# Facilitator Guidelines

## Region Forward Coalition's Regional Activity Centers Update
### *Completing Communities in the National Capital Region*

**Overall Goals of the Process to Create Complete Communities:**

1. **Regional Center Identification and Need Prioritization**
   Define existing and/or new regional centers ready to accommodate regional growth and determine priority elements such as affordable housing, transit, or green infrastructure needed to transform regional centers into complete communities.

2. **Completing Communities: Directing Incentives to Support Regional Centers**
   Develop a targeted program of technical assistance, planning grants, and capital funding for local governments, business and the nonprofit community to address complete community priorities in regional centers.

**Exercise Goal:** Identify key elements of a Region Forward alternative work plan and i

Overview of the Complete Communities Exercise

There will be a master of ceremonies to lead the entire group through the process and help keep track of time, etc. It is usually easier to move from the general to the specific – and don't worry if your table group doesn't reach 100% consensus.

Ground Rules (for All)
- Silence your cell phones
- No personal attacks
- Listen actively and respectively
- Respectful dialogue, forthright, constructive – be concise and stay on topic
- Balance speaking times – no one dominates
- Avoid cross-talking

Rules of Engagement (for Facilitators)
- Relax and assume goodwill
- Stay calm - don't get angry, don't be defensive
- Maintain neutrality
- Create an atmosphere of trust and respect
- Protect people and the process – focus on the focus
- Use humor
- Help people feel that was worth their time to participate

<u>Part One</u> (5 minutes)

To get your table oriented with the maps of the areas

- Have everyone introduce themselves – name, job description, municipality, and include an ice breaker
- Ask for a volunteer table spokesperson (a MWCOG staff member will take notes)
- *Note area planners will be available to answer questions about each case study or explain the area in more detail if participants are still not familiar with the area after the COG staff PowerPoint orientation.*

<u>Part Two</u> (20 minutes)

Start the discussion by marking up the maps

Have them use the color pens to mark key landmarks, civic institutions, public spaces, major transportation hubs, and any natural features

- Encourage them to think about the character of the study area in physical terms
    - Is there any spot in the neighborhood that could be used on a postcard?
    - What is the neighborhood like now? How does it look? How does it function?
    - What are the streets like? The sidewalks?
    - Are there special locations? Places for people to gather?
- What attributes do these centers have that makes them complete?
- What attributes in these centers provide regional benefit?
- Are there specific uses that contribute to the community as a whole?
- Are there multiple options to get there or is it just driving? What are the options for getting around once you arrive?
- Are there places for employment? What type – large corporate, industrial/manufacturing, small businesses?
- Does it seem as though there is a balance between the number of houses and number of available jobs?
- Is there a variety of housing choices? Does the housing have a good variety of sizes and price points?
- Are there hospitals or clinics in the community?
- Where are the schools located? What type of schools are they? Are they accessible to a range of ages for life-long learning?
- Is the perception that this is a safe area?

<u>Part Three</u>  (20 minutes)

- Identify parallel attributes between the case studies centers
- Encourage specificity – if they say "housing" ask them <u>what kind</u> of housing

<u>Part Four</u> (15 minutes)

Table reports - if you don't have a table spokesperson, you need to pick "a volunteer" now…

- Have the table group compile the 5 most important ideas they came up with
- "Finalize" the list (written on the flip chart) so that the ideas are clearly expressed
- Pin the table drawings up in the designated spot