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DLS Online Municipal Finance Training and Resource Center Update

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We are excited to share that the Municipal Finance Training and Resource Center has a new format! The main page now displays a Table of Contents that is much easier to view and navigate. As you click through each of the individual topics listed on the Table of Contents, you can now jump to the previous or next category or return to the main page. We hope this format makes the materials you're looking for that much easier to find. The topics available include:

- [Municipal Governance Training and Resources](#)
- [Property Taxes and Proposition 2 ½ Training and Resources](#)
- [Motor Vehicle Excise Training and Resources](#)
- [Municipal Financial Management Training and Resources](#)
- [Municipal Finance Best Practices Training and Resources](#)
- [Municipal Collections Training and Resources](#)
- [Municipal Accounting and Auditing Training and Resources](#)
- [Municipal Debt and Borrowing Training and Resources](#)
- [Local Options Excise Training and Resources](#)
- [Municipal Finance Tools and Templates](#)

Be sure to bookmark the [Municipal Finance Training and Resource Center](#) page and subscribe to our [YouTube channel](#)

Important Dates & Information

2020 DLS "What's New in Municipal Finance Law" Seminar to be Held Online

For the first time, the Division of Local Services plans to present its annual "What's New in Municipal Finance Law Conference" as an online learning opportunity. Additional details will be forthcoming, so please stay tuned to *City & Town* for more information.

IGR Regarding Applications to the Commissioner for Authority to Abate Taxes

The Division of Local Services' Bureau of Municipal Finance Law has issued [Informational Guideline Release \(IGR\) 20-10](#) containing guidance regarding Applications for Authority from the Commissioner of Revenue to Abate Local Taxes and Charges Under G.L. c. 58, s. 8. Please also see [this webpage](#) for more information on "8 of 58" applications.

To review other recent DLS Bulletins and Informational Guideline Releases, please see [this page](#) on the DLS website. For more helpful information, please visit and bookmark the DLS

to stay updated on new items. Something you'd like to see added? We'd love to hear from you! Please email me at gervsaiof@dor.state.ma.us.

Two Important Announcements Related to Short-term Rental Revenue Reports and CPA DLS Data Analytics and Resources Bureau

Short-term Rental Revenues Report Available for Local Officials

Beginning with the September 30th room occupancy distribution, the DLS Data Analytics and Resources Bureau (DARB) can provide to local officials a breakdown of revenues by traditional lodging establishments (hotels/motels) and short-term rentals. Effective July 1st, 2019 the definition of "transfer of room occupancy" was expanded to include short-term rentals, and since that time local officials have been eager to know the split in these revenues.

DARB can now provide this important information to local officials working on behalf of a municipality by request. Please note that this information is subject to taxpayer confidentiality restrictions. Local officials seeking short-term rental revenue reports should email databank@dor.state.ma.us.

DARB also encourages communities to request a list of lodging establishments located within your community. If you would like a updated list of establishments, please send a request to databank@dor.state.ma.us.

Community Preservation Act (CPA) Updates and Reminders

Based on current Registry of Deeds collections, the base state match has been updated to 17.7% for FY2021. Accountants and assessors are also reminded to submit the CP-1 local surcharge report to be eligible for the state match in November. This form must be completed on the [DLS Gateway application](#) under Misc Forms, and is due by September 15th. Please note the 15th is also the due date for the Community Preservation Committee (CPC) inventory of CPA projects, which is entered on the [CP3 application](#). CPC Chairs or others completing the inventory in

[COVID-19 Resources and Guidance for Municipal Officials webpage.](#)

Bulletin Related to FY2021 Budget Issues and Other Related Matters

The Division of Local Services' Bureau of Accounts has issued [Bulletin 2020-10](#) containing guidance relating to FY2021 budget issues and other related matters.

MassWorks 2020 Round Now Open

The Baker-Polito Administration is pleased to announce the opening of the 2020 Round of the [MassWorks Infrastructure Program](#). All Massachusetts municipalities and public entities are eligible to apply for grants to support public infrastructure improvement projects.

MassWorks is a competitive grant program, administered by the [Executive Office of Housing & Economic Development](#) (EOHED) that provides capital grant funds for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs throughout the Commonwealth. The deadline for applications,

need of the community's application password can request it by emailing databank@dor.state.ma.us.

Announcing Workshop 2 in the Cyber Incident Response Plan Workshops for Municipalities Series
Meg Speranza – Massachusetts Cybersecurity Center Resiliency Program Manager

Please join the [MassCyberCenter at MassTech](#) for the second of two FREE workshops to develop your municipality's Cyber Incident Response Plan.

This workshop will pull together the final details of the cyber incident response planning process, share best cybersecurity practices for your municipality, and provide an opportunity for you to test your plan. Most importantly, you will be able to collaborate with your neighboring communities to address cybersecurity in your region.

You may attend Workshop 2 even if you did not attend Workshop 1.

Workshop 2 will be a 2-hour online workshop, hosted on a virtual event platform that allows for greater collaboration among attendees. Just like a real meeting event in a room with tables for the audience, you may sit at a virtual "table" and network with other attendees before and after the presentation using video chat and other tools. You may also move about the virtual "room" and from table-to-table until the presentation begins. Robinson + Cole will provide materials and access details to registrants prior to the event.

| Workshop 2 Date/Time | Region |
|------------------------------------|---------------|
| Wednesday, September 2, at 10 a.m. | Western |
| Wednesday, September 9, at 10 a.m. | Southeast |
| Wednesday, September 9, at 1 p.m. | Central |
| Thursday, September 10, at 10 a.m. | Metro Boston |
| Monday, September 14, at 10 a.m. | Northeast |

The workshops are free and open to representative(s) from municipalities within each region. Given the focus on regional collaboration, please register for the session for

which will only be accepted electronically through an online portal, is August 28, 2020 at 11:59PM.

The 2020 Round RFR/Guidelines, Application Template, and online application link can be accessed at www.mass.gov/massworks. All questions should be sent to massworks@mass.gov.

DLS Links:

[COVID-19 Resources and Guidance for Municipal Officials](#)

[Municipal Finance Training and Resource Center](#)

[Local Officials Directory](#)

[Municipal Databank](#)

[Informational Guideline Releases \(IGRs\)](#)

[Bulletins](#)

[Publications & Training Center](#)

[Tools and Financial Calculators](#)

your region only. We encourage all municipality management, information security teams, and/or first responders to join these sessions. To register for a workshop, please go to <https://masscybercenter.org/workshops>.

Why Build a Cyber Incident Response Plan?

The [National Cyber Incident Response Plan](#) establishes that a cyber incident response plan “*articulates the roles and responsibilities, capabilities, and coordinating structures that support how a municipality will respond to and recover from cyber incidents*”. The MassCyberCenter recommends the best action a municipality can take to improve their cybersecurity resiliency is to develop a cyber incident response plan, because through the planning process cities and towns will:

1. Prioritize the assets they need to protect;
2. Build a cybersecurity team;
3. Create processes to mitigate vulnerabilities; and
4. Raise awareness internally about the importance of cybersecurity.

These workshops are funded by the Commonwealth of Massachusetts via the MassCyberCenter at the MassTech Collaborative.

Contact Us

If you have any questions or want to learn more about the MassCyberCenter or cybersecurity, please contact masscybercenter@masstech.org.





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Contact *City & Town* with questions, comments and feedback by emailing us at cityandtown@dor.state.ma.us.

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