



## UNIFIED WORK PROGRAM

### MEETING MINUTES - FINAL

Monday, October 23, 2023

1:00 PM

**Cook County Conference Room**  
**433 West Van Buren Street, Suite 450**  
**Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until Friday, October 20, 2023 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

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The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.

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## 1.0 Call To Order

Chair Michael Vanderhoof called the meeting to order at 1:03 pm., reminded the members that the meeting was being live-streamed, and provided logistical announcements.

A motion was made to allow Representative Doyle to attend the meeting remotely by Representative Hennings, seconded by Representative Tomzik. A voice vote was taken, the motion passed.

**Present:** IDOT Representative, CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, FHWA Representative, Metra Representative, Pace Representative, CoM Representative, and RTA Representative

**Absent (NV):** FTA Representative, and IEPA Representative

Members present:

- IDOT - Michael Vanderhoof (non-voting)
- CMAP - Alex Ensign
- CDOT - Buck Doyle (virtually)
- Counties - Scott Hennings
- Council of Mayors - Michael Einhorn
- CTA - Christina Bader
- Metra - David Kralik
- Pace- Dave Tomzik
- RTA - Heather Mullins
- FHWA - Todd Schmidt (non-voting)

CMAP staff present: Kama Dobbs, Ryan Ehlke, Jon Haadsma, Teri Dixon, Martin Menninger, Ryan Gougis, George Rivera, Henrietta Brown, Karly Cazzato

Others present: Jackie Forbes, Megan Swanson, Brandon Geber, Brian Larson, Eric Czarnota, Jason Wald, Mike Klemens, Sidney Kenyon

## 2.0 Agenda Changes and Announcements

No agenda changes were requested.

## 3.0 Approval of Minutes

### 3.01 Minutes from September 13, 2023

[23-447](#)

**Attachments:** [UWP Meeting Minutes 13-Sept-2023](#)

*A motion was made by RTA Representative, seconded by City of Chicago Representative, that the minutes be approved. The motion carried by a voice vote.*

## 4.0 New Business

### 4.01 CMAP Unified Work Program Development Methodology

[23-448](#)

**Attachments:** [UWP Development Methodology Memo 10162023](#)  
[UWP Development Methodology 10162023](#)

CMAP staff Kama Dobbs presented the UWP competitive program methodology building off ideas discussed at previous UWP committee meeting. Scoring criteria remain as proposed, with edits made

to clarify how evaluation will be conducted for past performance and project administration criteria. No changes were proposed to the program development process. Consultant activities and data purchases and sharing provisions remain as previously proposed. Active management provisions were updated to extend status updates to be due 28 days after the end of the quarter. Deadlines for use of funds were presented, which includes deadlines for final invoicing, work to be completed, work to be started, and initial invoices to be submitted. The schedule will compress over time for later fiscal years to meet goal of projects being completed in the fiscal year. Reprogramming provisions remain as proposed with minor edits to language. The floor was opened to discussion.

Pace representative Tomzik asked for clarification on type of projects addressed in past projects, CMAP staff Dobbs answered that this is focused on planning projects.

RTA representative Mullins asked for clarification on deadline for use of funds and phased in approach. CMAP staff Dobbs explained that the goal is to eventually reach one year projects while allowing members to adjust to multi-year programming. Pace representative Tomzik asked when multi-year programming will begin and when members will know when funding is available, CMAP staff Dobbs explained that the 5 year program will be developed for MPO approval this March, award letters are anticipated to be sent out following approval.

Pace representative Tomzik asked if estimated funding availability be provided, CMAP staff Dobbs replied that the assumption will be \$1 million for competitive funding, however the amount may be adjusted depending on changes to the mark.

CTA representative Bader asked for the rationale for phasing in the one year contract length. CMAP staff Dobbs replied that metropolitan planning funds have built up in Illinois, which needs to be addressed. Chair Vanderhoof added that MPOs need to spend their annual allotments. Metra representative Kralik asked for clarification of language in the project schedule section of the methodology, CMAP staff Dobbs replied that the project schedule language on page 11 of the methodology will be struck.

Pace representative Tomzik asked how a project would be budgeted that spans across multiple fiscal years. Chair Vanderhoof answered that IDOT would budget based on the spend for fiscal year.

Council of Mayors representative Einhorn asked if studies are checked to ensure they haven't been previously conducted by other partners, and how is that addressed. CMAP staff Dobbs replied that a review is done to make sure previous studies have not been conducted.

Counties representative Hennings asked for rationale for keeping all local governments as eligible agencies. CMAP staff Dobbs explained that we do not want to exclude agencies who should be able to use the funds, the intent is for competitive projects to have a regional focus.

Pace representative Tomzik commented that there should be a built in evaluation in 2026 to review how the methodology is functioning. CMAP staff Dobbs replied that this can be made more explicit and that reviews are an important part of the methodology.

CMAP staff Dobbs outlined next steps as soliciting for the core budgets, conducting the call for competitive projects, and developing the FY25 UWP.

A motion was made, discussion ensued. CTA representative Bader commented that CTA believes the contracts should be at least 24 months for all projects. CMAP staff Dobbs clarified that the motion to approve includes striking project schedule paragraph on page 11 and adding a paragraph on annual evaluation.

*A motion was made by CoM Representative, seconded by Counties Representative, that the agenda item be approved. The motion carried by a voice vote.*

## **5.0 Committee Member Updates**

### **5.01 UWP Committee Member updates**

[23-449](#)

City of Chicago representative Doyle provided an update on the Chicago Business District multimodal project. An extension was requested and granted due to the impacts of the pandemic on traffic. Project is close to launching, project will kickoff soon.

Metra representative Kralik provided an update that the sustainability plan is in procurement, Metra is on track to initiate the project in the first quarter of 2024.

Sidney Kenyon provided an update on the DuPage trails plan, the project is nearing completion. Currently in public comment period, the draft plan is available online, the plan will be finalized following comments and then presented for approval to the county board.

Pace representative Tomzik reported that Pulse Dempster line is initiating service that initially began as a study in the 2006 UWP.

## **6.0 Other Business**

No other business was brought to the committee.

## **7.0 Public Comment**

This is an opportunity for comments from members of the audience.  
No public comment was received.

## **8.0 Next Meeting**

The next meeting is scheduled for November 8, 2023 at 1:00 PM.  
With no objections from the committee, the Chair cancelled the November 8th meeting.

## **9.0 Adjournment**

Representative Mullins motioned to adjourn, seconded by Representative Kralik, the motion passed via voice vote.

The meeting was adjourned at 2:03 pm.

Minutes prepared by Ryan Ehlke.