CALL FOR PROJECTS

CMAP Local Technical Assistance Program and RTA Community Planning Program

September 6, 2018
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 and email the completed application, along with any letters of support, to applications@rtachicago.org as one PDF document by October 26, 2018. Please avoid submitting multiple PDFs for the same application.
# Program application timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 6</td>
<td>Call for Projects released</td>
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<tr>
<td></td>
<td>Application Information Session</td>
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<td>CMAP offices (233 S. Wacker Drive, Suite 800)</td>
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<td>9:00-11:00 a.m.</td>
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<td>September 11</td>
<td>Please RSVP to Tony Manno at <a href="mailto:tmanno@cmap.illinois.gov">tmanno@cmap.illinois.gov</a> by Monday,</td>
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<tr>
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<td>September 10th if you would like to attend.</td>
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<td>September 28</td>
<td>Due date for transit-related project applicants to make contact with</td>
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<td>transit agency for letter of support. Non-required letters of</td>
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<tr>
<td></td>
<td>support may be submitted up to one week after application deadline.</td>
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<tr>
<td>October 26</td>
<td>Applications due before 12:00pm</td>
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# 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
- Metra — David Kralik, dkrilik@metrar.com
- Pace — David Tomzik, 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.rta.chicago.org/applications](http://www.rta.chicago.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.

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<th>November - December 2018</th>
<th>CMAP / RTA staff evaluate applications and may contact applicants with additional questions on their application</th>
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<tr>
<td>January 2019</td>
<td>Preliminary project selection recommendations released</td>
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<td>RTA conducts a public comment period on the recommended projects</td>
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<tr>
<td>February - March 2019</td>
<td>CMAP Board is presented with the selected program of projects for consideration</td>
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<td>RTA Board is notified of recommended Community Planning projects; successful applicants notified</td>
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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@cmmap.illinois.gov  
312.386.8606  
www.cmap.illinois.gov/programs-and-resources/hta/call-for-projects

**RTA Community Planning Program**

Michael Horsting, AICP  
Manager, Local Planning  
Regional Transportation Authority  
horstingm@rtachicago.org  
312.913.3159  
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. You may submit the form by email to applications@rtachicago.org. Please submit one application per project as a PDF package. Please avoid submitting multiple PDFs for the same application.

Name: Village of Minooka

Applicant

Name: Daniel Duffy

Main Contact of Application

Title: Village Administrator

Phone: 815.467.2151

Email: dan.duffy@minooka.com

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.

The Village of Minooka is located two (2) miles west off the I-55/I-80 interchange along Interstate 80 and is situated within three (3) counties; Grundy, Kendall and Will.

According to the 2000 census, Minooka had a population of 3,971 residents. By 2010, Minooka had grown to a population of 10,924 residents (2010 census), which is a 175% growth within ten (10) years.

Since 2010, the Village has continued to experience growth over the last eight (8) years with current census estimates of around 12,000 residents. Due to its proximity to the Chicagoland Market, 45 minutes south of Chicago, the Village has not only seen residential growth, but tremendous industrial growth in the logistics industry.

In 2000 the Village had one (1) large warehouse/logistic center, fast forward to 2018, and the Village now has fourteen (14) logistic centers ranging from 30,000 sf to 1,000,000 sf. (with two 800,000 sf additions planned for in 2019-20). The mix of residential, commercial, and industrial growth has created one of the fastest growing communities in the Midwest.

Minooka has a total incorporated area of 9.526 square miles, BUT within its current neighboring municipal boundary line agreements, the Village can grow an additional 22 square miles, with a potential final buildout population of 60-70,000 residents.

It has been six (6) years since our last Comprehensive Plan was updated, a link provided: https://www.minooka.com/business/comprehensive-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).

The Village of Minooka is in need of a comprehensive plan update. The last plan was updated six (6) years ago and consisted of municipal staff working with Village Trustees to update the plan. The Villages plan is outdated and does not clearly identify a vision for the future. The plan does not have any written or narrative to accompany the map and justify the current/projected zoning. The Village Board would like to create a professional plan that consists of a vision, a landuse map and guidelines for the community to refer to when addressing potential uses and proposed zoning actions within Village.

Minooka has seen tremendous growth across the board, both in residential and in the industrial/commercial sectors. With 9.526 square miles (2010 census) in it's current corporate limits, the Village has a potential to grow an additional 22 square miles (in the unincorporated area), with an estimated final buildout population of 60-70,000 residents over the next 20-30 years. Due to such rapid growth, the Village would like to not only update the current comprehensive plan, but also develop and create a professional plan that includes a vision intended to act and provide a blueprint for the community's future.

(continue to next page)
2. Project Description (continued)

Here are a few specific goals/objectives the Village would like to achieve and create in its future updated Comprehensive Plan:

1) Hire and utilize a professional planning firm to assist the Village in not only updating its comprehensive plan, but help create a vision and blueprint for the Village to move forward.

2) Update and create a professional Comprehensive Plan that will promote the health, safety and general welfare for the residents of Minooka and give due consideration to the needs of the people of the region of which the community is a part.

3) Identify and interview key decision makers both within and outside the Village to assist with the Comprehensive Plan as it relates to fostering cooperation among multi-jurisdictional governmental agencies in hopes of protecting the regions resources, and planning for community and/or future service needs.

4) Create a new Land Use Plan intended to serve as a general guide for future development in the unincorporated areas that will include: economic development incentive zones (example TIFs), industrial/commercial corridors, high and low-density residential areas, and open space preservation which would include access to those locations with future alternative transportation routes (multi-use walking paths) throughout the Village's unincorporated area, (adding to our current 5 miles of paths).

5) Create a Comprehensive Plan that will identify numerous specific planning recommendations and implementation strategies of which the Village, residents, businesses, property owners and/or organizations can initiate to help achieve the future vision for Minooka (examples include a location for future waste water treatment plants, regional retention facilities, dedicated truck routes, utility/capital needs, etc.).

6) Utilize a professional firm to help create a written narrative to accompany the Comprehensive Plan in which certain growth trends, market studies and truck/traffic studies are all incorporated to assist with specific future objectives.

7) Host and create an open environment with participation of citizens that will assist in the updates and planning process, essential to the designing of the new Comprehensive Plan.

8) Lastly, the primary mission of the Comprehensive Plan is to provide a balance between the need to accommodate anticipated population growth and the need to preserve the quality of life and natural resources that make Minooka a unique place to live.
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).

We would most definitely want to include our neighboring community (in the planning portion). Example, The Village of Channahon, received assistance and was awarded the CMAP LTA planning grant last year, and contacted Minooka during their Comp Plan update. We would like to work with a professional planning firm to assist the Village in making sure our comprehensive plan flows and works well with our surrounding municipal plans (Channahon, Shorewood, Morris and Joliet).

Also, The Village of Minooka has been working with the Village of Channahon for the past five years with respect to developing our far west region (currently consists of mainly farmland) and both municipalities working together to plan for shared utility services. Neither community has developed our western boundary area, but with a new interchange constructed on I-80 (Brisbin Road Interchange), both municipalities have it zoned commercial/industrial and are looking to develop one (1) waste water treatment plant together, and possibly shared wells for accessible potable water.

The Village is hoping to receive assistance from CMAP with the LTA grant that will directly assist in those multi-municipal planning efforts and help produce a blueprint for those future shared capital needs and services.

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**PLAN CHARACTERISTICS**
My project involves:

- [x] The preparation of a plan.
- [x] Updating an existing plan.
- [x] 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.

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**ON TO 2050 ALIGNMENT**
(Please check all that apply)

- [x] Inclusive Growth
- [x] Prioritized Investment
- [ ] Resilience

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**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
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.

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.