Application form:  
RTA Community Planning Program and  
CMAP Local Technical Assistance Program

DEADLINE: Noon on Thursday, June 29, 2017

This application form is online at www.rtachicago.org/applications. You may submit the form by email to applications@rtachicago.org. Upon receipt of application, you will receive an e-mail verifying that your application has been received.

1. Name of Applicant

South Suburban Mayors and Managers Association

2. Main Contact for Application

Name: Kristi DeLaurentiis
Title: Executive Director
Phone number: 708-922-4670
Email: kdelauentiis@ssmma.org

3. Type of Applicant (please check any that apply)

___ Local government

_X__ Multijurisdictional group*  
Please list the members of the group (including government and nongovernmental organizations):  
45 Municipal Members (see accompanying brochure with list)

___ Nongovernmental organization*  
Name of local government partner(s):

*Applications submitted by multijurisdictional groups and nongovernmental organizations must include a letter indicating support from each relevant local government. See the FAQs for more information.
4. Project Type (please check any that apply)

Please check all statements below that describe characteristics of your project.

- [X] My project involves preparation of a plan.
- [X] My project involves updating an already existing plan.
- [X] My project helps to implement a past plan.
- [X] My project links land use, transportation, and housing.
- [X] My project has direct relevance to public transit and supports the use of the existing transit system.
- [X] My project implements GO TO 2040 in other ways.

5. Local Match Requirement (please initial to indicate you are aware of the local match requirements)

- [KDL] Yes, I understand that applicants will be required to contribute a local match.

6. Project Location

Located south of the City of Chicago, the South Suburban Mayors and Managers Association (SSMMA) is an intergovernmental agency providing technical assistance and joint services to 45 municipalities representing a population of nearly 700,000 in southern Cook and eastern Will Counties. SSMMA members work cooperatively on transportation, legislation, land use, economic development, recycling, purchasing, stormwater and open space planning, infrastructure, human resources, public safety, geographic information system (GIS) services, community development and housing issues. SSMMA has been professionally staffed since 1978.

7. Project Description

**SSMMA Project: Circuit Rider Pilot Program**

The intent of the South Suburban Mayors and Managers Association’s (SSMMA) Circuit Rider Pilot Program is to design, develop and implement a short term, hands-on technical assistance and training program that bridges the gap between “willingness to act” and “capacity to act”. Lessons learned from nearly 2 decades of local technical assistance programs indicate that in some communities with certain attributes that the primary obstacle is the ability to implement. Whether because of the lack of financial resources or knowledge base, the Circuit Rider Pilot Program aims to test the feasibility of providing in-house expertise in a manner that is replicable across the region with lessons learned and actual performance metrics. SSMMA’s concept will deliver free on-site training and/or direct technical services to south suburban municipalities and local government decision makers based on a call for assistance for services, structured screening of requests, and responsive work scopes.

**The Local Circuit Rider (LCR) Concept**

The purpose of the Circuit Rider is to facilitate implementation through the engagement of local governments and stakeholders. The term circuit rider is being used to denote seasoned technical
assistance providers who travel or may be embedded in local municipalities to help support and increase municipal capacity and provide direct implementation assistance.

The SSMMA LCR initiative can bridge the gap that exists between local government goals, objectives, and strategies that are necessary to enhance the effectiveness of local program or project delivery. The studies are done, the plans are prepared, and the results are in—but what now? This is often the challenge for municipalities that may be unsure of what is an appropriate role with regards to larger agencies, what needs to be done to secure buy-in, how to get started, and what help and resources are available to them. While some resources may exist at the local, regional, state, and federal levels, in certain communities there is often insufficient resources or staff expertise available to guide and execute coordinated efforts from start to finish. As a result, implementation is often delayed, stalled, or even sometimes not even attempted. The lack of resources, technical expertise, and municipal staff capacity often means that good plans, unfortunately, just “sit on a shelf and collect dust”.

To assist with the implementation of beneficial objectives, projects and programs, SSMMA LCR will highlight the integration of proven and innovative Best Management Practices from many sources. Services can be either strategies, administrative or technical. Research and Development (RD) capabilities in a staff-planning role will be highlighted in a manner that either undertakes, supports or champions those best practices.

**Examples of LCR services**

Services are anticipated to include specialized deliverables such as transportation or community planning, grant writing, request for proposal preparation, grant administration, funding identification, project coordination, project management, and local priority setting.

- Municipal Administration – prepare draft public notices, municipal ordinances, amendments, and budgets.
- Liaison with other municipal staff, county, state, and federal government agencies and representatives.
- Loan/Grant Preparation/Administration—preparation of applications for federal and state loan/grant programs.
- Specialized project administration.
- Communication and Information—analyze specific problems and provide appropriate advice to municipal staff and to elected officials.
- Research and Briefings regarding federal and state program regulations.
- Advice regarding trends and policies in municipal finance, human resources management, general management and public administration
- Attend regional agency meetings and provide follow-up briefings for municipal staff and officials
- Facilitate local short/long term planning efforts as required
- Attend community planning and village board meetings, serve as a resource and “pro-bono” staff
- Provide ad hoc project assistance

**Specific knowledge areas for LCR assistance may include any of the following:**

- Regulatory compliance
• Problem identification
• Project administration/Project development/Administrative training
• Community surveys
• Operator assistance/training
• Planning/engineering reviews
• Community Involvement to support local efforts
• Project Development/Facilitation
• Report Generation

8. Previous Plan Implementation Efforts
SSMMA has a long history of providing planning assistance and GIS technical support to our member communities. We provide model ordinances and share information about best practices and assist in advancing municipal objectives where possible. The challenge has been to provide effective, sustained support to see projects through to fruition. SSMMA’s proposed LCR pilot provides that opportunity.

9. Additional Strategic Partnerships
The Executive Committee of the SSMMA, representing 12 of the 45 municipal members, supports this concept to provide direct technical assistance and municipal staffing support to south suburban communities in need. SSMMA staff has been in regular contact with CMAP and Cook County Bureau of Economic Development to discuss a proposed pilot initiative that could improve the economic viability and future success of some of the region’s most resource-strapped communities. Both agencies have expressed support for increasing the capacity of south suburban municipalities and recognize the need to effect change if we’re to achieve inclusive growth and reinvestment goals.

(Please include any additional information that is relevant, preferably by providing links to online documents.)

www.ssmma.org
http://ssmma.org/program-areas/
>> MEMBER COMMUNITIES

VILLAGE OF ALSIP
VILLAGE OF BEECHER
CITY OF BLUE ISLAND
VILLAGE OF BURNHAM
CITY OF CALUMET CITY
VILLAGE OF CALUMET PARK
CITY OF CHICAGO HEIGHTS
CITY OF COUNTRY CLUB HILLS
VILLAGE OF CRESTWOOD
VILLAGE OF CRETE
VILLAGE OF DIXMOOR
VILLAGE OF DOLTON
VILLAGE OF EAST HAZEL CREST
VILLAGE OF FLOSSMOOR
VILLAGE OF FORD HEIGHTS
VILLAGE OF GLENWOOD
CITY OF HARVEY
VILLAGE OF HAZEL CREST
VILLAGE OF HOMEWOOD
VILLAGE OF LANSING
VILLAGE OF LYNWOOD
CITY OF MARKHAM
VILLAGE OF MATTESON
VILLAGE OF MIDLOTHIAN
VILLAGE OF OLYMPIA FIELDS
CITY OF OAK FOREST
VILLAGE OF MOKENA
VILLAGE OF MONEE
VILLAGE OF ORLAND HILLS
VILLAGE OF ORLAND PARK
VILLAGE OF PARK FOREST
VILLAGE OF PEOTONE
VILLAGE OF PHOENIX
VILLAGE OF POSEN
VILLAGE OF RICHTON PARK
VILLAGE OF RIVERDALE
VILLAGE OF ROBBINS
VILLAGE OF SAUK VILLAGE
VILLAGE OF SOUTH CHICAGO HEIGHTS
VILLAGE OF SOUTH HOLLAND
VILLAGE OF STEGER
VILLAGE OF THORNTON
VILLAGE OF TINLEY PARK
VILLAGE OF UNIVERSITY PARK
VILLAGE OF WORTH

>> SSMMA’S CORE ACTIVITIES

Economic Growth: SSMMA’s planning, transportation, housing and economic development efforts contribute to long-term vitality and regional growth.

Housing and Community Development: SSMMA is a partner and a resource for local governments that work to improve housing and promote healthy communities.

Transportation: SSMMA is committed to plans and projects that enhance the region’s transportation, infrastructure and mobility systems.

Technology: SSMMA helps leverage technologies in the region such as GIS and CSFN’s high-speed broadband that support the demands of business, education and local government.

Regionalism and Quality of Life: SSMMA creates, promotes and delivers consensus-backed, regional solutions that make our communities more livable and protect or enhance our natural environment.

A Proven Resource: SSMMA provides south suburban communities with resources and technical expertise that reduces costs and solves tough problems in planning, housing, economic development and transportation.

Input: SSMMA seeks consistent and in-depth input on what citizens want for the future of their region.
Located south of the City of Chicago, the South Suburban Mayors and Managers Association (SSMMA) is an intergovernmental agency providing technical assistance and joint services to 45 municipalities representing a population of nearly 700,000 in Cook and Will Counties.

**THE SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION...**

Provides a means for geographically related municipalities in the region south of Chicago to cooperate...

Explores and recommends solutions to common municipal problems...

Develops and administers or fosters intergovernmental programs on a voluntary basis...

Develops a common voice on municipal positions in the southern suburbs and communicates these positions as a single voice to state, county and federal governments, as well as private organizations...

Cooperates with other municipalities and organizations towards solutions to municipal, regional and statewide problems...

Provides general governmental assistance to member municipalities...

SSMMA members work cooperatively on transportation, legislation, land use, economic development, recycling, purchasing, stormwater and open space planning, infrastructure, human resources, public safety, geographic information system (GIS) services and housing issues.

The Green TIME Zone strategy drives many of SSMMA’s programs and partnerships to help achieve a robust, sustainable southland region that attracts global investment and builds thriving communities.

LEARN MORE AT SSMMA.ORG