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## **MEMORANDUM**

To: Local Coordinating Committee

From: Bob Dean, Deputy Executive Director for Local Planning

**Date:** March 2, 2011

**Re:** Committee Responsibilities and Meeting Schedule

The Local Coordinating Committee was created by the CMAP Board at its January 2011 meeting as part of a committee reorganization meant to realign the agency's committees to focus on the implementation of GO TO 2040. Previously, the agency had two coordinating committees: the Planning Coordinating Committee, which was responsible for longer-term planning, including overseeing the completion of GO TO 2040; and the Programming Coordinating Committee, which was responsible for shorter-term activities. In January, these two committees were disbanded and have been replaced by the Local Coordinating Committee and Regional Coordinating Committee.

Both committees will be responsible for implementing the recommendations of GO TO 2040. As implied by their names, the division of responsibilities between the coordinating committees relates to level of geography. Implementation actions that take place at the local level, including technical assistance to communities and overall coordination with local governments, will be the responsibility of the Local Coordinating Committee. Implementation actions which are larger in geographic scale, such as state or federal legislative activity or prioritization of regional infrastructure investments, will be the responsibility of the Regional Coordinating Committee.

The primary activities expected of the Local Coordinating Committee include:

- Oversight of CMAP's technical assistance activities, including but not limited to those undertaken with funding from the HUD Sustainable Communities Regional Planning grant. Specifically:
  - Overall direction concerning the priorities of CMAP's technical assistance activities, including identifying gaps or areas where additional focus is needed.
  - Continual review of ongoing technical assistance projects, highlighting elements of the projects where high-level direction is needed or where project elements are particularly regionally significant or translatable to other communities.

- Discussion of upcoming technical assistance projects.
- o Project-level discussions with CMAP staff or participating communities, as appropriate.
- o Guidance concerning future calls for projects.
- Review of grants to local governments offered through the CMAP-RTA joint grant program. Responsibilities in this area will include making a recommendation for grant approval to the CMAP Board and MPO Policy Committee.
- Discussion and resolution of issues related to CMAP's relations with local governments or community-level organizations.

## Meeting schedule

The Local Coordinating Committee is expected to meet four more times during 2011. If scheduled meetings are judged to be unnecessary due to lack of business they will be cancelled. Meetings are scheduled for the following dates, each at 8:00 a.m., immediately preceding a CMAP Board meeting:

- April 20
- June 8
- August 10
- November 9

**ACTION REQUESTED**: Discussion

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