

MEMORANDUM OF AGREEMENT  
(revised June 1, 2011)

among

University of Massachusetts Extension,  
Massachusetts Department of Housing and Community Development,  
Massachusetts Chapter of the American Planning Association,  
Massachusetts Association of Regional Planning Agencies,  
and Massachusetts Association of Planning Directors, Inc.  
to conduct the

CITIZEN PLANNER TRAINING COLLABORATIVE

A. MISSION

It is the mission of the Citizen Planner Training Collaborative to empower local land use officials to make effective and judicious decision in the areas of development, transportation, natural resources, and the environment by providing educational opportunities, access to information and resources, and by enhancing cooperation among and integration of land use boards within local government.

B. ORGANIZATIONAL STRUCTURE

The Collaborative is governed by a Board of Directors, comprised of one representative appointed from each participating organization and the elected representative of the Advisory Board. The participating organizations are:

University of Massachusetts Extension,  
Massachusetts Department of Housing and Community Development,  
American Planning Association – Massachusetts Chapter  
Massachusetts Association of Regional Planning Agencies, and  
Massachusetts Association of Planning Directors, Inc.

Each participating organization plus the elected representative of the Advisory Board shall have one vote.

Each organization is responsible for their appointment to the Board of Directors. One year is the minimum appointment. The Board of Directors is responsible for electing a Chairperson and making decisions regarding program, fiscal, and administrative aspects of the Collaborative. Decisions are made by majority vote. (Operating procedures are specified in the Board's "Rules of Operation").

An Advisory Board represents additional public, private, and non-profit organizations and individuals who have made a commitment to local and regional planning, or otherwise may be

of benefit to the Collaborative. The primary purpose of the Advisory Board will be to advise and provide feedback to the Board of Directors.

Standing and Ad Hoc committees may be established by the Advisory Board or the Board of Directors.

### C. ORGANIZATIONAL HOME

The organizational home of the Collaborative, for purposes of mailing address and related identification and archival materials, is the University of Massachusetts Extension in Amherst.

### D. RESPONSIBILITIES OF PARTICIPATING ORGANIZATIONS

#### 1. Maintenance of the Collaborative

The Collaborative will be responsible for maintaining the organization by:

- (a) Developing annual work plans and reports
- (b) Developing a multi-year strategic plan
- (c) Building a sustainable and diversified financial base and accounting system
- (d) Building broad public recognition of the organization
- (e) Developing and delivering a broad menu of training opportunities
- (f) Maintaining channels of communication between local officials and the Collaborative
- (g) Developing ties with other educational programs that serve local land use boards.

#### 2. Operational/Program Delivery

Each participating organization will contribute in-kind to support the activities of the collaborative.

University of Massachusetts Extension/LARP has primary responsibility for:

- (a) Overall coordination of CPTC activities, Board membership, and communications
- (b) Promotion and marketing of training programs as well as website maintenance
- (c) Overall connection to the resources represented by the UMass Amherst campus, especially regarding outreach and natural resource protection
- (d) Integration of appropriate educational methods for adult audiences
- (e) Office space, telephone, electronic access, and defined support services
- (f) Program evaluation
- (g) Logistical coordination of sites, trainers, regional coordinators, registration, and certificate tracking.

The Department of Housing and Community Development has primary responsibility for:

- (a) Maintaining the core curriculum and overseeing development of new curriculum units
- (b) Recruitment and collaboration with trainers, where appropriate, for curriculum delivery
- (c) Investigation of funding sources for future curriculum development
- (d) Production and distribution of materials.

The American Planning Association - Massachusetts Chapter has primary responsibility for:

- (a) Serving as fiscal agent (treasurer) for the Collaborative as spelled out in the "Rules of Operation" of the Board of Directors
- (b) Accessing national training resources for the benefit of the Collaborative
- (c) Assisting the Board with recruitment and training of trainers.

The Massachusetts Association of Regional Planning Agencies has primary responsibility for:

- (a) Serving as regional contacts and site coordinators through the individual RPAs
- (b) Assisting the Board with program evaluation, promotion, and curriculum development.

The Massachusetts Association of Planning Directors has primary responsibility for:

- (a) Promoting programs to the local Boards through their members
- (b) Providing guidance to the bylaw collection section of the website
- (c) Assisting the Board with curriculum development
- (d) Assisting the Board with recruitment and training of trainers.

#### E. ANNUAL PLAN OF WORK

The Board of Directors shall produce an annual plan of work to further the mission of the Collaborative. The plan identifies workshops and other activities to be provided by the Collaborative and the responsible persons and/or organizations. The Collaborative plan of work is for the period of July 1-June 30 and must be submitted to the Advisory Board for review and recommendation prior to its adoption.

#### F. BUDGET AND FUND RAISING

The Board of Directors shall produce an annual financial report shared with the Advisory Board and the partner organizations. Organizations represented on the Board of Directors agree to commit either money or in-kind resources, on annual basis, to support the work plan. Contributions to the budget and plan of work are voluntary and negotiated within the Board of Directors.

In recognition that the long term success and visibility of the Collaborative requires significant and stable funding for program development, delivery, and evaluation, the Board of Directors is responsible for identifying sustainable sources of support both within and outside their respective organizations.

#### G. FEE STRUCTURE AND MANAGEMENT

Program fees shall be charged to offset program operations costs. Fees will be consistent with the goal of encouraging widespread participation.

A Treasurer appointed by the Board of Directors serves as financial manager for the Collaborative. The Treasurer receives and manages workshop fees, financial contributions from participating organizations and other sources of revenue received by the Collaborative. Financial statements, on a semi-annual basis, shall be provided to the Board of Directors and the Advisory Board. The Board of Director may request additional financial statements be provided by the Treasurer. The Board of Directors identifies all required legal and fiduciary safeguards to ensure stewardship of the Collaborative's funds.

#### H. TERMS OF AGREEMENT

Revisions to this MOA can be made by two thirds (2/3) vote of the participating organizations. A participating organization can withdraw from this agreement by providing a ninety (90) day notice to the other organizations. Upon such notice the Board of Directors shall meet promptly to determine whether to continue the Collaborative. If the Board of Director votes to continue the Collaborative they shall promptly adopt a plan reassigning responsibilities within the Collaborative.

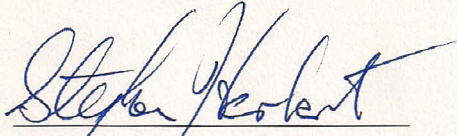
A participating organization can be removed from this agreement by notice from CPTC to the affected participating organization and a two thirds (2/3) vote) of the Board of Directors. Upon such notice and vote, the Board of Directors shall meet promptly to adopt a plan reassigning responsibilities within the Collaborative.

#### I. IMPLEMENTATION OF AGREEMENT

This MOA revises the original agreement signed in 1995 and revised in 2002. Changes will take effect immediately upon receiving approval from two thirds (2/3) of the participating organizations.

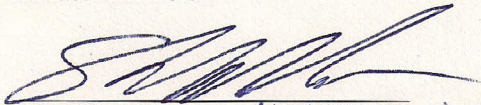
SEE SEPARATE DOCUMENT FOR SIGNATURE PAGE





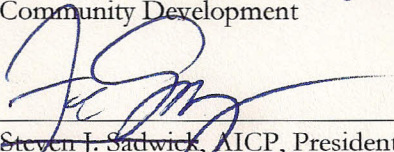
Stephen J. Herbert, Director  
UMass Extension

11/1/11  
Date



Director ~~Acting Undersecretary~~  
Department of Housing and Community Development  
Steven Carvalho

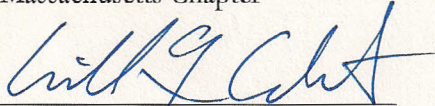
1/20/12  
Date



Steven J. Sadwick, AICP, President  
American Planning Association -  
Massachusetts Chapter

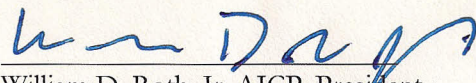
Felipe  
Schwarz

1/20/12  
Date



William Constable, President  
Massachusetts Association of  
Regional Planning Agencies

1/26/12  
Date



William D. Roth, Jr. AICP, President  
Massachusetts Association of  
Planning Directors, Inc.

2-2-12  
Date