

**APPENDIX I**

**FY2013 Regional Planning Commission Scope of Work and Performance Measures**

RPC TASKS	Measures	TARGETS		
		Best	Better	Needs Improvement*
<p>1. Statewide Goal Indicators -</p> <ul style="list-style-type: none"> <li>a. Work with the state to develop goals and indicators as needed</li> <li>b. Work with the state to develop consistent data definitions for indicators</li> <li>c. Collect data and identify data gaps or needs</li> <li>d. Report consistent data and in a format that can be aggregated to ACCD by June 30, 2013</li> </ul>	<ul style="list-style-type: none"> <li>a. RPCs and ACCD agree on goals and indicators</li> <li>b. RPCs and ACCD agree on consistent definitions and data collection methodologies based on existing data</li> <li>c. Collect data and RPCs report any data gaps or needs to ACCD</li> <li>d. Consistent indicator reports are submitted to ACCD</li> </ul>	100% of agreed upon data is submitted		Anything less than 100%
<p>2. Regional Plans – FY13:</p> <ul style="list-style-type: none"> <li>a. ACCD &amp; RPCs jointly develop review criteria;</li> <li>b. regional plans are reviewed by independent party.</li> <li>c. ACCD reviews with each RPC board</li> </ul> <p>FY14: begin implementing recommendations</p>	<ul style="list-style-type: none"> <li>a. consistent review criteria developed by 12/31/12</li> <li>b. mutually agree on independent reviewer and cooperate in review of plans by 6/30/13</li> <li>c. Host ACCD in presenting results of review</li> </ul>	<ul style="list-style-type: none"> <li>a. Criteria developed</li> <li>b. Cooperate in plan review</li> <li>c. Assist ACCD in discussing with board</li> </ul>		<ul style="list-style-type: none"> <li>a. Criteria not developed</li> <li>b. cooperation not provided</li> <li>c. assistance not provided</li> </ul>
<p>3. Municipal Assistance –</p> <ul style="list-style-type: none"> <li>a. consistent review of municipal plans</li> <li>b. enhanced consultations completed by June 2013</li> <li>c. review bylaws for consistency with plans and 4302</li> <li>d. assist with implementing Plans through bylaws and other initiatives</li> </ul>	<ul style="list-style-type: none"> <li>a. % of municipal plans reviewed.</li> <li>b. % of enhanced consultations</li> <li>c. Develop checklist and review bylaws</li> <li>d. # of implementation activities assisted with.</li> </ul>	<ul style="list-style-type: none"> <li>a. Depends on expiration dates</li> <li>b. 100% of municipalities</li> <li>c. 3 towns' bylaws reviewed</li> <li>d. 8+ activities</li> </ul>	<ul style="list-style-type: none"> <li>a. Depends on expiration dates</li> <li>b. --</li> <li>c. 2 towns' bylaws reviewed</li> <li>d. 3-7 activities</li> </ul>	<ul style="list-style-type: none"> <li>a. Depends on expiration dates</li> <li>b. &lt;100% of municipalities</li> <li>c. 1 town's bylaws reviewed</li> <li>d. 0-2 activities</li> </ul>

<p>4. RPC &amp; Municipal leader development</p> <p>a. Strong Municipal participation</p> <p>b. Provide consistent training with pre &amp; post survey report to ACCD</p> <p>c. Provide ED and staff training</p>	<p>a. % of towns attending more than 50% of board meeting,</p> <p>b. 3 training programs from the following topics:</p> <p>1) Planning Process (regional plan, municipal plan, planning tools, roles and responsibilities of different boards)</p> <p>2) Act 250/Section 248 (RPC and municipal roles)</p> <p>3) Flood Resiliency (NFIP, FEH, stormwater management)</p> <p>4) Planning for Economic Development</p> <p>5) Effective Public Engagement (communication techniques, resolving conflicts in developing plans)</p> <p>6) Plan Implementation Tools (capital improvement programming, regional cooperation and inter-local agreements, evaluate all of the tools available)</p> <p>Measures - # of people trained, #/% of member towns**</p> <p>c. Average # of trainings/staff person</p>	<p>a. &gt;80% of towns,</p> <p>b. &gt;3 training programs held, &gt;50% of towns engaged</p> <p>c. 3+ trainings/staff</p>	<p>a. 60-80% of towns,</p> <p>b. 3 training sessions held, &gt;40% of towns engaged</p> <p>c. 2 trainings/staff</p>	<p>a. &lt;60% of towns,</p> <p>b. 3 training sessions held, &lt;40% of towns engaged</p> <p>c. 1 training/staff</p>
<p>5. Act 250 - Participate in Act 250 &amp; Sec 248 in support of 4302 Goals</p>	<p>a. Total # of applications with hearings</p> <p>b. # of applications with hearings commented upon</p>	<p>100% commented upon</p>	<p>80-99% commented upon</p>	<p>&lt;80% commented upon</p>
<p>6. Review and modify designation process as needed - Participate in designation review process by participating in meetings, soliciting feedback from towns, and providing suggestions to ACCD</p>	<p>% of comment opportunities participated in</p>	<p>100% commented upon</p>	<p>80-99% commented upon</p>	<p>&lt;80% commented upon</p>

\*RPCs with tasks in “need improvement” may be subject to the 5% being retained until the task is completed. DEHCD Commissioner may also meet with RPC. There may be extenuating circumstances that the DEHCD Commissioner will review on a case-by-case basis, but each RPC needs to know the potential consequences for falling into the “needs improvement” category.

\*\*Participation in training may be a criterion in future MPG grants.