



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: Erin Aleman, Executive Director
From: CMAP Staff
Date: November 1, 2019
Re: Local Technical Assistance (LTA) Program Local Contribution

In 2015, CMAP implemented a [policy](#) to require a local contribution for planning assistance through the LTA program. This financial contribution to the Local Technical Assistance Contribution Fund has helped demonstrate local commitment, and has increased local ownership of the projects.

The Local Technical Assistance Contribution Fund supports the development and promotion of the goals and policies of the Regional Comprehensive Plan. The contribution shall be expended to address the development and transportation challenges in the northeastern Illinois region and to support those functions and programs consistent with the Regional Planning Act (70 ILCS 1707). This includes but is not limited to technical assistance programs, policy development, research and data collection, public engagement, and planning in areas such as land use, housing, economic development, preservation of natural resources, transportation, water supply, flood control, sewers, and governance in the form of model ordinances and best practices that may be enacted by local governments.

To provide transparency, predictability, and consistency in the local contribution amounts a schedule of “Local Contributions by Project Type” (Attachment A) has been established and may be revised and re-published from time to time as deemed necessary. The local contribution amounts are based on typical project costs by project type, project size, and assessed on a sliding scale based on the community cohort.

Project Type

The Local Technical Assistance (LTA) Program project types are grouped into various categories based on subject matter specialties such as Land Use Plans, Land Use Ordinances, and Active Mobility Plans.

Project Size

The project types are then broken down into project sizes. Project size take multiple factors into consideration, including budget, complexity, length/timeline from start to completion, and level of effort. Below is a general definition for each project size:

Small: Project has a straightforward scope and has minimal constraints and challenges. Small projects can be completed within 12 months, and have budgets that reflect a level of effort appropriate for a project team of one or two people, or one small consultant team. Project will result in an end product or products.

Medium: Project may have a straightforward scope but may also include a complex issue or topic, and has a few constraints or challenges. Medium projects can be completed in 18-24 months, and have budgets that reflect project teams of two to three people with potentially more than one subject matter expert and potentially a subcontractor. Project will result in a substantial end product or products.

Large: Project may have a straightforward scope but may also include a complex scope of work with multiple issues or topics, multiple partnerships, and may have major constraints, challenges, and sensitivity around one or more issues. Large projects can be completed in 24-36 months and have budgets that reflect project teams comprised of multiple subject matter experts and/or subcontractors. Project will result in substantial end products.

Community Cohort

Annually, Community Cohorts are established by grouping communities throughout the CMAP region based on data or factors such as population, income, tax base per capita, and percent of population located in an economically disconnected or disinvested area (EDA). The amount of local contribution for planning assistance is on a sliding scale based on the Community Cohort designation of the benefiting area.

- Community Cohort 1: High capacity / Low and very low need communities (largest contribution)
- Community Cohort 2: High capacity / Moderate need communities
- Community Cohort 3: Low capacity / High need communities
- Community Cohort 4: Low capacity / Very high need communities (smallest contribution)

**Attachment A
Local Contributions by Project Type**

Project Type	Sub-Types	Local Contribution Amounts			
		Cohort 1	Cohort 2	Cohort 3	Cohort 4
Planning Projects	Traditional Local Technical Assistance				
Active Mobility Plans	<i>Bicycle and pedestrian-focused transportation plans, multi-modal plans</i>				
	<i>Small</i>	\$ 10,000.00	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00
	<i>Medium</i>	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00
	<i>Large</i>	\$ 30,000.00	\$ 22,500.00	\$ 15,000.00	\$ 7,500.00
Environmental Resiliency Plans	<i>Sustainability, climate action, or climate resilience plans</i>				
	<i>Small</i>	\$ 10,000.00	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00
	<i>Medium</i>	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00
	<i>Large</i>	\$ 30,000.00	\$ 22,500.00	\$ 15,000.00	\$ 7,500.00
Land Use Ordinances	<i>Zoning ordinances, subdivision ordinances, and unified development ordinances</i>				
	<i>Small</i>	\$ 10,000.00	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00
	<i>Medium</i>	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00
	<i>Large</i>	\$ 30,000.00	\$ 22,500.00	\$ 15,000.00	\$ 7,500.00
Land Use Plans	<i>Comprehensive, economic development, housing, downtown, neighborhood, livable communities, subarea and transit corridor (TOD) planning</i>				
	<i>Small</i>	\$ 12,000.00	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00
	<i>Medium</i>	\$ 24,000.00	\$ 18,000.00	\$ 12,000.00	\$ 6,000.00
	<i>Large</i>	\$ 36,000.00	\$ 27,000.00	\$ 18,000.00	\$ 9,000.00
Streetscape and Parking Plans	<i>Streetscape Plan, Parking Management Plan, and Pricing Plan</i>				
	<i>Small</i>	\$ 10,000.00	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00
	<i>Medium</i>	\$ 20,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00
	<i>Large</i>	\$ 30,000.00	\$ 22,500.00	\$ 15,000.00	\$ 7,500.00
Planning Priorities Reports (PPR)					
	<i>Small</i>	\$ 3,000.00	\$ 2,250.00	\$ 1,500.00	\$ -
	<i>Medium</i>	\$ 6,000.00	\$ 4,500.00	\$ 3,000.00	\$ -
	<i>Large</i>	\$ 9,000.00	\$ 6,750.00	\$ 4,500.00	\$ -
Other innovative planning projects					
	<i>Small</i>	\$ 4,000.00	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
	<i>Medium</i>	\$ 8,000.00	\$ 6,000.00	\$ 4,000.00	\$ 2,000.00
	<i>Large</i>	\$ 12,000.00	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00

Note: Treatment of projects sponsored by nongovernmental organizations. In some cases, applicants are not units of government at all. This is particularly common in the City of Chicago, where many applications are submitted by nonprofit organizations. In these cases, need scores will be calculated based on the geography of the target project. For example, a community-based organization with a project focusing on a single neighborhood in the City of Chicago would calculate need based on the demographics of that neighborhood, while a larger nonprofit with a project that benefits a multi-community area would calculate need based on the average need scores of the communities that it serves.

In the cases of nonprofit applicants, the nonprofit organization itself is responsible for providing the local match. They could get this match from various sources – including philanthropic organizations, larger umbrella nonprofits, or public sources, like contributions from the municipality in which they are located.