

*Climate Change
Advisory Committee
Presentation*

Spring 2010

“Providing a full range of technical and financial services
to Pennsylvania’s local governments”

Governor’s Center for



Local Government Services

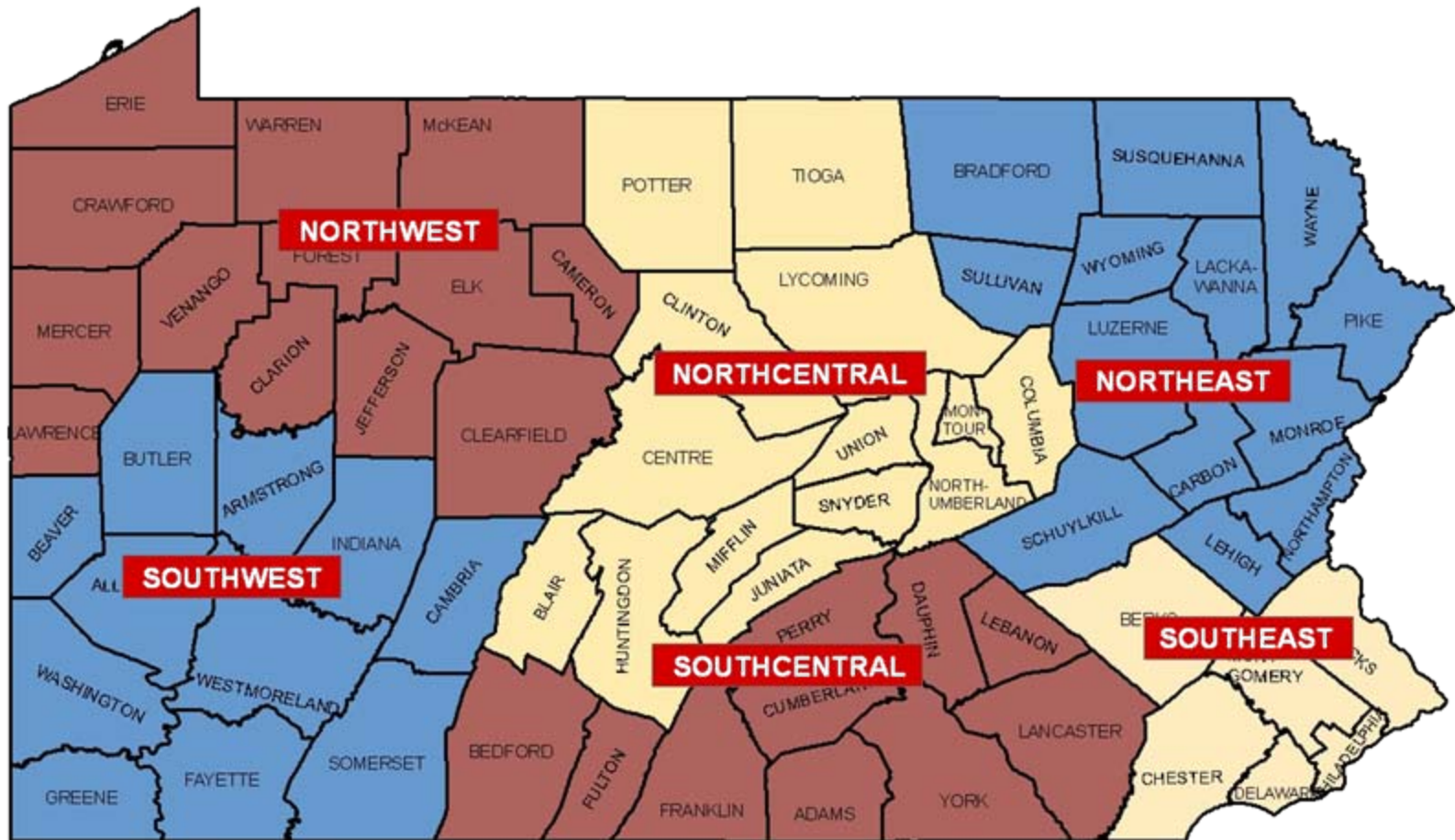
Who We Are and What We Do

- Act 58 of 1996 formed the Department of Community and Economic Development by combining the Departments of Community Affairs and Commerce.
- Created the Governor's Center for Local Government Services.
- The Center acts as a “one stop shop” for local governments and is unique to Pennsylvania. Given super agency status, it provides local governments access to all state agencies under the Governor's jurisdiction.

Governor's Center for Local Government Services

- Provide a full range of technical and financial assistance to PA's municipalities
- Principal advocate for PA's Local Governments
- Coordinate resources with other state agencies.
- Principal State Entity for land use planning technical assistance
- Full-time staff in regional offices

CLGS Regional Map



PENNSYLVANIA PROFILE

1,177 Police Departments

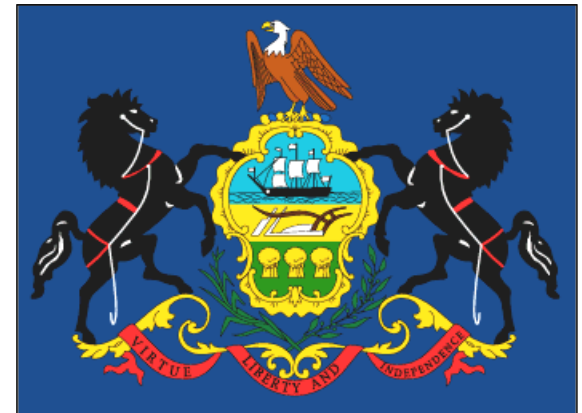
2,608 Fire Departments

1,528 Planning Commissions

3,160 Pension Plans

2,398 Municipal Authorities

2629 Local Government Entities



Local Government Entities:

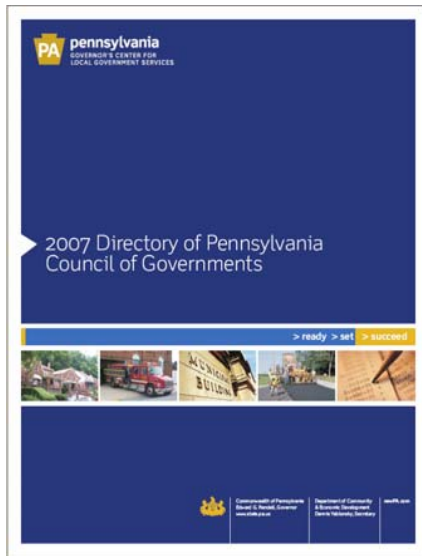
- Towns (incorporated) = 1
- Townships of the 1st Class = 93
- Townships of the 2nd Class = 1,454
- Counties = 67
- Cities = 56
- Boroughs = 958

Local Government As Employer

- County - 65,911
 - City - 43,096
 - Borough - 19,496
 - Township - 30,980
- TOTAL 159,483**

INFORMATION

- Key to the Center's mission is keeping Pennsylvania's officials informed and up-to-date with developments and changes that affect local governments.
- Local government officials can access the CLGS programs and services at www.newpa.com



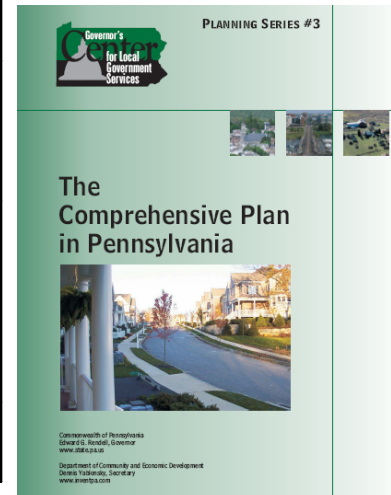
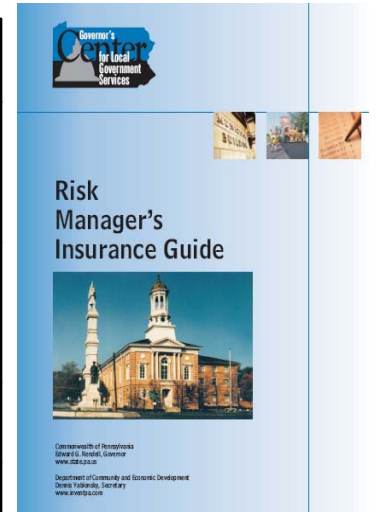
- We maintain two libraries: publications & legislation:
- One contains 50 publications on local government issues including: Core Government Services and Land-Use/ Planning.

The publications can either be downloaded in PDF format or printed by an authorized private vendor at a nominal cost.

Governor's Center for Local Government Services

Examples of our publications:

Core Services	Planning Series
Township Supervisor's Handbook	No. 1 - Local Land Use Controls in Pennsylvania
Financial Management Handbook	No. 2 - The Planning Commission
Taxation Manual	No. 3 - The Comprehensive Plan
Administering Police Services in Small Communities	No. 4 - Zoning
Intergovernmental Cooperation Handbook	No. 7 - Special Exceptions, Conditional Uses and Variances
Open Meetings/Open Records: The Sunshine Act and Right to Know Law	No. 8 - Subdivision and Land Development in Pennsylvania
Public Works Manual	Planning for Agriculture



Governor's Center for Local Government Services

- The second is a Law Library containing the most commonly used legislation affecting local governments (i.e., Open Records Act, Earned Income Tax, etc.)
- The site also contains an electronic storehouse of local Land Use/ Planning Documents (i.e., Comprehensive Plans, Zoning Ordinances, etc.)
- Provides a listing of year-round training opportunities for local officials in a number of areas (i.e., general government administration, finance, management, etc.) and a link to the CLGS training website at www.palocalgovtraining.org

Municipal Statistics

The Center maintains an electronic database of Municipal Statistics including financial and demographic data. The Database includes:

- **Tax Rates** - County, municipal and school district tax rates, including the Earned Income (EIT), Local Services Tax (LST) rates and tax collectors.

Municipal tax rate information is collected on the **Municipal Tax Information Form**, due 12/1 (withholding changes) or 1/15 (no withholding changes).

School District tax rate information is collected on the **School District Tax Information Form**, due 6/1 (withholding changes) or 6/15 (no withholding changes).

Governor's Center for Local Government Services

- **Local Government Officials** - Information regarding Pennsylvania's elected and appointed local government officials. This information is collected on the **Municipality Report of Elected and Appointed Officials**, due 1/31.
- **County/Municipal/School District Information** - Information includes demographics, contacts, planning, zoning, and building codes, police services, and municipality and school district relationships.
- **Local Government Financial Information** - Compiled from county and municipal annual financial reports. The **County Annual Financial Report** is due July 1. The **Municipal Annual Audit and Financial Report** is due March 1 for Cities, April 1 for Boroughs and Townships.
- **Municipal Authority Information** - Includes operating and non-operating revenues, operating and non-operating expenditures, debt, general information

Governor's Center for Local Government Services

Municipalities are encouraged to E- file:

- E-filing provides a way to instantly and accurately transmit your Department of Community and Economic Development (DCED) forms, thereby reducing filing time and errors for municipal officials.
- E-filing provides your municipality with easy access to current and previously e-filed DCED forms.
- E-filing can save you time and postage costs and improve the accuracy of the information.
- For further details on the E-filing process, you can view the Municipal Statistics E-filing presentation. Go to: www.newpa.com. Click on "Get Local Gov Support" and choose "Municipal Statistics". From this page, choose "Electronic filing of Municipal Statistics Forms".

Training

Our training courses are designed to keep municipal officials current on new laws and legislative requirements and enhance their ability to govern more effectively. Training is provided through the Pennsylvania Local Government Training Partnership with the local government associations, including:

- PA State Association of Township Supervisors
- PA State Association of Boroughs
- County Commissioners Association of Pennsylvania
- PA League of Cities and Municipalities
- PA State Association of Township Commissioners
- PA Municipal Authorities Association

PA State Agencies Involved include: DCED, DCNR, PennDOT, DEP, L&I, General Services, PEMA, DOA, and the RDC.

Governor's Center for Local Government Services

In 2009 the Center provided training courses to over 9,000 municipal officials on a variety of topics including:

- General government administration
- Finance
- Management
- Public Safety
- Road and Streets
- Community planning and zoning
- Community and economic development

Pennsylvania Construction Codes Academy (PCCA)

Act 13 of 2004, specifically designated the Center as the lead agency for information and technical assistance relating to statewide building code. In response to this mandate, the Center formed PCCA.

- Created to provide convenient and accessible construction codes training throughout the commonwealth.
- Built around the training and certification requirements of the Uniform Construction Code (Act 45 of 1999).
- Designed to prepare current and potential code officials for their certification examinations, and helping them maintain certifications through continuing education.

PCCA's offering of training opportunities for Uniform Construction Code enforcement and compliance include:

- Curriculum Development and Administration of the Building Code Official (BCO) Training Program and Certification Exam
- Development and Offering of the Building Code Official (BCO) “Academy”
 - Consolidated program offering multiple workshops and training opportunities necessary for the BCO to properly administer the UCC
- Continuing Education Programs
 - Developed and offered to current code officials, providing continuing education credits to meet certification requirements
- Code Change Workshops and Legislative Update Education

TECHNICAL ASSISTANCE PROGRAM

The Center's technical assistance program is tailored to meet your municipality's unique issues. Local Officials can receive expert help for their municipality at no charge.

- Types of technical assistance provided includes:

Administrative	Financial Management
Intergovernmental Cooperation	Police
Volunteer Fire	Public Works
Code Enforcement	Land Use Planning

INTERGOVERNMENTAL COOPERATION IN PENNSYLVANIA

- Councils of Governments (COG)
- Police/Fire
- Planning
- Code Enforcement
- Public Works

POLICE

- 1,177 Police Departments
 - 1,021 Traditional
 - 32 Regional
 - 124 Under Contract
- 1,255 Covered by State Police



FIRE and EMS Data

- Since 1998, approximately 162 fire and EMS organizations have merged, consolidated, and/or created regional fire/EMS delivery systems in Pa.
- Currently, approx. 49 different groups representing 126 municipalities, 149 fire and EMS organizations in 24 counties are in talks or have formed steering committees.
- 4 management studies are in progress and 10 are pending.



FINANCIAL ASSISTANCE

The Center administers several funding programs to assist Pennsylvania communities in providing better service to their residents.

- Shared Municipal Service Program
- Land Use Planning & Technical Assistance Program
- Capital Loan Program
- Early Intervention Program
- Act 47, the Municipalities Financial Recovery Act
- Floodplain Management Reimbursement Program



Most of the programs can be accessed through DCED's Single Application for Assistance and are accepted and considered for funding on a year round basis.

SHARED MUNICIPAL SERVICES GRANT PROGRAM (SMS)

The purpose of this grant program is to promote cooperation between municipalities so as to foster increased efficiency and effectiveness in delivery of municipal services at the local level.

- Eligible applicants include:
 - any group of two or more municipalities
 - body authorized to act on behalf of two or more municipalities.

Project examples include: Any authorized municipal function accomplished jointly

- Combined Police Records Administration,
- Shared Technology Initiatives,
- Municipal Insurance Pooling,
- Shared Public Works Operations,
- Shared Code Enforcement Operations,
- Shared Financial Management Operations

Land Use Planning and Technical Assistance Program (LUPTAP)

Provides financial and technical assistance to municipalities and counties for developing and strengthening community planning and implementation efforts.

LUPTAP grant program:

- Three project areas funded: Community Planning, Implementation, and Transportation Revitalization Investment District (TRID).
- Typical grant funding is at 50% of the total eligible project cost with the grantee being required to provide the remaining 50%, normally as a cash match.
- Grant applications are accepted and considered for funding on a year-round basis.



Governor's Center for Local Government Services

- Community Planning Program - municipal, county and multi-municipal comprehensive plans and policies.
 - Emphasize multi-municipal and county-wide approaches to community planning.
 - Strong expectation for detailed implementation strategies that may contain the identification of community and economic development projects as well as capital projects.
- Implementation Program - the tools that are used to implement a comprehensive plan (i.e. zoning ordinances and subdivision and land development ordinances).
- Transit Revitalization Investment District (TRID) program
 - TRID planning studies.

LOCAL GOVERNMENT CAPITAL PROJECTS LOAN PROGRAM

Provides low interest loans to municipalities with a population of 12,000 or less for the purchase of equipment and the purchase, construction, renovation or rehabilitation of municipal facilities.

- The program is intended to give small local governments an opportunity to secure funds at an interest rate of 2% annually.
- Repayment period is up to 10 years or the useful life of the equipment or facilities, which ever is less.



Governor's Center for Local Government Services

- Loans for a single piece of equipment may be up to \$25,000 or 50% of the total cost of the piece of equipment whichever is less.
- Loans for facilities may be up to \$50,000 or 50% of the cost of purchasing constructing, renovating or rehabilitating the facility, whichever is less.
- Eligible equipment projects may include:
 - trucks,
 - backhoes,
 - sweepers,
 - police cars
 - data processing equipment.
 - the purchase, construction, renovation or rehabilitation of municipal facilities.

EARLY INTERVENTION PROGRAM

- Provides matching grant funds to assist municipalities experiencing fiscal difficulties to develop comprehensive multi-year financial plans and establish short and long term financial objectives.
- **Eligibility:** Counties, Cities, Boroughs and Townships
- **Uses:** Development and implementation of multi-year financial management programs and strategies.
- **Amounts:** Maximum grant limit of \$100,000 to finance up to 50% of the total project cost
- **Terms:** Applicant must provide 50% match (normally a cash match). Refer to program guidelines for details.

Act 47, Municipalities Financial Recovery Act

Act 47 of 1987 was enacted to provide a broad-based program of fiscal management oversight, technical assistance and planning and financial aid to municipalities experiencing severe fiscal distress. Technical Assistance is provided by a recovery plan coordinator. Loans are provided to stabilize the municipality and grants to implement the recovery plan recommendations

Policy objectives

- Ensure municipalities are able to provide for health, safety and welfare of residents
- Meet debt obligations when due
- Meet creditor obligations when due
- Provide for sound financial management, budgeting and accounting practices

Governor's Center for Local Government Services

Emphasis is placed on long-term solutions to municipal financial difficulties. These solutions focus on...

- fiscal management improvements
- service delivery efficiencies
- intergovernmental cooperation
- Community and economic development activities
- and the early identification of municipalities with tendencies toward financial distress.

Act 166 of 1978, Floodplain Management ACT

- Act 166, the Flood Plain Management Act of 1978, identifies the Center as the lead agency to administer the National Flood Insurance Program (NFIP).
- The Center provides information on floodplain management related issues to both the public and private sector including:
 - supplying floodplain maps and flood insurance studies
 - flood proofing of commercial and industrial buildings
 - supplying FEMA's Repetitive Loss Listing data to public agencies
- We also review floodplain management ordinances to ensure compliance with current NFIP and Pennsylvania's Flood Plain Management Act (1978 - 166) regulations
- Administers FEMA's Map Modernization Program

Act 166 of 1978, Floodplain Management - Reimbursements

The Center administers the FPM reimbursements authorized in Act 166 of 1978.

Reimbursements are provided for up to 50% of the costs associated with the following...

- Preparing...
- Administering...
- and enforcing...

...floodplain zoning ordinances and FPM ordinances necessary to comply with the NFIP and Act 166 requirements.

Census 2010

- The U.S. Census is a count of everyone residing in the United States: in all 50 states, Puerto Rico and the Island Areas.
- A census is mandated by the U.S. Constitution in order to determine each state's Congressional representation. It also determines redistricting of state and local elected officials.
- Census is based on where an individual resides as of April 1, regardless of citizenship or residency status.
- The numbers affect funding in your community and help inform decision makers about how your community is changing.

Governor's Center for Local Government Services

> ready > set > succeed

- Over 400 Billion in federal funding distributed based on Census data. 50% of state liquid fuels funds are distributed based on population.
- For more information contact the Pennsylvania State Data Center (PaSDC) at (717) 948-6336 or visit www.pacensus2010.org or the US Census website www.2010Census.gov

For More Information Contact

*The Governor's Center for Local
Government Services*

(888) 223-6837

www.newPA.com