that the applicant community (ies) are in compliance with its civil rights obligations as determined by the Massachusetts Commission Against Discrimination..
- e.. Evidence of vote of the Planning Board endorsing the application for funding under this program and evidence of concurrence in submission of such application by the Chief Executive Officer. (Mayor, Manager, Board of Selectmen).
- f.. Any letters of support from community leaders, citizens,, etc.

15. - J-398

Comm. from Amy S. Anthony, Sec., Executive
Office of Communities & Development Re: ECOD's
Strategic Planning Program.

In City Council,

June 9, 1986