



Draft Scope: Aging in Place Toolkit for Local Governments

Overview of Project

As the baby boomer generation ages, the senior population in metropolitan Chicago is expected to continue increasing. According to GO TO 2040, the number of residents between 65 and 84 years of age is projected to double by 2040. Furthermore, the number of residents in the region who are over 85 years old is projected to triple. Much of this growth is projected to occur in parts of the region where residences, services, and commercial areas are currently more spread out and not well-served by public transit, creating difficulties for those who have limited mobility and cannot drive. This phenomenon will have major impacts on future housing, land use, and transportation needs. Sustaining our residents' ability to "age in place" -- to remain in their homes and communities as they age, if they choose -- is a key challenge confronting the region.

As awareness of aging in place issues increases, more and more municipalities in the region are looking for guidance on how to make their communities more "age-friendly." CMAP therefore seeks to create an Aging in Place toolkit to assist local governments in developing and implementing policies and actions that will help seniors age in place. The toolkit is conceived of as both an introduction and a step-by-step, or "how to," guide for incorporating aging in place strategies and policies into local planning processes and documents. The toolkit is expected to have a style and level of detail similar to CMAP's other toolkit documents (<http://www.cmap.illinois.gov/programs-and-resources/local-ordinances-toolkits>).

Preliminary Toolkit Outline

- 1) Introduction
 - a) National and regional demographic trends
 - b) International, national, and regional entities addressing aging in place issues, and their resources for evaluation and improvement
 - i. World Health Organization, AARP, Partners for Livable Communities, Communities for All Ages, n4a, Northeastern Illinois Agency on Aging, AgeOptions, etc.
 - c) Overview of key municipal plans, ordinances, and processes in which to incorporate aging in place policies and strategies and the above resources
- 2) Overview of how to address aging in place at the municipal level
 - a) Assess
 - i. Demographic data analysis
 - ii. Convene stakeholders and obtain feedback
 - b) Develop implementation actions and policies/strategies

- c) Incorporate into comprehensive plan and other municipal planning documents
 - d) Implement
 - e) Evaluate and Re-Assess
- 3) Policies and strategies for aging in place, organized by standard comprehensive plan topic areas
- a) Land Use and Zoning
 - b) Housing
 - c) Transportation and Circulation
 - d) Workforce and Economic Development
 - e) Community Facilities and Services
 - f) Public Participation
- 4) Conclusion and Appendices

Project Partners

CMAP will serve as the project manager for the duration of the project, and CMAP's Human and Community Development (HCD) Committee will serve as the project's Steering Committee.

Project process and timeline

The development of the Aging in Place toolkit will be led by CMAP staff. The project will commence in April 2014 and take approximately one year to complete. The anticipated process and rough timeline is given below.

Phase 1: Project Initiation

- **Task 1a: Establish a Steering Committee (April 2014)**
The CMAP project team will consult with the Steering Committee throughout the planning process. The Committee, comprised of the members of CMAP's HCD Committee, represents a broad range of perspectives that will serve to broaden the toolkit's applicability. The Committee will be responsible for offering general project direction, reviewing key drafts and providing feedback, and attending project meetings.
- **Task 1b: Steering Committee Kick-off Meeting (May 2014)**
CMAP will meet with the Steering Committee to kick off the development of the Aging in Place toolkit. The meeting will serve to introduce the Committee's role as well as the project scope and schedule, and to discuss the preliminary toolkit outline.

Phase 2: Create a Document Outline

- **Task 2a: Review Background Information (June-July 2014)**
The CMAP team will inventory existing aging in place resources and plans in the region and beyond in order to gain a more robust understanding of the topic, as well as identify

best practices and potential alignment among communities in the region. Stakeholder interviews will be conducted as needed.

- **Task 2b: Draft a Detailed Outline (August 2014)**
After completing its review of relevant background information, the CMAP team will create a detailed document outline for the Aging in Place toolkit. The outline will propose the toolkit's overall organization and content, and include a draft list of potential strategies and policies to address aging in place issues.
- **Task 2c: Steering Committee Meeting (September 2014)**
CMAP will meet with the Steering Committee to discuss the draft toolkit outline and obtain feedback. Feedback from this meeting will be used to revise the outline prior to drafting the toolkit.

Phase 3: Draft the Toolkit

- **Task 3-a: Draft the Aging in Place Toolkit (October 2014-February 2015)**
The CMAP project team will prepare a draft of the toolkit and share it with interested stakeholders.
- **Task 3-b: Committee Meetings (March 2015)**
The CMAP project team will present the draft Aging in Place toolkit to the Steering Committee for review and comment. The toolkit will be presented to other CMAP Working Committees as needed.
- **Task 3-c: Finalize the Toolkit (April 2015)**
After feedback from the Steering Committee, Working Committees, and other interested stakeholders has been incorporated, the project team will finalize the document.

Phase 4: Apply the Toolkit

- **Task 4-a: Coordinate a Pilot Project**
The CMAP project team will seek to award assistance through the LTA program to a community in the region who desires to develop an aging in place plan under the toolkit. CMAP and partners will provide limited technical assistance to the selected community, but the community will be responsible for the majority of the work to develop the plan.