

# CALL FOR PROJECTS

## CMAP Local Technical Assistance Program and RTA Community Planning Program

September 6, 2018



CMAP



# Program Guide

The Chicago Metropolitan Agency for Planning (CMAP) and Regional Transportation Authority (RTA) announce the availability of funding for planning technical assistance and implementation projects throughout the region.

While the RTA and CMAP have separate technical assistance programs, applicants are able to apply to both programs with a single application. This agency coordination allows us to offer planning and plan implementation assistance to an expanded base of eligible applicants, align all efforts with CMAP's draft [ON TO 2050](#) priorities, and/or *Invest in Transit*, the 2018-2023 Regional Transit Strategic Plan, and provide technical assistance in a coordinated manner that benefits the entire region.

## How to apply

Applicants should complete the application form available at [www.rtachicago.org/applications](http://www.rtachicago.org/applications) and email the completed application, along with any letters of support, to [applications@rtachicago.org](mailto:applications@rtachicago.org) as one PDF document by October 26, 2018. Please avoid submitting multiple PDFs for the same application.

# Program application timeline

September 6	Call for Projects released
September 11	Application Information Session CMAP offices (233 S. Wacker Drive, Suite 800) 9:00-11:00 a.m. Please RSVP to Tony Manno at <a href="mailto:tmano@cmap.illinois.gov">tmano@cmap.illinois.gov</a> by Monday, September 10th if you would like to attend.
September 28	Due date for transit-related project applicants to make contact with transit agency for letter of support. Non-required letters of support may be submitted up to one week after application deadline.
<b>October 26</b>	<b>Applications due before 12:00pm</b>

## Local contribution

The RTA and CMAP require a local financial contribution for their respective programs. Contribution requirements are based on the economic and demographic characteristics of the area served, with lower contribution rates for smaller communities and those with a lower tax base or median income. Contribution rates are calculated based on the best available data for the area affected by the project. For large municipalities and counties, projects that affect only one part of the jurisdiction will have local contributions based on the demographic and economic conditions of the study area. CMAP and the RTA will provide contribution rate information to applicants upon request, and applicants will be advised of the estimated local contribution amount prior to project selection.

# Eligible applicants and projects

Municipalities, counties, townships, councils of government (COGs), municipal associations, groups of two or more municipalities located within CMAP's seven-county region (Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties) and the RTA Service Boards (CTA, Metra, Pace) are eligible to apply for assistance. Nongovernmental organizations in the region are eligible to apply for CMAP assistance, but are required to submit a letter of support from the local government in which their project will take place. Nongovernmental organizations in the region must partner with a governmental organization to be eligible to apply for RTA assistance.

The CMAP and RTA planning assistance programs encourage applicants to undertake a balanced, coordinated, and integrated approach to land use and transportation planning benefitting local communities. Applicants are encouraged to study the draft ON TO 2050 priorities as well as the RTA's *Invest in Transit* goals when drafting an application to ensure that the proposed project addresses our region's planning priorities.

## **Both agencies have common priorities, including projects which:**

- Support development of compact, walkable communities
- Match regional and local housing supply with the types that residents want
- Advocate for and develop policies that strengthen communities and the transit system
- Incorporate market and fiscal feasibility into planning and development processes
- Encourage multi-jurisdictional partnerships and study areas
- Make transit more competitive
- Target [disinvested](#) and [economically disconnected](#) areas
- Leverage the transportation network to promote [inclusive growth](#)

## **The RTA also has additional criteria that is unique to their program:**

Eligible transit-related planning and implementation projects are evaluated for consideration under the RTA's Community Planning program. Transit/TOD projects must be located on the existing transit system.

Transit service planning is only available to the Service Boards (Metra, Pace, CTA). Municipalities interested in transit service planning should request a partnership with the appropriate Service Board(s) to apply for assistance.

All applicants are required to obtain a letter of support from the impacted Service Board by emailing a brief description of their project to the appropriate Service Board contacts. Requests for letters of support and/or partnerships must be submitted by September 28, 2018. Please email your request to:

- CTA – Gerald Nichols, [gnichols@transitchicago.com](mailto:gnichols@transitchicago.com)
- Metra – David Kralik, [dkralik@metrarr.com](mailto:dkralik@metrarr.com)
- Pace – David Tomzik, [David.Tomzik@pacebus.com](mailto:David.Tomzik@pacebus.com)

**Eligible projects are as follows:**

*Plans and Reports, covering:*

- Transit-Oriented Development
- Transportation planning (including downtown, neighborhood, subarea, site-specific, and corridor planning)
- Bicycle and pedestrian focused transportation planning
- Comprehensive planning and Economic Development planning (including downtown, neighborhood, subarea, site-specific, and corridor planning)
- Sustainability, climate action, or climate resilience plans
- Planning priorities reports
- Parking management and pricing plans
- Planning Assessments or Studies on special topics (including water-related plans and housing plans)

*Implementation, including:*

- Zoning ordinances (municipality-wide or subarea, e.g. TOD areas), subdivision ordinances, and Unified Development Ordinances
- Developer Discussion panels (TOD areas, transit corridors, downtown areas, etc.)
- Special funding districts (TIF, SSA, BID)
- Training
- Innovative implementation projects on special topics covered in CMAP's draft ON TO 2050 priorities, and/or *Invest in Transit*, the 2018-2023 Regional Transit Strategic Plan

Please see the project category descriptions found at [www.rtachicago.org/applications](http://www.rtachicago.org/applications). Funds available through these programs are for planning purposes only. Capital, engineering, operating, land acquisition, or equipment costs are not eligible. Selection of projects is dependent on funding availability, particularly for projects that do not have a direct transportation or land use connection.

# Project evaluation and selection process

These programs are competitive, and both agencies expect to receive more applications than can be accommodated in this year's program. Each application is initially screened for program eligibility based on the following criteria:

- Study area is located in the seven-county CMAP region
- Applicant is eligible
- Project type is eligible
- Does not duplicate previous work

Eligible projects are then evaluated based on the following criteria for both programs:

- Project aligns with CMAP's draft ON TO 2050 priorities, and/or *Invest in Transit*, the 2018-2023 Regional Transit Strategic Plan
- Project subject matter matches available funding sources
- Project is feasible
- For plan implementation efforts, the project must implement a recommendation from an adopted plan. Priority for implementation assistance is given to previous RTA and CMAP project sponsors, but others are also eligible to apply.
- Support from partners
- Demonstrated applicant commitment to project development and implementation

CMAP and RTA may consult other partner agencies including counties, COGs, and transit agencies. During the review process, the RTA and CMAP staff may contact each applicant to ask questions regarding the details of the proposed project. Project selection is dependent on funding availability. RTA projects should expect to commence within six months of RTA project selection. CMAP projects should expect to commence towards the end of calendar year 2019 or the first part of calendar year 2020.

November - December 2018	CMAP / RTA staff evaluate applications and may contact applicants with additional questions on their application
January 2019	Preliminary project selection recommendations released RTA conducts a public comment period on the recommended projects
February - March 2019	CMAP Board is presented with the selected program of projects for consideration RTA Board is notified of recommended Community Planning projects; successful applicants notified

For questions regarding the RTA Community Planning Program or the CMAP Local Technical Assistance Programs, or regarding your application, please contact:

**CMAP Local Technical Assistance Program**

Tony Manno  
Senior Planner  
Chicago Metropolitan Agency for Planning  
[tmanno@cmapp.illinois.gov](mailto:tmanno@cmapp.illinois.gov)  
312.386.8606  
[www.cmap.illinois.gov/programs-and-resources/ita/call-for-projects](http://www.cmap.illinois.gov/programs-and-resources/ita/call-for-projects)

**RTA Community Planning Program**

Michael Horsting, AICP  
Manager, Local Planning  
Regional Transportation Authority  
[horstingm@rtachicag.org](mailto:horstingm@rtachicag.org)  
312.913.3159  
[www.rtachicago.org/cp](http://www.rtachicago.org/cp)

# APPLICATION FORM

## RTA Community Planning Program and CMAP Local Technical Assistance Program

**Deadline: Noon on Friday, October 26, 2018**

This application form is online at [www.rtachicago.org/applications](http://www.rtachicago.org/applications). You may submit the form by email to [applications@rtachicago.org](mailto:applications@rtachicago.org). Please submit one application per project as a PDF package. Please avoid submitting multiple PDFs for the same application.

*Please list the members of the group (including government and nongovernmental organizations):*

**Name:**

Applicant

**Name:**

Main Contact of Application

**Title:**

**Phone:**

**Email:**

### TYPE OF APPLICANT

(please check all that apply)

- Local Government**
- Multijurisdictional group\***
- Nongovernmental organization\***

\*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. Nongovernmental applicants are strongly encouraged to contact CMAP or the RTA prior to submitting their application to discuss their project and the demonstration of local support.

**1. Project Location.** Please provide a brief description of the location of your project. You may include a map if that helps to describe location, but this is not required. If your project helps to implement a past plan, please include a link to that plan.

**2. Project Description.** Please tell us what you would like to do in your community, and what assistance is needed. If you have more than one idea, please submit a separate application for each project. Please be specific, but also brief (less than two pages per project idea)—we simply want to have a basic understanding of what you want to do. For plan updates please tell us how you will be building upon (or replacing) the previous work. Program staff will follow-up with you if we need any additional information to fully understand your proposed project. (Please limit your responses to 6000 characters including spaces).

## 2. Project Description (continued)

**3. Additional Strategic Partnerships.** Please list any additional partners you may want to include in this planning project, and specify if you have made contact with them in advance of submitting this application. (Please limit your response to 1400 characters).

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**PLAN CHARACTERISTICS**

My project involves:

- The preparation of a plan.
- Updating an existing plan.
- Implementation of a previous plan.
- My project has direct relevance to public transit and supports the use of the existing transit system.
- My project is not directly related to transportation or land use, but addresses ON TO 2050 and/or Invest In Transit in other ways.

**ON TO 2050 ALIGNMENT**

(Please check all that apply)

- Inclusive Growth
- Prioritized Investment
- Resilience

**RTA INVEST IN TRANSIT ALIGNMENT**

(please check all that apply)

- Deliver Value on our transit investments
- Build on the strengths of the transit network
- Keep transit competitive

**CMAP Offices**

233 South Wacker Drive, Suite 800  
Chicago, Illinois 60606  
312-454-0400

[ONTO2050@cmmap.illinois.gov](mailto:ONTO2050@cmmap.illinois.gov)

[www.cmmap.illinois.gov](http://www.cmmap.illinois.gov)

The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

**RTA Administrative Offices**

175 W. Jackson Blvd, Suite 1650  
Chicago, IL 60604  
312-913-3200

[www.rtachicago.org](http://www.rtachicago.org)

The Regional Transportation Authority (RTA) is the unit of local government charged with financial oversight, funding, and regional transit planning for the Chicago Transit Authority (CTA), Metra, and Pace bus and Pace's Americans with Disabilities Act (ADA) Paratransit Service. The RTA system serves two million riders each weekday with 145 CTA rail stations, 240 Metra commuter rail stations, 350 bus routes, with a combined 7,200 transit route miles throughout Cook, DuPage, Kane, Lake, McHenry, and Will Counties of northeastern Illinois.