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CAPE COD
COMMISSION

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Date: January 25, 2013

To: Cape Cod Boards of Selectmen & Barnstable Town Council
Cape Cod Town Administrators and Managers
Cape Cod Town Planners and Planning Board Chairs

From: Patty Daley, Deputy Director, Cape Cod Commission

Dear Municipal Official:

The Cape Cod Commission (CCC) is in receipt of state District Local Technical Assistance (DLTA) funds to be allocated to member municipalities for technical assistance. These funds are available now, and must be expended by December 31, 2013. This letter is an invitation to Cape Cod municipalities to apply for funding consistent with state guidelines for technical assistance.

Please note that state-identified priority areas for funding have changed again this year. This year state guidelines direct the Commission to focus its efforts on two priority areas: 1) **Planning Ahead for Housing** and **Planning Ahead for Growth**; and 2) **Supporting Regional Services**.

Consistent with state requirements, we are prioritizing funding requests that promote:

- 1) Advancement of a coordinated growth and preservation strategy consistent with state, regional, and local planning goals, including the identification, assessment and mapping of Priority Development Areas and Priority Preservation Areas at the local and regional levels; and
- 2) Wastewater planning on a watershed basis involving more than one town or governmental entity; and
- 3) Wastewater planning to support affordable and market rate housing and/or economic development in appropriate locations; and
- 4) Regional digital systems/data/technology projects.

A list of state priorities for DLTA funding is enclosed for your information (Appendix A).

Please submit your funding request to me by **Friday, February 15, 2013**.



As required by the state contract, successful applicants shall enter into a Memorandum of Agreement or similar record with the Cape Cod Commission detailing a scope of work and budget for each project. Funds cannot be used for routine administration, nor may DLTA funds be used if other state resources are available.

Please keep in mind that a stated goal of the funds for FY13 is to 'direct these funds to projects/activities that result in change in the municipality(ies), whether in law, regulation, program management, or practice'.

Requests for technical assistance must be made in writing. As always, please feel free to call me at 508-744-1212 if you have any questions regarding this opportunity to use DLTA funds to improve our communities and our region.

For more information visit:

www.capecodcommission.org/departments/technicalservices/DLTA

Appendix A

Massachusetts Department of Housing and Community Development examples of eligible activities:

Planning Ahead for Housing: Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities, specifically related to the Statewide Housing Production Goal of 10,000 multi-family units each year, that may include, but are not limited to:

- 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 within the RPA's jurisdiction, including gateway cities;
- 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 Residential;
- Identifying challenges and solutions in respect to infrastructure requirements that effect the ability to construct multi-family residential projects in as-of-right zoning districts and parcels;
- Identifying multi-family residential projects subject to the Permit Extension Act (as amended), assessing impediments to such projects, and recommending steps that the Commonwealth and/or the applicable municipality could realistically take to enable those projects to go forward;
- Regional analysis of affordable and market-rate housing needs, to include, for example, preparation of a *Housing Production Plan* pursuant to 760 CMR 56.00 et. seq., and similar undertakings that may guide the execution of a compact among communities for locating affordable and market-rate housing.

Planning Ahead for Growth: Planning and implementation activities that encourage and support economic development opportunities that may include, but are not limited to:

- Identification, assessment and mapping of Priority Development Areas (PDAs) at the Priority Preservation Areas (PPAs) at the local and regional levels, including discussion of specific areas for multi-family housing growth;
- Supporting prompt and predictable permitting through the Chapter 43D Expedited Permitting Program for Economic Development Projects;
- Encouraging communities to use the Economic Development Self-Assessment Tool (EDSAT) to assess economic development opportunities within communities and/or regions and to develop implementation strategies based on EDSAT recommendations;
- Identifying challenges and solutions in respect to infrastructure requirements that affect the ability to advance economic development activities;
- At a city or town's request, identifying economic development projects subject to the Permit Extension Act (as amended), assessing impediments, and

recommending steps that state and/or the applicable municipality could realistically take to enable those projects to go forward.

Supporting Regional Services

- Shared services(e.g., regional lockup, regional 911 centers, other public safety and emergency response responsibilities, information technology/data management, school district/regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities/programs);
- Collective purchasing (if such purchasing cannot be otherwise accomplished using statewide contracts or can be achieved regionally for less than the state contract price, or items proposed for purchase are specific to municipal and/or school district agreements); and
- Cost saving measures that benefit more than one municipality.