

Activity A: Develop a broad partnership to advance regional sustainable development

Livability Principles Addressed: Coordinate policies and leverage investment

Long Term Outcomes: Creation of shared elements, aligned federal planning and investment resources, and increased participation and decision-making

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
A1, A2, A11, A17	Staff Team representatives from a range of Partnership organizations assist with planning Partnership meetings and activities	Partnership meeting agendas; guidance on development of Partnership	CAPRC: S. Steinhoff and other staff	Formation-Winter 2011; Meetings-ongoing	Formation - March 2011	Diversity of participation; number and consistency of participation; level of support and buy-in	Review of membership list, meeting minutes; meeting evaluations; conversations with members	
A3	Execute Memorandum of Understanding that reflects shared understanding of Partnership purpose, goals, benefits, responsibilities, decision-making, activities, expansion of new members, and other aspects	MOU	Partnership members CARPC: S. Steinhoff	Jun-11	Final Draft: April 2011	Degree of input; number of signed MOUs	Review of meeting minutes and feedback provided; count of executed MOUs	
A4, A12, A18	Hold Consortium Meetings - Year 1 - to establish group identity, increase understanding of sustainable communities goals and outcomes, form work groups, and expand membership. Year 2 - Establish goals and desired outcomes. Year 3 - establish implementation recommendations.	12 meetings	CARPC: S. Steinhoff and other staff Staff Team	March 2011 - February 2013	Meeting 1: 3/23/11	Attendance, participation, meeting outcomes, agreement on goals, outcomes and implementation strategies	Meeting evaluations for: attendance and participation at meetings; achievement of meeting goals; meeting feedback; adoption of sustainable community recommendations	
A6, A8, A10, A14, A16, A20	Work groups form and meet to inventory and assess existing initiatives, and prepare recommendations to Partnership to advance CRSCI goals and outcomes	Work groups Inventories Recommendations	Partnership members CARPC: S. Steinhoff and other staff	Work groups-Sept. 2011; Assessments-June 2012; recommendations-March 2013		Number of meetings, participation, participant buy-in, Consortium support, consistency with CRSCI goals	Review of meeting minutes; meeting evaluations; review of assessments and recommendations, Consortium and public feedback	
A5, A7, A9, A13, A15, A19, A21	Conduct education and outreach to increase understanding of, and support for, CRSCI goals and activities	Website Email distribution list 3 conferences 9 presentations Press notices	CAPRC: S. Steinhoff and other staff	Website: May 2011 list: June 2011 Conferences: September of each year Presentations and press notices: throughout	Email Conferences:	Website traffic Size of email list Conference satisfaction Presentation satisfaction	Website monitoring list monitoring survey feedback	Email Conference Presentation

Activity B: Prepare plans for enhanced transit and transit-oriented development

Livability Principles Addressed: Provide More transportation choices; promote equitable, affordable housing; enhance economic competitiveness; support existing communities

Long Term Outcomes: Decrease in per-capita Vehicle Miles Traveled (VMT); reduced social and economic disparities

Increase in the share of residential and commercial construction on underutilized infill development sites

Increased proportion of low and very low-income households within a 30-minute transit commute; increased participation and decision-making

Decrease in overall combined housing and transportation costs per household; increase in walking, biking and transit

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
B1, B3, B4, B6, B8, B10,	Conduct market studies to estimate potential demand for various types of residential and commercial development, in order to guide planning and decision-making for future urban development and transit-oriented development.	Scope of work Request for Qualifications Request for Proposals Contract and Final Report	CAPRC: S. Steinhoff, other staff Partnership members	Scope of Work: May 2011 July 2011 August 2011 September 2011 November 2011 February 2012	RFP: Contract: Draft Plan: Final Plan:	Degree of input to scope of work; number of qualified proposals; increased awareness of market potentials; increased level of infill and redevelopment	Review of comments; review of proposals; feedback from public and private stakeholders	
B2, B12	Develop infill development and redevelopment inventory and database , including assessment of development potential, to support and foster public and private policies and investments in these areas.	Inventory/database plan Database of sites of inventory materials (web, email, newsletter, news release)	Report Promotion CARPC: S. Steinhoff, other staff Dane County: Todd Violante	Inventory Plan: Aug. 2011 Database: March 2012 Promotion: 2012		Degree of input to plan; number of sites; area of sites; development potential of sites; support/acceptance of inventory; use of inventory to support infill and redevelopment	Review of comments; estimate of infill/redevelopment potential; feedback from potential users; monitoring of infill/redevelopment areas	
B5, B7, B9, B11, B13, B14, B15, B18, B20, B22	Commission studies of the potential for enhanced transit , including bus rapid transit, and associated transit-oriented development , along regional transportation corridors, to foster agreement and support for strategies to enhance regional transit.	Scope of work Request for Qualifications Request for Proposals Contract Input Final Report	Public Draft and Madison Area MPO: Bill Schaeffer CARPC: S. Steinhoff, other staff	Scope of Work: Sep. 2011 RFQ: October 2011 November 2011 2012 2013	RFP: Contract: April September March April 2013	Degree of input to scope; number of qualified proposals; quality of estimates of transit/TOD potentials; level of agreement/support for transit/TOD options; public policy focus on preferred transit option	Review of comments; feedback on draft study; feedback from stakeholders on final plan	
B16, B17, B19, B21, B23, B24, B25, B26, B27, B28	Work with local communities to prepare TOD plans for areas identified in transit/TOD studies, to better connect residents to transit, employment and other activities.	Potential TOD areas identified Request for Proposals study area selection design workshops TOD area plans Public input TOD area plans	TOD City Draft Final CARPC: S. Steinhoff, other staff City of Madison: Brad Murphy of Middleton: Eileen Kelley Madison Area MPO: Bill Schaeffer	TOD areas IDed: Oct. 2012 RFP: March 2013 Study areas: April 2013 Workshops: Sep. 2013 plans: Oct. 2013 input: Nov. 2013 Feb. 2014	Draft Public Final plans:	TOD areas consistent with CRSCI goals; level of local community participation; degree of stakeholder support for plans; amount of public/private policies and investments to advance plans	Comparison of TOD areas to CRSCI goals; workshop participation counts and evaluation forms; feedback from stakeholders on final plans; monitoring of policy and investment into TOD areas	

Activity C: Prepare Future Urban Development Area (FUDA) plans for sustainable development

Livability Principles Addressed: Promote equitable, affordable housing; value communities and neighborhoods; support existing communities

Long Term Outcomes: Creation of shared elements, aligned federal planning and investment resources, and increased participation and decision-making;

Increase in the share of residential and commercial construction on underutilized infill development sites;

Increase protection of natural resources and preserve farmland and viable agriculture

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
C1, C5, C8, C10, C15, C17	Conduct market studies to estimate potential demand for various types of residential and commercial development, in order to guide planning and decision-making for future urban development and transit-oriented development.	Scope of work Request for Qualifications Request for Proposals Contract and Final Report	Draft CAPRC: S. Steinhoff Partnership members	Scope of Work: May 2011 RFQ: July 2011 RFP: August 2011 Contract: September 2011 Draft Plan: November 2011 Final Plan: February 2012		Degree of input to scope of work; number of qualified proposals; increased awareness of market potentials; increased level of infill and redevelopment	Review of comments; review of proposals; feedback from public and private stakeholders	
C6, C18	Develop Infill development and redevelopment inventory and database , including assessment of development potential, to support and foster public and private policies and investments in these areas.	Inventory/database plan sites Report of inventory Promotion materials (web, email, newsletter, news release)	Database of CAPRC: S. Steinhoff and staff Dane County: Todd Violante	Inventory Plan: Aug. 2011 Database: March 2012 Promotion: 2012		Degree of input to plan; number of sites; area of sites; development potential of sites; support/acceptance of inventory; use of inventory to support infill and redevelopment	Review of comments; estimate of infill/redevelopment potential; feedback from potential users; monitoring of infill/redevelopment areas	
C2, C4, C9, C11, C13, C16, C19	Pilot multi-jurisdictional FUDA planning in 1 to 3 Urban Service Areas (USAs) in the region, using scenario planning methods to produce 25-year plans for sustainable development.	USA selection Steering Committees Public Participation Plans Environmental Condition Reports Scenario Plan Options/Workshops Draft Plan Plan adoption	Local CAPRC: S. Steinhoff and staff Partnership member communities	USA Selection: Sept. 2010 Steering Com: Oct. 2010 Part. Plan: April 2011 Condition Rpts: June 2011 Scenarios: November 2011 Draft Plan: Dec. 2011 Adoption: March 2012	Selection complete; Steering Committee complete; Participation Plans adopted	Local community participation; level of stakeholder/public participation; utility of Env. Condition Reports as planning guide; level of participation in scenario planning; consistency of FUDA plans with local, regional and CRSCI goals; adoption of plans as updates to comprehensive plans; use of plans as guidance for development policies, investments and decisions	Commitment of community participation; review of stakeholders and level of input; assessment of use of Env. Condition Reports; scenario workshop participation counts and evaluation forms; comparison of FUDA plans to local/regional goals; monitoring of plan implementation	
C7, C12, C14, C21, C22, C24, C27, C28, C29	Second round multi-jurisdictional FUDA planning in 1 to 3 Urban Service Areas (USAs) in the region, using scenario planning methods to produce 25-year plans for sustainable development.	USA selection Steering Committees Public Participation Plans Environmental Condition Reports ELOHA Model Scenario Plan Options/Workshops Plan adoption	Local CAPRC: S. Steinhoff and staff Partnership member communities	USA Selection: Sept. 2011 Steering Com: Oct. 2011 Part. Plan: April 2012 Condition Rpts: June 2012 Scenarios: November 2012 Draft Plan: Dec. 2012 Adoption: March 2013		Local community participation; level of stakeholder/public participation; utility of Env. Condition Reports as planning guide; level of participation in scenario planning; consistency of FUDA plans with local, regional and CRSCI goals; adoption of plans as updates to comprehensive plans; use of plans as guidance for development policies, investments and decisions	Commitment of community participation; review of stakeholders and level of input; assessment of use of Env. Condition Reports; scenario workshop participation counts and evaluation forms; comparison of FUDA plans to local/regional goals; monitoring of plan implementation	
C23, C25, C26, C31, C32, C35, C36, C37	Third round multi-jurisdictional FUDA planning in 1 to 3 Urban Service Areas (USAs) in the region, using scenario planning methods to produce 25-year plans for sustainable development.	USA selection Steering Committees Public Participation Plans Environmental Condition Reports Scenario Plan Options/Workshops Draft Plan Plan adoption	Local CAPRC: S. Steinhoff and staff Partnership member communities	USA Selection: Sept. 2012 Steering Com: Oct. 2012 Part. Plan: April 2013 Condition Rpts: June 2013 Scenarios: November 2013 Draft Plan: Dec. 2013 Adoption: March 2014		Local community participation; level of stakeholder/public participation; utility of Env. Condition Reports as planning guide; level of participation in scenario planning; consistency of FUDA plans with local, regional and CRSCI goals; adoption of plans as updates to comprehensive plans; use of plans as guidance for development policies, investments and decisions	Commitment of community participation; review of stakeholders and level of input; assessment of use of Env. Condition Reports; scenario workshop participation counts and evaluation forms; comparison of FUDA plans to local/regional goals; monitoring of plan implementation	

Activity D: Close gaps in local and regional plans related to equity/inclusive participation, housing and air quality

Livability Principles Addressed: Coordinate policies and leverage Investment, promote equitable, affordable housing

Long Term Outcomes: Creation of shared elements, aligned federal planning and investment resources, and increased participation and decision-making

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
D1 - D5	Work groups form and meet to inventory and assess existing initiatives, and prepare recommendations to Partnership to advance CRSCI goals and outcomes	Work groups Meetings Inventories Recommendations	Partnership members; CARPC: S. Steinhoff and staff	Work groups-Sept. 2011; Assessments-June 2012; recommendations-March 2013		Number of meetings, participation, participant buy-in, Consortium support, consistency with CRSCI goals	Review of meeting minutes; meeting evaluations; review of assessments and recommendations, Consortium and public feedback	

Activity E: Demonstrate sustainable development through catalytic projects

Livability Principles Addressed: Enhance economic competitiveness, support existing communities

Long Term Outcomes: Increased proportion of affordable housing units with good access to a full service grocery store

Reduced social and economic disparities for the low-income and communities of color

Increase in the share of residential and commercial construction on underutilized infill development sites

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
E8, E11, E13, E14, E19, E20, E22	Sustainability Commerce Center – Bring together established and entrepreneurial firms in the field of sustainability to grow green businesses and job opportunities. The facility will feature sustainable building design, construction and operations. Located in Madison’s primary redevelopment district, the Center will also provide space and programming for public education on sustainability	Description-public benefits Business plan Architect/Engineering plan Developer agreement Predevelopment work Groundbreaking	City of Madison: Matt Mikolajewski	Public Benefits: Feb. 2012 Business Plan: April 2012 Arch/Eng Plan: Aug. 2012 Developer Agmt: Feb. 2012 Predevelopment: Nov. 2013 Groundbreaking: Feb. 2014		Degree of public benefits; number of green business tenants; number of green jobs; private investment in district; increased property values		description of anticipated benefits; reporting on tenants, employment, investments; collection of property value data
E6, E7, E12	100 Percent Stormwater Capture for High-Density TOD - Create and implement stormwater guidelines and templates to control post development runoff volumes for a planned transit-oriented development in the City of Fitchburg to demonstrate practices that allow high density development to maintain the hydrology of receiving streams and maintain the groundwater of the region on which it depends for its municipal water supply.	Stormwater model analysis Strategy session Stormwater capture strategy	City of Fitchburg: Tom Hovel	Stormwater model: Nov. 2011 Strategy session: Feb. 2012 Capture strategy: June 2012		Ability of stormwater model to achieve 100% capture goal; level of stakeholder support		Technical review by CARPC of stormwater capture model; stakeholder feedback
E1, E2, E3, E4, E5, E9	Fresh Vegetable Packing House - Prepare a business plan for the development of an aggregation, storage and distribution facility that connects growers in the Capitol Region with wholesale buyers in southern Wisconsin and northern Illinois for the purpose of preserving, strengthening and promoting local Wisconsin agriculture and improve healthy food access in underserved communities.	Subgrantee Agreement Advisory Committee Grower survey Buyer survey Site identification Packing house model Feasibility Study Business Plan action steps Groundbreaking	Dane County: Olivia Parry	Subgrantee agmt: April 2011 Advisory Com: June 2011 Grower survey: June 2011 Buyer survey: August 2011 Site identification: Feb. 2012 Feasibility Study: Feb. 2012 Action steps: April 2012 Groundbreaking: 2013		Degree of stakeholder participation; survey response rate; level of feasibility; site suitability; support and buy-in for action steps; interest among investors and operators		Review of stakeholders; meeting participation; assessment of feasibility study; feedback from stakeholders regarding action steps; expressions of interest among investors and operators
E10, E15, E16, E18, E23	Local Fresh Food Market in South Madison Area – Prepare a business plan for the development of a neighborhood-scale market that connects growers in the Capitol Region with retail buyers in the low-income and largely minority Southdale Neighborhood, as well as other area neighborhoods currently not served by a nearby grocery store.	Advisory Committee Resident survey Site selection design plan Site Business Groundbreaking	Dane County: Olivia Parry Growing Power: R. Pierce Alexander Co.: M. Meier	Advisory Com: April 2012 Resident survey: June 2012 Site selection: Oct. 2012 Site design: Oct. 2012 Business plan: Jan. 2013 Groundbreaking: Feb. 2014		Degree of resident support; level of investment; capability of owner/operator		Resident survey results; amount of investment; qualifications of owner/operator

Activity F: Establish sustainability indicators and track progress towards long-term desired outcomes

Livability Principles Addressed: Coordinate policies and leverage investment

Long Term Outcomes: Creation of shared elements, aligned federal planning and investment resources

TASKS	DESCRIPTION	DELIVERABLES	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
F1, F2, F3, F4, F5	Prepare draft sustainability indicators and baseline data by which CRSCI can measure progress towards sustainable community goals and outcomes.	Inventory existing local efforts Identify best practices available data Identify Draft indicators Baseline data	UW-Madison, Department of Urban and Regional Planning: Jim LaGro	Local Inventory: October 2011 Best practices: November 2011 Available data: December 2011 Draft indicators: March 2012 Baseline data: April 2013		Suitability of draft indicators for Capital Region sustainable communities initiative	Create evaluation criteria; measure draft indicators against criteria	
F6, F8, F10	Conduct sustainability indicator trainings for Partnership and community members to increase understanding of and capacity to use sustainability indicators	Training 1: Indicator basics Training 2: Local indicators Training 3: Indicator use	UW-Madison, Department of Urban and Regional Planning: Jim LaGro	Training 1: February 2012 Training 2: November 2012 Training 3: November 2013		increase in knowledge, understanding, and ability to use indicators	Training evaluations	
F7, F9	Establish data collection, synthesis and reporting methodology and procedures to enable regular updates of sustainability indicators	Data collection methods Data synthesis methods Indicator reporting methods Final indicator report	UW-Madison, Department of Urban and Regional Planning: Jim LaGro; CARPC: S. Steinhoff	Collection methods: Sept. 2012 Synthesis methods: Sept. 2012 Reporting methods: Feb. 2013 Final Report: May 2013		Ease of use; utility of indicators for planning and decision-making; clarity and accessibility of information	Conduct trial runs of methodology; solicit feedback from local users	