



## **New York-Connecticut Sustainable Communities Consortium**

### ***First Meeting of the Consortium Steering Committee***

Friday July 15, 2011; 10:00 am

New York Metropolitan Transportation Council Office  
199 Water Street, 22<sup>nd</sup> floor, Lower Manhattan

This meeting will be webcast. Webcast can be accessed through the link in the upper right-hand corner of the NYMTC homepage at [www.nymtc.org](http://www.nymtc.org)

### **AGENDA**

1. Welcome and Introductory Remarks
2. Roll Call
3. Overview of the New York-Connecticut Sustainable Communities Planning Program
4. Consortium Memorandum of Agreement: the Roles of the Steering Committee and the Advisory Board
5. Selection of the Steering Committee Co-Chairs
6. Public Participation (registered speakers and others)
7. Action Items
  - a. Adopt: Resolution CS01-2011 – Operating Procedure for the Development, Review and Approval of Consortium Deliverables
  - b. Adopt: Resolution CS02-2011 – Operating Procedure for Reviewing Requests for Preferred Sustainability Status
  - c. Adopt: Resolution CS03-2011 – Operating Procedure for Procuring Professional Services
8. Development Items
  - a. Planning Program Goals and Milestones
  - b. Advisory Subcommittees
  - c. Information and Data
9. Next Meeting and Agenda
10. Adjourn (not later than 12:00 pm)



## **Steering Committee Resolution SC01-2011 – Operating Procedure for the Development, Review and Approval of Consortium Deliverables**

**WHEREAS**, Section 5.2.4 of the Memorandum of Agreement (the Agreement) between the members of the New York-Connecticut Sustainable Communities Consortium states that “the Steering Committee will be responsible for overseeing the development of, reviewing and accepting all deliverables defined in Schedule B, contained in Attachment D of this Agreement, and authorizing the Regional Plan Association (RPA), as the fiduciary agent for the Consortium, to submit the final deliverables per Schedule A to the U.S. Department of Housing and Urban Development (HUD) for federal reimbursement,” and

**WHEREAS**, Section 5.2.5 of the Agreement states that “the Steering Committee will be responsible for developing formats for the deliverables to be produced through the Sustainable Communities Planning Program (the Planning Program) as identified in Schedule B, contained in Attachment D, and criteria with which to judge their acceptability,” and

**WHEREAS**, Section 9.2.2.2 of the Agreement states that “the Advisory Board will review drafts of the deliverables defined in Schedule B and make recommendations to the Steering Committee on those deliverables prior to their acceptance and authorization for submission to HUD.”

**NOW, THEREFORE, BE IT RESOLVED**, the Steering Committee adopts the following procedures:

1. Drafts of deliverables identified in Schedule B of Attachment D in the MOA will be forwarded to RPA as the Grantee by the responsible Sub-Recipient as they are completed.
2. RPA will forward the draft deliverable to the Steering Committee and Advisory Board for review and schedule either a meeting or conference call within 15 business days to discuss whether the deliverable meets the following criteria:
  - a. Meets the requirements of the contract between RPA as the Grantee and the Sub-Recipient;
  - b. Fulfills the objectives of the deliverable as described in the Consortium Work Plan approved by HUD; and
  - c. Meets professional standards for quality, accuracy and clarity.
3. Steering Committee and Advisory Board members may also make recommendations to more closely align the draft deliverable with other tasks of the work program or further advance the six Livability Principles of the Planning Program.
4. RPA will consolidate and transmit Steering Committee and Advisory Board comments to the Sub-Recipient, with copies to the Steering Committee and Advisory Board.

5. The Sub-Recipient will revise and resubmit draft deliverable to RPA, which will circulate the revised draft to Steering Committee and Advisory Board.
6. If no additional comments are received from Steering Committee members within five business days, the deliverable will be sent to HUD for approval and payment. If additional comments are received, Steps 3, 4 and 5 will be repeated.
7. At any point, the Sub-Recipient or any Steering Committee member may request a meeting to resolve any disagreements or accelerate the approval process.



## **Steering Committee Resolution SC02-2011 – Operating Procedure for Reviewing Requests for Preferred Sustainability Status**

**WHEREAS**, Section 5.2.7 of the Memorandum of Agreement (the Agreement) between the members of the New York-Connecticut Sustainable Communities Consortium states that “the Steering Committee will be responsible for establishing a process for reviewing applications for other HUD programs submitted to the Consortium by agencies and entities in the Consortium’s planning area to determine the consistency of those applications with the Planning Program for the purpose of approving Preferred Sustainability Status priority points from HUD,” and

**NOW, THEREFORE, BE IT RESOLVED**, the Steering Committee adopts the following procedures:

8. Applicants for Preferred Sustainability status will be directed to an online application on Consortium website: [www.SustainableNYCT.org](http://www.SustainableNYCT.org).
9. The application will include the following information:
  - a. Name of Organization, Agency or Municipality
  - b. Contact information.
  - c. Name and deadline of grant program Applicant is seeking.
  - d. An explanation in no more than two hundred words indicating how the Applicant’s proposal furthers the purpose of the Sustainable NY-CT regional planning program.
  - e. A selection of the Livability Principles that the grant will either directly address or be consistent with and an accompanying description in no more than one hundred words. These Principles include:
    - i. Provide more transportation choices.
    - ii. Promote equitable, affordable housing.
    - iii. Enhance economic competitiveness
    - iv. Support existing communities.
    - v. Coordinate and leverage federal policies and investment.
    - vi. Value communities and neighborhoods.
  - f. A description in no more than one hundred words how the Applicant proposes to coordinate the activities to be funded under its grant application with the planning and implementation activities of the Sustainable NY-CT regional initiative.

10. RPA will forward the application to all Steering Committee members for comments, questions or objections within 72 hours.
11. The criteria determining compliance to be used by the relevant members will consist of:
  - a. Applicant's proposed activities would further one or more of the following purposes of the NY-CT Sustainable Communities regional planning initiative:
    - i. Promoting coordinated economic, environmental, housing, transportation, land use, energy and other policies and planning throughout the region.
    - ii. Supports equitable, economically vibrant, environmentally sustainable, healthy and livable communities and patterns of growth.
    - iii. Promotes mixed-income, energy-efficient housing and jobs in transit-accessible locations.
    - iv. Engage a broad spectrum of residents and stakeholders in planning and decision-making.
  - b. Applicant's proposed activities are consistent with the six Livability Principles listed above.
  - c. Applicant is committed to maintaining an ongoing relationship with the NY-CT Sustainable Communities Consortium by sharing information and participating as appropriate in committees, meetings, forums, and other consortium activities and sharing information about the Consortium with its initiative stakeholders.
12. If the RPA and the metropolitan planning organization (MPO) and city or county within which the applicant's project is located are unanimous in their support, and if no objections are raised by other Steering Committee members, Preferred Sustainability Status will be granted and the appropriate forms will be completed by RPA.
13. If the consensus cannot be reached, Sustainability Status will be granted if two of the three entities cited in #6—RPA, the MPO and city or county with jurisdiction—approve the application.
14. RPA will respond to the Applicant within ten business days of receipt of the application.



## **Steering Committee Resolution SC03-2011 – Operating Procedure for Approving Contracts and Procuring Professional Services**

**WHEREAS**, Section 10.2 of the Memorandum of Agreement states that “All contracts entered into by the Consortium or its individual members for the purpose of executing the Planning Program must be approved by the Steering Committee” according to the following provisions:

10.2.1. Procurement of professional services for the purpose of executing the Planning Program will follow processes prescribed for the use of Federal funds, per the requirements in the HUD Terms and Conditions (see Attachment B) and OMB circulars A-87, A-122 and A-133. State and local procurement requirements will be followed as necessary, but will be secondary to the Federal requirements.

10.2.2. A selection committee will be formed for each procurement with the approval recommendations after following processes consistent with the applicable procurement requirements, with final selection of professional service firms determined by the Steering Committee and approved by HUD.

10.2.3. At the direction of the Steering Committee, RPA, utilizing Federal funding from HUD, will enter into contracts with other consortium members and/or with private consultants selected by the Steering Committee to execute work for the Planning Program. Contracts will include accountability measures related to sections 5.2.4 through 5.2.6 of this Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the Steering Committee adopts the following procedures:

15. For procurement of professional services, RPA will work with the Steering Committee co-chairs to convene a selection committee, which will establish a review and selection process appropriate to the applicable procurement.
16. All contracts and requests for proposals, qualifications or expressions of interest to be issued by any member of the Consortium for the purpose of executing the Planning Program will be forwarded to Regional Plan Association (RPA).
17. RPA will forward the procurement document to Steering Committee members.
18. If any Steering Committee member raises comments, objections or a request for review within five business days, RPA will convene a meeting with affected parties.
19. If no comments, objections or request for review are received within five business days, RPA will enter into the contract or issue the procurement document according to the requirements in 10.2.1 above.