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## MEMORANDUM

**To:** UWP Committee

**From:** CMAP Staff

**Date:** August 7, 2024

**Subject:** UWP Methodology Review

**Action Requested:** Discussion

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In 2023, the UWP Committee established a [methodology](#) for developing the annual Unified Work Program. The methodology includes procedures for annually budgeting funding for the core planning activities necessary to meet federal Metropolitan Planning requirements and for biennial development of a multi-year program of other transportation planning activities. The methodology also calls for periodic review of the process to determine if any adjustments to the policies, procedures, or methodology are warranted prior to the next biennial call for projects cycle. This memo presents some highlights and staff observations from the call for fiscal year (FY) 2025-2029 projects to start committee discussions. It is anticipated that members may wish to discuss some topics with staff at their agencies that were more directly involved in completing applications and that these discussions may continue to future meetings.

### Applications received

Four applications, summarized in [this January 2024 memo](#), were received during the FY 2025-2029 call for projects. A total of \$1.5M in federal funds were requested for these projects in FYs 2025, 2026, and 2027. No requests were made for FY 2028 or 2029 funding.

One of the primary reasons for multi-year programming is to provide a level of commitment to project sponsors that would allow for an earlier start to procurement and other project kick-off activities. Therefore, it was somewhat unexpected that the number of applications received was small which did not allow the region to build a full five-year program.

Staff requests committee discussion about how to encourage more applications in the next cycle and what the barriers were to requesting funding in the later years of the program.

### Scoring of applications

The scoring criteria were established to provide a data-driven ranking of project applications with an emphasis on cooperatively and efficiently working to advance the goals of regional, federal, and statewide planning efforts. A maximum of 45 points was established, and the four applications submitted received between 27 and 40 points, as detailed in [the proposal](#)

[summaries](#) provided to the committee in January 2024. From staff's perspective, the application of the scoring methodology was straightforward and the spread of scores, even across a small sample size appears to be sufficient for making programming decisions.

Staff requests committee discussion of the results of applying the scoring criteria.

#### Application forms

The application form for the competitive program consisted of a multi-sheet Excel workbook. This spreadsheet was intended to reduce the number of individual forms that each applicant would have to complete, while providing data in a format that could easily be combined and summarized by staff, without the need for re-entering applicant data into other forms, reducing the potential for clerical errors.

Staff requests committee discussion of the application form's functionality and ease of use.

#### Other topics

Staff requests feedback from committee members on other discussion topics related to lessons learned from the initial call for competitive proposals.