

# Supporting Municipal Actions to Protect and Improve Water Quality

March 1, 2016

# Municipal Outreach Phase

- Municipal Tools Inventory
- Municipal Case Study Methodology
  - Hypotheses – What do we want to learn?
  - Typologies – How do we organize municipalities?
  - Variables – What information do we need to collect to prove or disprove hypothesis?
    - Objective – What can we collect from third-party sources
    - Subjective – What do we need to know from municipal stakeholders?

# Purpose of Municipal Outreach Interviews

- We've spoken to the region's experts
- Better understand demands of municipalities and roles of different actors
- Determine what are perceptions and realities
- Identify barriers
- Identify conditions for success
- Determine unmet TA needs
- Identify incentives and test recommendations

# Case Study Methodology

- Interview period May, June, July, and August
- Try to avoid interviewer bias by pairing interviewers and municipalities that have no previous history
- Develop and use Interview Protocol
- Create replicable process and interview tools

# Case Study Methodology con't

- Identify 30 municipalities to approach with goal of completing at least 10 complete case studies
  - Define complete case study
  - Hypotheses – What do we want to learn?
  - Typologies – How do we organize the municipalities to ensure diversity?
  - Variables – What information do we need to collect to prove or disprove hypothesis?

# Methodology – Complete Case study

- At least three interviews completed:
  - Elected Official
  - Staff Member (ex. Manager, Engineer, Planner)
  - Citizen Volunteer/Appointed Official (ex. Planning Board Chair, EAC Chair)
  - Citizen Advocate/Activist (ex. Watershed Association staff member)
- All variables collected
  - Objective
  - Subjective (interview-based)

# Methodology – Hypotheses

- What do we want to know?
  - Is a “champion” needed?
    - Elected official?
    - Staff member?
  - Do TMDLs prompt municipal action?
  - Do crises prompt municipal action?
  - Are “rich” municipalities doing more?

# Methodology - Municipal Typologies

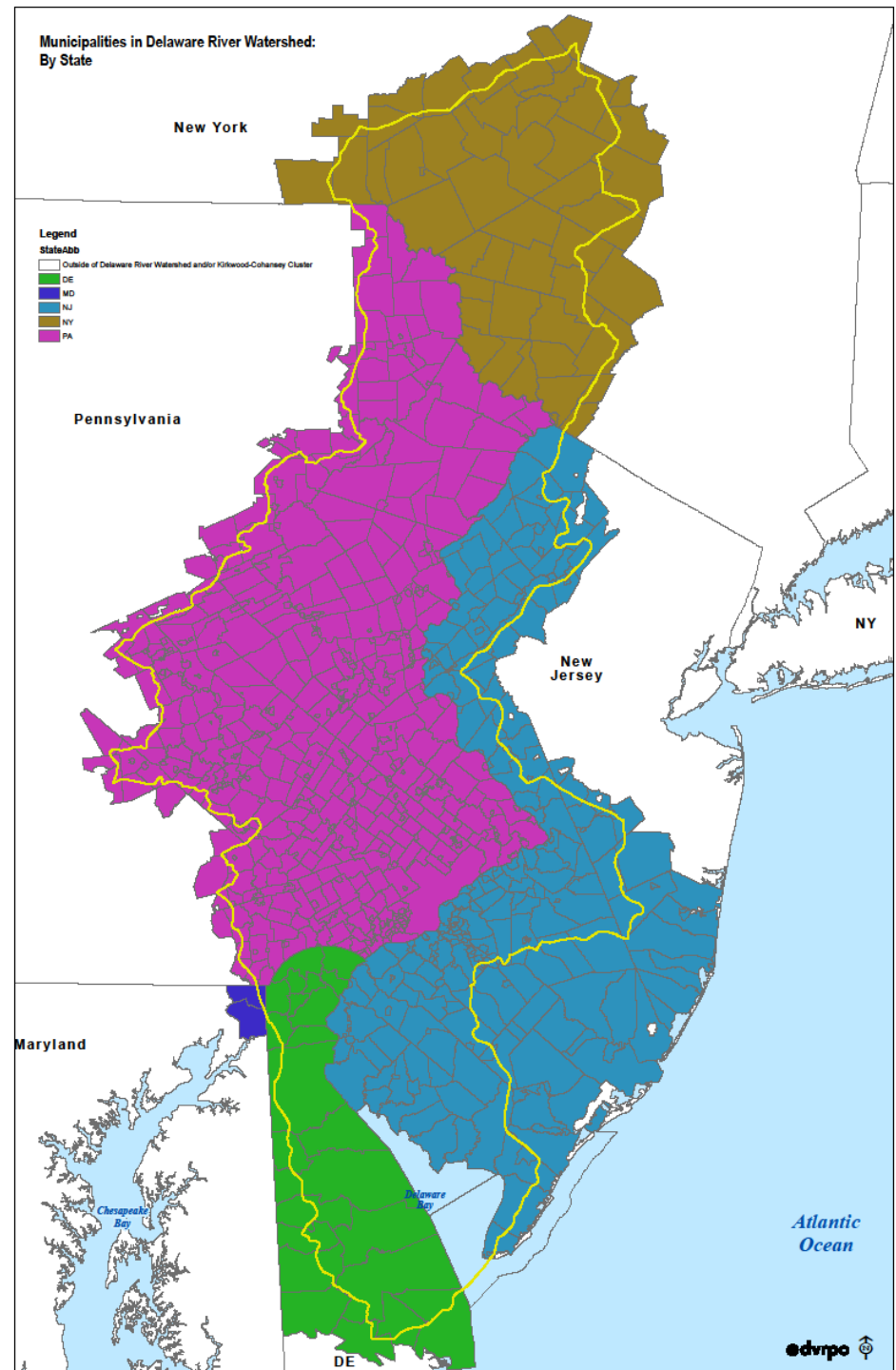
- States
- DRWI Clusters
- Population Density
- Median Household Income
- Land Use
  - % Forested
  - % Developed
  - % Agricultural



# States

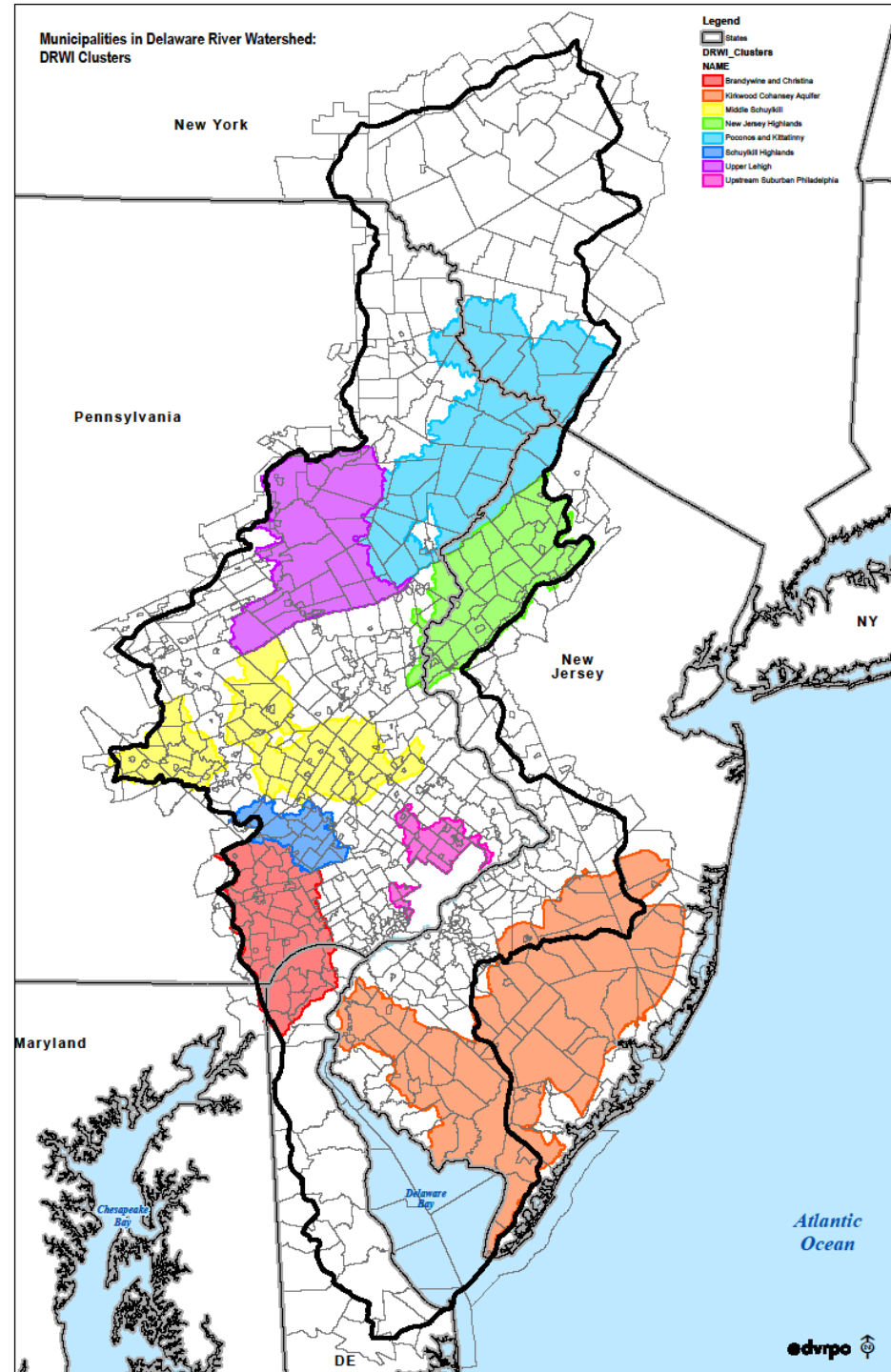
- 4 states
  - New York
  - New Jersey
  - Pennsylvania
  - Delaware

\* We are excluding Maryland



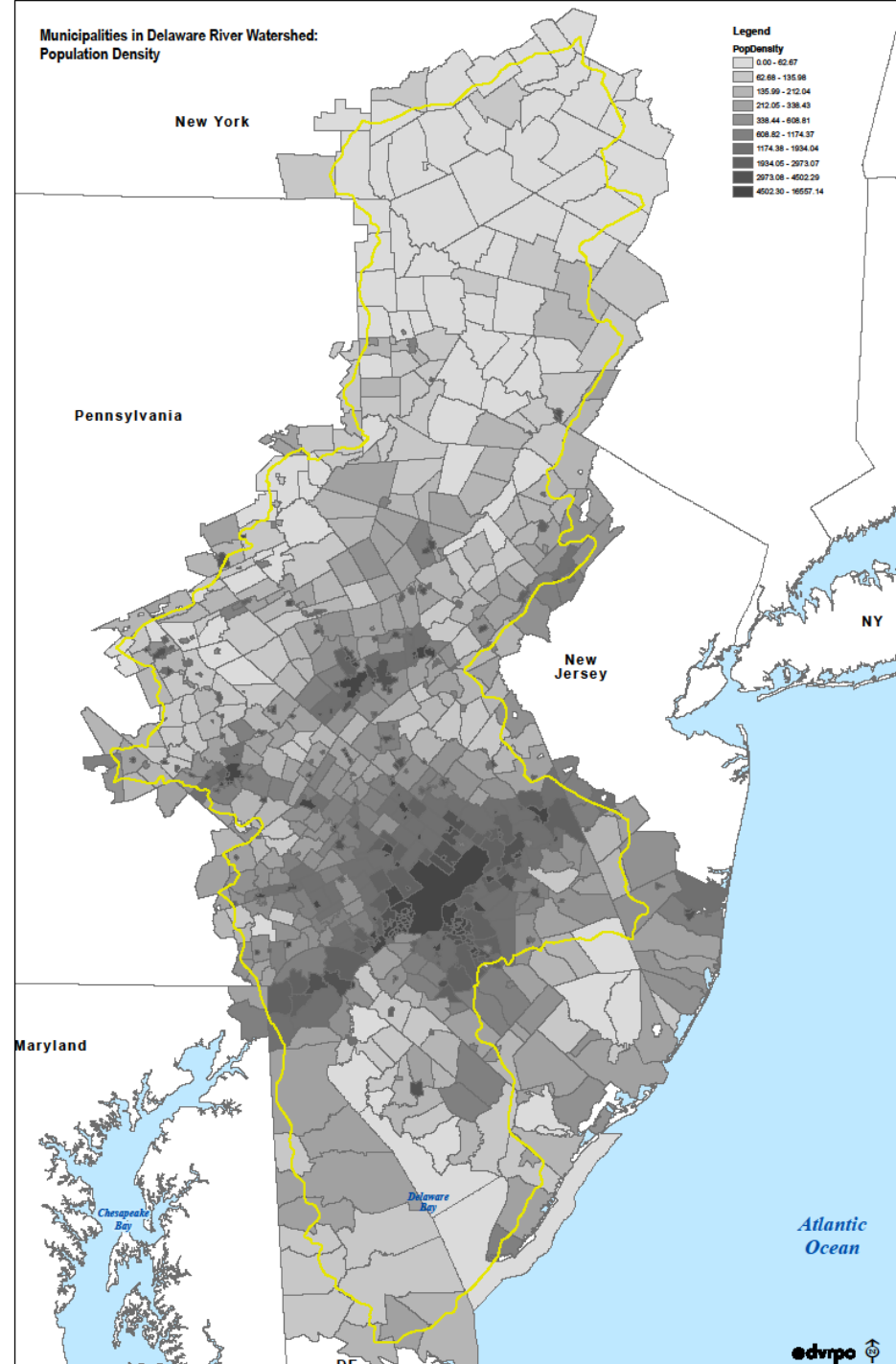
# DRWI Clusters

- 8 clusters:
  - Brandywine-Christina
  - Kirkwood-Cohansey
  - New Jersey Highlands
  - Middle Schuylkill
  - Poconos-Kittatinny
  - Schuylkill Highlands
  - Upper Lehigh
  - Upstream Suburban Philadelphia



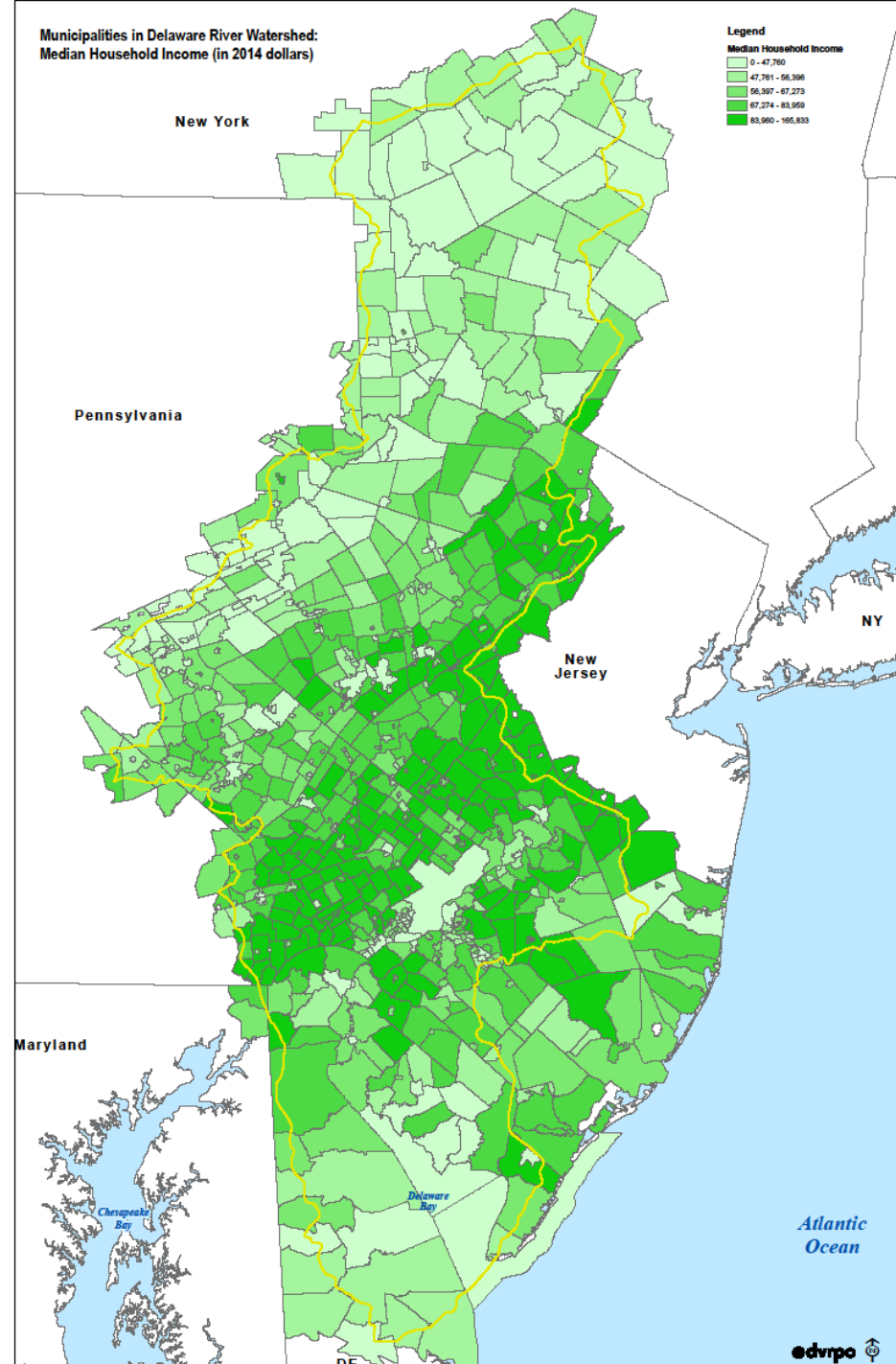
# Population Density

- Maximum: 16,557.1 people/sq mi
- Average: 1,640.4 people/sq mi



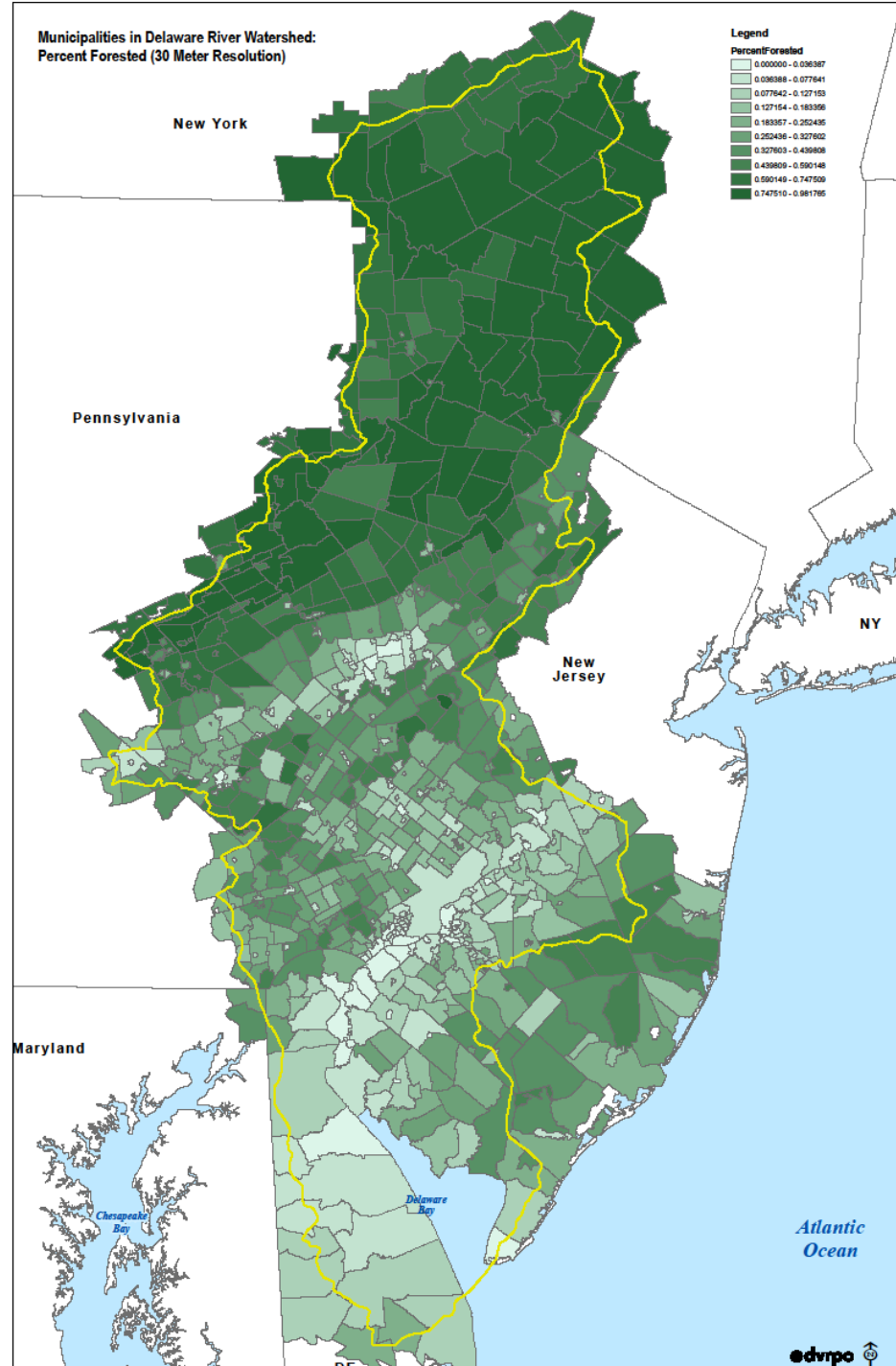
# Median Income

- Maximum: \$165,833
- Average: \$66,089



# Percent Forested

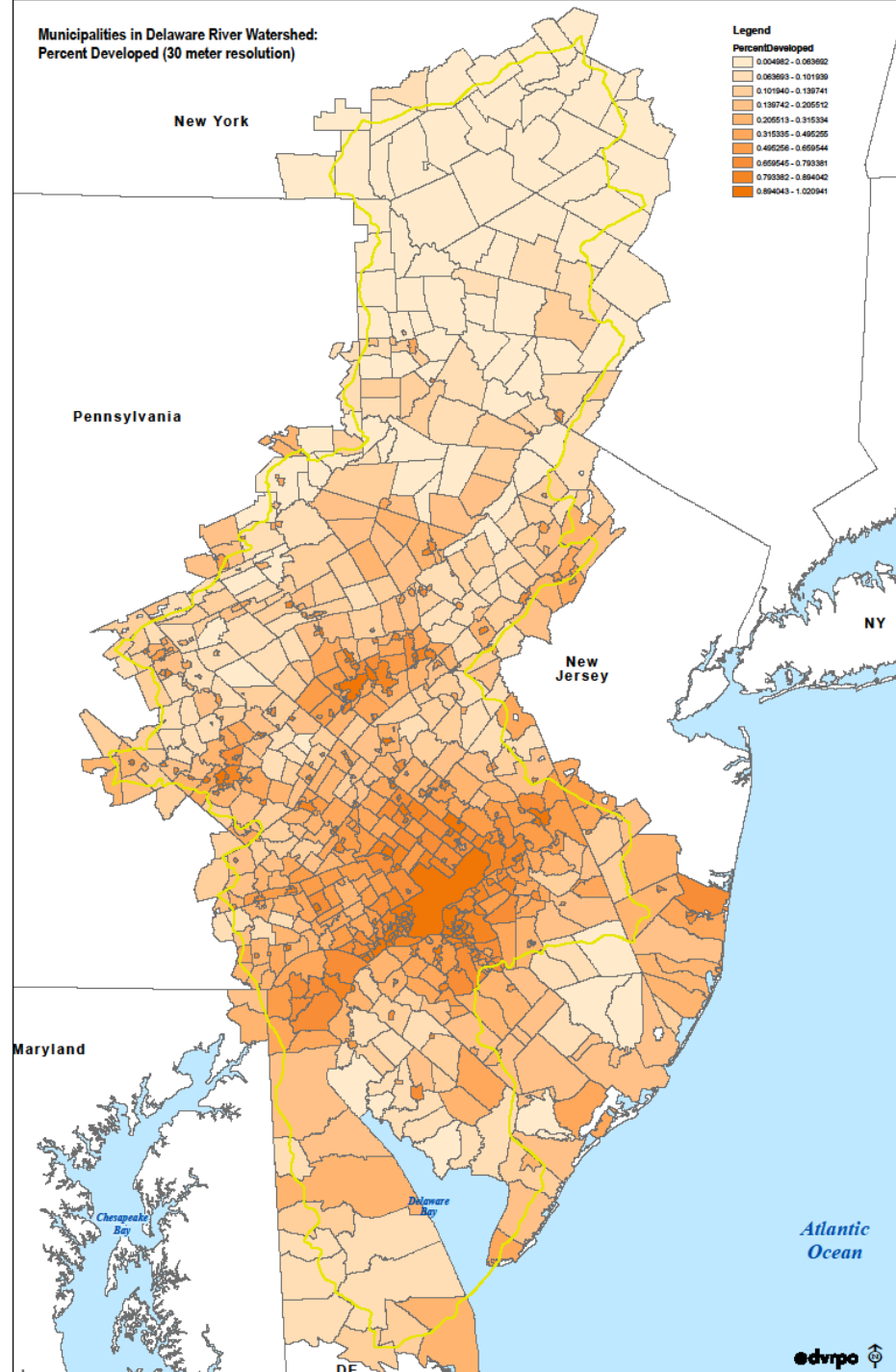
- Maximum: 98.1%
- Average: 32.2%



# Percent Developed

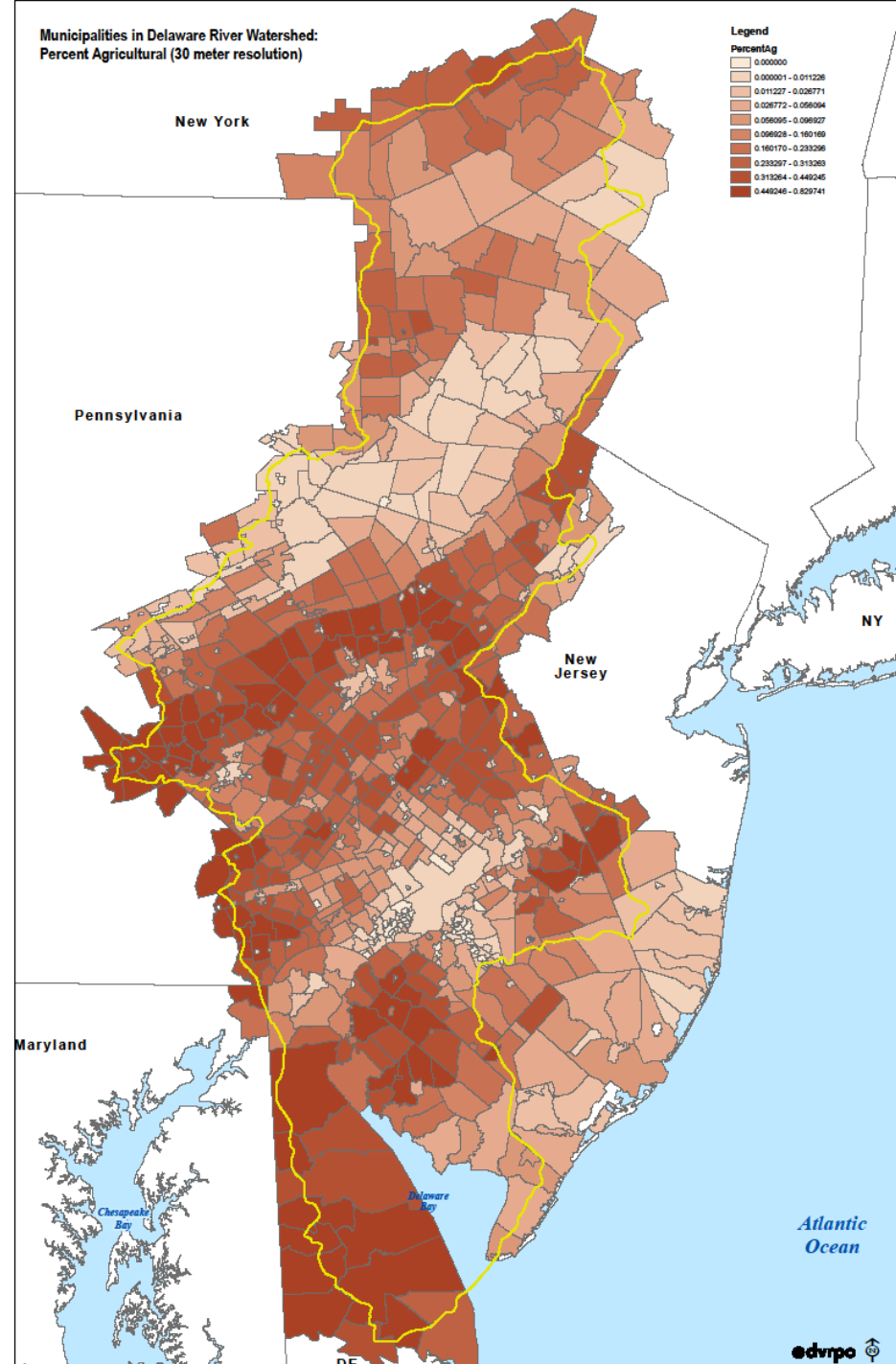
- Maximum: 102%\*
- Average: 41.6%

\* Due to 30 meter grid size



# Percent Agricultural

- Maximum: 83%
- Average: 16.6%



# Are there any other typologies we should take into account?

- States
- DRWI Clusters
- Population Density
- Median Household Income
- Land Use
  - % Forested
  - % Developed
  - % Agricultural



# Methodology – Variables

- In order to prove or disprove a hypothesis, what information do we need to collect?
- Objective: What can we collect from third-party sources? (Fact-based, but can include analysis. Ex. reviewing an ordinance)
- Subjective: What do we need to know from municipal stakeholders? (Opinion-based, experience-based. Ex. an elected official's personal motivation)
- Typologies and Variables are the basis of the case studies, which are made up of municipal profiles/characteristics and interview findings

# Small Group Discussions #2

- Purpose:
  - Help DVRPC create Municipal Interview Protocols relevant to different interviewees (ex. Elected Official, staff member, appointed citizen)

Group 1: Pennsylvania Room – Melissa Andrews

Group 2: New Jersey Room – Christina Arlt

Group 3: Conference Room Front – Patty Elkis

Group 4: Conference Room Back – Chris Linn

# Small Group Discussions

Hypothesis

Typology

Variables – Objective

Variables – Subjective

# Next Steps

# Next Steps & Closing

- DVRPC will determine which municipalities to interview
  - Based on typologies recommended by MTAAP
- DVRPC will develop Interview Protocol
  - MTAAP Reviews Draft Interview Protocol – provide feedback via 4/15 Webinar
- DVRPC will issue RFP for additional help regarding Municipal Interviews
- Conduct Municipal Interviews
- June MTAAP Meeting #3 – Early findings, promising recommendations

# Webinar on April 15, 2016

- To discuss draft Municipal Interview Protocol
- Answer questions regarding RFP
  - Afternoon – Exact time TBD

# Municipal Interviews

- Approach ~30 municipalities
- Interview 3-5 people per municipality
- Aim for 10+ completed case studies

# RFP: to be released early April

- Help with interviewing municipalities
  - Reaching out to municipalities
  - Prepare for interviews
  - Conduct Interviews
  - Conduct Follow Up
  - Write up Case Study
  - Revise Case Study
  - Meetings with DVRPC throughout



# By September 2016:

- Understand common barriers to, and conditions of, success for municipal-based conservation practices through completed municipal case studies, focus group discussions, and review of existing TA support and programs.
  - Following interview protocol, conduct municipal interviews (months 9-15)
  - Undertake focus groups to fact check/ground truth early findings, preliminary suggestions (months 7-15)
  - Identify exemplary TA services and programs within and outside DRWI Cluster boundaries (months 7-16)

# Next MTAAP meeting:

- Meeting #3
- Friday, June 10, 2016 or Thursday, June, 30, 2016
- At DVRPC's Offices

# Evaluations

## Municipal Technical Assistance Advisory Panel (MTAAP) March 1, 2016 Meeting Survey

*Help us find out what worked and what didn't work about today's meeting*

1. Please rate the overall quality of the MTAAP meeting.

1 2 3 4 5

Low quality      High quality

2. Was the MTAAP meeting a good use of your time?

1 2 3 4 5

Not a valuable use of my time      Excellent use of my time

3. What did you like best about the MTAAP meeting?

4. What could have been improved about the MTAAP meeting?

5. Do you have suggestions for this project and/or the MTAAP that would help us achieve the deliverables?

6. Would you be able to attend an MTAAP meeting in Philadelphia on the following dates?

*Check all that apply.*

Friday, 6/10/2016

Thursday, 6/30/2016

7. We are looking for possible locations for future MTAAP meetings. Do you have access to a facility with space for approximately 50 people?

*If so, please describe the space (and provide the contact info to reserve the space).*

# W-9 Form

- For non-governmental employees only
- Social Security Number (SSN) if the check should go to YOU
- Employer Identification Number (EIN) if the check should go to your EMPLOYER
- [irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf)

Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
	6 City, state, and ZIP code			
	7 List account number(s) here (optional)			
	<b>Part I Taxpayer Identification Number (TIN)</b>			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.				
			Social security number	
			OR	
			Employer identification number	
<b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.				
<b>Part II Certification</b>				
Under penalties of perjury, I certify that:				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and				
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and				
3. I am a U.S. citizen or other U.S. person (defined below); and				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
<b>Certification Instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.				
<b>Sign Here</b>		Date ▶		
Signature of U.S. person ▶				
<b>General Instructions</b>				
Section references are to the Internal Revenue Code unless otherwise noted.				
<b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/fw9">www.irs.gov/fw9</a> .				
<b>Purpose of Form</b>				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:				
<ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> </ul>				
<ul style="list-style-type: none"> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul>				
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.				
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.				
By signing the filled-out form, you:				
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),				
2. Certify that you are not subject to backup withholding, or				
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and				
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.				

# Questions?

