



## UNIFIED WORK PROGRAM

### MEETING MINUTES - FINAL

Wednesday, August 14, 2024

1:00 PM

**Cook 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 August 13, 2024 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

You can also join from your computer, tablet or smartphone.

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Meeting ID: 837 2882 7913

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CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to [info@cmap.illinois.gov](mailto: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.

To review CMAP's public participation policy, please visit <https://www.cmap.illinois.gov/committees>.

If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

#### 1.0 Call To Order

Chair Megan Swanson called the meeting to order at 1:02 PM., reminded the members that the meeting was being live-streamed, and provided logistical announcements.

Counties Representative requested to join the meeting virtually in compliance with the Open Meetings Act, remote participation was approved by a voice vote.

**Present:** IDOT Representative, CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, Metra Representative, CoM Representative, and RTA Representative  
**Absent:** Pace Representative  
**Non-Voting:** FHWA Representative  
**Absent (NV):** FTA Representative, and IEPA Representative

Members present:

- IDOT - Megan Swanson
- CMAP - Aimee Lee
- CDOT - Buck Doyle
- Counties - Scott Hennings (virtual)
- CTA - Christina Bader
- Metra - David Kralik
- RTA - Heather Mullins
- Council of Mayors - Heidi Lichtenberger
- FHWA - Jon Paul Diipla (non-voting)

CMAP staff present: Kama Dobbs, George Rivera, Justin Hardiman, Stephane Phifer, Ryan Ehlke, Enrique Castillo, Mike Sobczak, Ryan Thompto

Others present: Jason Wald, Brian Larson, Gretchen Klock, Brandon Geber, Ellis Combes, Eric Czarnota, George Kandathil, Jackie Forbes, Jennifer Henry, Kris Skogsbakken, Leslie Rauer, Matt Pasquini, Mike Vanderhoof, Peter (no last name)

## 2.0 Agenda Changes and Announcements

Item 5.01 CTA Better Streets for Buses Project Update was moved ahead of item 4.0 New Business.

## 3.0 Approval of Minutes

### 3.01 Minutes from February 7, 2024

[24-083](#)

**Attachments:** [UWP Meeting Minutes 7-Feb-2024](#)

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

## 4.0 New Business

### 4.01 FY 2026 Core Budget Process

[24-329](#)

**Attachments:** [4.01 UWP\(Memo\) FY26CoreBudget 08142024](#)

CMAP staff Kama Dobbs presented the FY2026 core budget development process. Core budget submittals will include work that each agency anticipates to assist CMAP with core MPO activities. The solicitation will include forms and templates based on last year's forms, updated to include small functionality corrections based on member feedback. Once CMAP receives proposals, it will develop

the core budget proposal.

*The agenda item was discussed.*

#### 4.02 UWP Methodology Review

[24-328](#)

**Attachments:** [4.02 UWP\(Memo\) MethodologyReview 08142024](#)

CMAF staff Kama Dobbs presented a review of the UWP methodology and development of previous competitive program. CMAF received 4 applications that requested funds in the first 3 years of the program. CMAF staff asked the committee why there were fewer applications received.

Metra representative stated that a challenge that faces multi-year planning is that planning studies tend to have shorter timeframes, it is difficult to identify a future planning activity and maintain enthusiasm until that project can kickoff. There are different types of projects that may be more suited to this type of call. The abbreviated call cycle last year also presented a challenge.

CMAF staff acknowledged these challenges and asked if members have cyclical activities that could take advantage of multi-year programming.

Counties representative shared that there are some planning activities that are cyclical. The short timeline from the previous call was a greater challenge, anticipates the next call to be smoother.

CTA representative agreed with Metra representative's comments on the types of projects that may be submitted in the future. Requirements to meet spending timelines also presents a possible challenge.

RTA representative agreed with Metra and CTA representatives' statements.

CMAF staff Dobbs presented a review of the scoring of applications. CMAF feels comfortable with the scoring criteria as outlined in the methodology and that it provides good delineation between projects. CMAF staff asked if members were surprised by scoring or by results. No response was provided.

CMAF staff Dobbs presented a review of the application form and the logic behind attempting to automate submission as much as possible.

CDOT representative commented that there was more detail required than previous iterations, however it was manageable and will become more comfortable in future applications.

*The agenda item was discussed.*

#### 4.03 FY 2025 Update

[24-330](#)

CMAF staff Stephane Phifer presented an update on the FY2025 UWP subawards. CMAF points of contact were presented. CMAF project managers will be assigned to support each recipient to provide additional touchpoints for member agencies.

CMAF staff Justin Hardiman presented an update on the status of FY25 subaward agreements. Competitive project invoicing will be submitted to Hardiman, CMAF will aim to bill monthly. CMAF is in the process of implementing a new ERP system, until this is put in place the existing submittal process will continue. When the ERP system is functional, CMAF will provide training on how to

submit invoices.

CTA representative asked if there will be any changes to projects prior to FY2025 that are still being completed. CMAP staff answered that the new process will apply to all projects when the ERP is adopted, CMAP will provide time for members to learn this new process.

CTA representative asked if the new system will include a quarterly update. CMAP staff answered that the ERP will have reporting functionality.

*The agenda item was discussed.*

## **5.0 Committee Member Updates**

### **5.01 CTA Better Streets for Buses Project Update**

[24-331](#)

Item was presented before Item 4.0 New Business.

CTA staff Jason Wald provided an update on the Better Streets for Buses project. Questions for CTA can be sent via email to [betterstreetsforbuses@transitchicago.com](mailto:betterstreetsforbuses@transitchicago.com).

CMAP Representative asked how decisions are made to determine level of investment for each street. CTA staff Wald answered that it depends on the context of the location to provide the largest benefit for investment.

*The agenda item was discussed.*

### **5.02 UWP Committee Member updates**

[24-326](#)

No updates were provided.

*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 13, 2024 at 1:00 PM.

## **9.0 Adjournment**

RTA Representative motioned to adjourn, seconded by CTA Representative, the motion passed via voice vote.

The meeting was adjourned at 1:43 PM.

Minutes prepared by Ryan Ehlke, CMAP staff.