



# Chicago Metropolitan Agency for Planning

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## CMAP MOU – Local Technical Assistance Program Between CMAP and Lake County, IL February 17, 2012


Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
  - Scope of work for LTA staff will be jointly determined by CMAP and applicant
  - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
  - Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
  - Periodic check-ins (frequency to be determined based on need) between applicant and CMAP management – include discussion / evaluation of staff performance
  - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)
  
2. Equipment, space, and networking
  - CMAP will provide each LTA staff with laptop (including MS Office and GIS; other software on request) and phone
  - If applicant wishes LTA staff to be locally based, applicant must provide adequate work space (adequacy to be mutually determined by applicant and CMAP; a cubicle or other designated area is expected)
  - CMAP can provide printers for the use of LTA staff if needed; this will be based on applicant preferences
  - Networking is TBD based on conversations between CMAP and applicant IT staff; will be done in a way that does not compromise the security of either network
  - Allocation of space and setup of computer resources will occur before LTA staff begin work
  
3. Access to resources
  - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)

- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
  - The applicant will provide access to all relevant internal data, reports, and other information
  - The applicant's leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project
4. Demonstration of local support
- Applicants will be required to pass a resolution supporting the project at their governing board before work will begin
5. Project management
- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
  - A full project scope of work must be attached to the MOU at the time it is signed
  - Changes to project scope or timelines must be jointly agreed to be CMAP and applicant; major expansions of scope may result in discontinuation of project
  - Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

  
 \_\_\_\_\_  
 Robert Dean, Deputy Executive Director

February 17, 2012

\_\_\_\_\_ Date

Lake County Representative:

\_\_\_\_\_ Date  
 David Stolman, Chairman

\_\_\_\_\_ Date