Agenda Item No. 10.0



233 South Wacker Drive Suite 800 Chicago, Illinois 60606

312 454 0400 www.cmap.illinois.gov

MEMORANDUM

To: CMAP Board

From: CMAP Staff

Date: March 2, 2011

Re: Local Technical Assistance Program

The Board has discussed CMAP's proposed local technical assistance program at their meetings in December and February, reviewing the general purpose of the program and the range of proposals that were received during the recent call for projects. At the Local Coordinating Committee meeting immediately preceding the March Board meeting, the committee will discuss the status of these project proposals.

At the March meeting of the CMAP Board, the Board will be updated on the status of projects and will also be asked to discuss several items related to the local technical assistance program, including: the structure and format of future reports to the Board; the requirements for action from participating communities; and the promotion of these projects and the overall program at the local, state, and federal levels. Each of these items is described further below.

- Standards for reporting to Board. At each Board meeting, a report will be
 provided that lists ongoing projects and the latest status of each. As key
 milestones are reached for ongoing projects, more detail on them will be
 provided in the Board report. Also, the status of projects that have not yet
 begun but are being scoped for a future start will be tracked and reported.
- Requirements of participating communities. While this program does not require a local match, CMAP is looking for an expression of commitment from participating communities. This will include a resolution of support from the community's governing board, as well as a Memorandum of Understanding between CMAP and the community that explains the relationship between the agencies and includes a detailed scope of work. CMAP will insist on a scope of work with timelines and estimated hours to be agreed upon before focused work in a community begins, and significant departure from the scope of work may result in the project being discontinued.

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Promotion of technical assistance program. Within a short amount of time, several local technical assistance projects will be underway, with more beginning throughout the spring. The volume of requests for assistance that CMAP received is an indication of both the level of interest among communities in advancing GO TO 2040 as well as the shortage of resources for planning at the local level. As projects progress, their success should also indicate the important role that CMAP can play in supporting local planning. All of these messages will be important to communicate to the state and the federal government to encourage further investment in local planning.

It is expected that the Local Coordinating Committee will have the primarily responsibility for discussing individual projects and providing the most direct oversight of the local technical assistance program, but Board discussion of larger issues such as those listed above will be expected at the March meeting and at future meetings as well.

ACTION REQUESTED: Discussion