



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: Local Coordinating Committee

From: Bob Dean, Deputy Executive Director for Local Planning

Date: February 6, 2013

Re: Schedule for Future Applications

Staff expects to conduct a call for projects in 2013, and intends to use a process and schedule similar to last year's. This memo is meant to summarize staff's recommendations for several elements of the proposed application process, including approximate dates, application forms, project eligibility, and selection criteria.

SCHEDULE AND KEY DATES

Key points in the technical assistance application process are as follows (all dates in 2013):

- Early May – begin call for projects and release application materials
- May and June – informational meetings and presentations to potential applicants
- Late June or early July – applications due
- Late September – special meeting of Local Coordinating Committee to consider recommending approval of program (if necessary)
- October 9 – Board and MPO Policy Committee consider approval of program

The application schedule will be coordinated with the RTA's Community Planning Program, but the schedules differ in the approval process. CMAP and the RTA will be combining efforts again this year to publicize the program. Outreach efforts are expected to include, at a minimum, a webinar-type meeting, presentations at meetings of the suburban Councils of Government (COGs) and Councils of Mayors (COMs), and mail and email communication to municipalities. CMAP will also make direct contact with high-need communities that do not have professional staff to ensure that they are aware of the assistance opportunities and are capable of submitting appropriate applications.

APPLICATION FORMS

The RTA is coordinating closely with CMAP on application forms, as in past years. To make the process of submitting an application easier, the RTA will be shortening their application materials to move toward the simplicity of CMAP's LTA application form. Coordination with the RTA on this is ongoing, and draft forms are not yet available for review.

The same application form will be used to request assistance from a variety of programs, including Community Planning Program grants from the RTA, implementation assistance from the RTA, and staff and/or consultant assistance from CMAP. The initial form will be simple and easy to complete. Once the initial application is received, CMAP and RTA will determine the most appropriate type of assistance for that particular project, and then will follow up to gather more information as necessary.

ELIGIBILITY

Eligibility for LTA project types is broad. However, project types will be limited somewhat by CMAP's reliance on transportation funding after the HUD funding expires in January 2014. Most projects, such as comprehensive plans, corridor studies, zoning ordinance updates, and other projects that affect land use and transportation will remain eligible. However, some specialized types of projects, like those that focus on water resources or local food, will no longer be able to be pursued unless they have transportation elements. CMAP continues to seek additional funding sources to allow a full range of projects to be pursued, but it is not certain whether any other sources will be in place at the time the HUD funding expires.

Eligible applicants for technical assistance include municipalities (including the City of Chicago), counties, townships, Councils of Government, multijurisdictional groups, and nonprofit or community-based organizations, provided that these organizations have the full support of the local government(s) in the project area.

SELECTION CRITERIA

The selection criteria used to prioritize LTA projects in 2011 and 2012 worked well, and are recommended to be used again. LTA applications have been evaluated based on six criteria, including consistency with GO TO 2040, community need, interjurisdictional coordination and involvement of partners, feasibility of implementation, input from relevant Counties and Councils of Government (COGs), and geographic balance. These criteria are recommended to continue to be used. It is expected that the LTA application process will be quite competitive, so applicants will need to score well on a number of these criteria to be successful. Because some criteria are out of the immediate control of the applicant (such as community need and geographic balance), applicants will be encouraged to actively address those elements that they can control, such as involvement of neighboring communities or partner organizations.

Committee discussion on the contents of this memo is requested.

ACTION REQUESTED: Discussion.

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