

UNIFIED WORK PROGRAM

MEETING MINUTES - DRAFT

Wednesday, September 13, 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 until September 12, 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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CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to info@cmap.illinois.gov at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.

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 1:25 pm., reminded the members that the meeting was being live-streamed, and provided logistical announcements.

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

Absent: FTA Representative, and IEPA Representative

Non-Voting: FHWA Representative

Members present:

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

CMAP staff present: Kama Dobbs, Noah Harris, Ryan Ehlke, Teri Dixon, Jon Haadsma, Mary Weber

Others present: Leslie Rauer, Mike Klemens, Brandon Geber, Emily Drexler, Megan Swanson

2.0 Agenda Changes and Announcements

No agenda changes were requested.

3.0 Approval of Minutes

3.01 Minutes from July 19, 2023

[23-401](#)

Attachments: [UWP MeetingMinutes \(07.19.23\)](#)

A motion was made by CoM Representative, seconded by RTA 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

[23-402](#)

Attachments: [UWP Development Methodology Memo 09132023](#)
[UWP Development Methodology DRAFT 09062023](#)

UWP methodology

CMAP member Alex Ensign presented an updated draft of the core methodology and a proposal for the competitive methodology. The update included a review of the core program, discussion on the competitive program proposal, general active program management provisions, and committee next steps.

The proposed core program is for on-going core work completed primarily by CMAP staff and partners with a budget based on staff hours and rates plus eligible expenses. The work falls into six core categories:

Transportation Improvement Program, Metropolitan Transportation Plan, Congestion Management Process, Performance Monitoring, Public Participation, and Operational Expenses. CMAP staff met with Counties members to discuss the proposed core program and provided updates on data purchasing and previous partner activities.

Discussion of the core program ensued. CTA representative Bader asked how the previous Safe and Complete Streets work would be funded, CMAP staff responded that much of CMAP's work on Safe and Complete Streets will be funded through the Safe Streets for All grant, final decisions have not been made as the workplan process is ongoing. CDOT representative Doyle asked how and when funds will be distributed, CMAP replied that eligible activities will be fulfilled by submitted budgets and that while activities may slightly vary year to year, the required activities will be addressed. Pace representative Tomzik asked how will partners know what data might be needed by other partners, CMAP replied that this will require ongoing coordination between partners. COM representative Einhorn commented that design planning should consider maintenance and implementation. Counties representative Hennings commented that Counties had previous concerns about the draft proposal and thanked CMAP staff for incorporating membership feedback.

CMAP presented the proposed competitive program including funding levels, entities eligible for funding, project types, and general provisions of the program. Proposed scoring criteria and weights were presented, which were included in the methodology document in the agenda packet:

- Advances CMAP's strategic direction
- Addresses federal planning factors
- Influences or implements statewide planning efforts
- Deliverables/outcomes will be used by others
- Past performance
- Project administration
- Regional cooperation and efficiency
- Emerging issues
- Continuation of past projects

Chair Vanderhoof asked if and when the criteria would be reviewed, CMAP staff responded that the criteria will be evaluated and lessons learned will be documented and used to influence future programs. CDOT representative Doyle suggested that CMAP could consider performance on past projects that are similar to UWP projects to establish a performance baseline. RTA representative Mullins asked if the past performance criteria should be set aside for now until 5 years have passed with these rules, CMAP acknowledged that previous programs had different rules and will use performance for context.

Pace representative Tomzik asked how project administration criteria would work given that members may not have full information about the procurement, CMAP replied that the agency understands that staff work goes into developing an RFP and some flexibility would be involved. RTA representative Mullins asked if RFPs were expected to be included in the application, CMAP replied that the agency would want to see at least the scope of services. CDOT representative Doyle commented that the application process entails significant administrative burden. RTA representative Mullins commented that equity seems to be a missing consideration, CMAP replied that UWP projects tend to be more regionally focused and are open to suggestions on incorporating an equity measure.

CMAP staff presented the general provisions and active program management policies that apply to both the core and competitive programs including consultant activities, data purchases and sharing, status updates, reprogramming of funds, expiration of funds, and deadline extensions. Committee members commented that having a project schedule completed within one federal fiscal year is difficult, CMAP replied that this is in response to a backlog of projects and the need to expend federal funds. CMAP is setting the bar high and will

adjust accordingly, Chair Vanderhoof mentioned that IDOT may be willing to have contracts set up with a 15 month timeframe. RTA representative Mullins suggested limiting eligible entities to the members of the committee and not opening to municipalities individually, municipalities should submit applications through Council of Mayors. Metra representative Clark commented that some projects make sense to run at specific times of the year based on their purpose and that the proposed one-year schedule may be too short.

Council of Mayors representative Einhorn motioned to approve the item, Counties representative Hennings seconded the motion. Discussion ensued, Pace representative Tomzik asked about the October meeting, Chair Vanderhoof responded that if the motion passes the October meeting will not be needed however if the motion does not pass it will be needed. CMAP staff replied that if the core proposal is approved the agency can begin developing templates, if both proposals are not approved the timeline may compress. Council of Mayors representative Einhorn amended the motion to approve the core portion of the methodology and defer the competitive portion to an October meeting, Counties representative Hennings seconded the amended motion. A voice vote was taken, the motion passed.

A motion was made by CoM Representative, seconded by Counties Representative, that the core methodology be approved and that the competitive methodology be revised and addressed at an October meeting. The motion carried by a voice vote.

5.0 Committee Member Updates

5.01 UWP Committee Member updates

[23-407](#)

Chair Vanderhoof requested for CMAP staff to review projects from the FY21 project list and discuss at the next UWP meeting.

The agenda item was discussed.

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, pending approval of additional October meeting.

8.01 Addition of October meeting

[23-406](#)

Following action taken on item 4.01, CMAP staff will schedule an October meeting for the UWP committee. The agenda item was withdrawn as it was addressed in item 4.01.

9.0 Adjournment

The meeting was adjourned at 3:14 PM.

Minutes prepared by Ryan Ehlke.