



UNIFIED WORK PROGRAM

AGENDA - FINAL

Wednesday, December 11, 2024

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 December 10, 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/83728827913?pwd=KXrevOQWXjQH9KsAlPeu82ErbvCa3B.1>

Meeting ID: 837 2882 7913

Passcode: 628668

One tap mobile

+13126266799,,83728827913#,,,,*628668# US (Chicago)

+13092053325,,83728827913#,,,,*628668# US

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.

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) or phone (312-454-0400).

1.0 Call To Order**2.0 Agenda Changes and Announcements****3.0 Approval of Minutes - August 14, 2024**[24-488](#)

ACTION REQUESTED: Approval

Attachments: [UWP MeetingMinutes 08142024 DRAFT](#)

4.0 New Business**4.1 FY 2025 Updates**[24-490](#)

PURPOSE & ACTION: Staff will provide an update on FY 2025 contracts and invoicing.

ACTION REQUESTED: Information

4.2 Draft FY 2026 Core Program Budget[24-489](#)

PURPOSE & ACTION: Staff will review the draft core program that will be recommended for incorporation into the FY 2026 Unified Work Program (UWP) and provide an overview of next steps for development of the FY 2026 UWP.

ACTION REQUESTED: Information

Attachments: [UWP\(Memo\) FY26 Core Program 12042024](#)

4.3 Proposed 2025 Meeting Dates[24-492](#)

PURPOSE & ACTION: Staff requests committee approval of the attached meeting schedule for 2025.

ACTION REQUESTED: Approval

Attachments: [UWP\(Memo\) 2025 Meetings 12042024](#)

5.0 UWP Committee Member Updates[24-491](#)

PURPOSE & ACTION: Members of the committee are invited to share updates on the progress of projects.

ACTION REQUESTED: Information

6.0 Other Business**7.0 Public Comment**

This is an opportunity for comments from members of the audience.

8.0 Next Meeting**9.0 Adjournment**



UNIFIED WORK PROGRAM

MEETING MINUTES - DRAFT

Wednesday, August 14, 2024

1:00 PM

**Cook Conference Room
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Chicago, IL 60607**

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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](#)

CMAP staff Kama Dobbs presented a review of the UWP methodology and development of previous competitive program. CMAP received 4 applications that requested funds in the first 3 years of the program. CMAP 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.

CMAP 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.

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

CMAP 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](#)

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

CMAP staff Justin Hardiman presented an update on the status of FY25 subaward agreements. Competitive project invoicing will be submitted to Hardiman, CMAP will aim to bill monthly. CMAP 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, CMAP 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.

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.

MEMORANDUM

To: CMAP UWP Committee

From: CMAP Staff

Date: December 4, 2024

Subject: FY 2026 UWP Core Budget

Action Requested: Information

On October 16, 2024, CMAP staff issued a call for FY 2026 Unified Work Program (UWP) Core funding proposals in accordance with the [Unified Work Program Development Methodology](#) approved by the UWP Committee on October 23, 2023. Proposals were received from sixteen external agencies: the Chicago Department of Transportation (CDOT), the eleven individual Councils of Mayors (CoM), Chicago Transit Authority (CTA), McHenry County Division of Transportation (McHenry DOT), Metra, and Pace. CMAP staff worked with the agencies to make modest adjustments to the proposals, resulting in a recommended core program of \$5,673,802 for personnel, travel, and other expenses to support external agencies. Adding CMAP's internal budget for core MPO activities and expenses, the FY 2026 core budget is proposed to be \$33,182,215. Details of the requests by agency are provided below.

On March 14, 2024, the MPO Policy Committee approved the FY2025 UWP, which included a commitment of \$1,069,000 for FY 2026 competitive program projects. Adding these commitments to the proposed core program results in a proposed FY 2026 UWP budget of \$34,251,215, which fully utilizes the programming mark provided to CMAP by the Illinois Department of Transportation (IDOT) on November 15, 2024.

A summary of the proposed budget, by agency and activity is provided on the next page for the committee's information. This budget will be provided to the MPO Policy Committee for approval as part of the FY 2026 Unified Work Program and to the CMAP Board as part of the Board's consideration of CMAP's Comprehensive Budget.

Proposed FY 2026 UWP Core Activity Summary - By Sponsor

Agency	Proposed FY 2026 Core Budget			FY 2025 Budget	Change FY25 to FY26
	Personnel	Expenses	Total		
CDOT	\$284,453	\$885,612	\$1,170,064	\$1,114,334	5.0%
Transportation Improvement Program (TIP)	\$204,040	\$598,737	\$802,777		
Metropolitan Transportation Plan (MTP)	\$70,875	\$258,186	\$329,061		
Public Participation (PP)	\$9,538	\$28,688	\$38,226		
CMAP	\$0	\$0	\$27,508,413	\$28,267,859	-2.7%
Transportation Improvement Program (TIP)	TBD	TBD	TBD		
Metropolitan Transportation Plan (MTP)	TBD	TBD	TBD		
Congestion Management Process (CMP)	TBD	TBD	TBD		
Performance Monitoring (PM)	TBD	TBD	TBD		
Public Participation (PP)	TBD	TBD	TBD		
Operations (Ops)	TBD	TBD	TBD		
CoM	\$1,898,533	\$251,355	\$2,149,888	\$2,077,978	3.5%
Transportation Improvement Program (TIP)	\$803,257	\$12,374	\$815,631		
Metropolitan Transportation Plan (MTP)	\$373,010	\$10,614	\$383,624		
Performance Monitoring (PM)	\$83,602	\$480	\$84,082		
Public Participation (PP)	\$326,522	\$7,655	\$334,177		
Operations (Ops)	\$312,142	\$220,233	\$532,375		
CTA	\$1,135,534	\$0	\$1,135,534	\$1,049,205	8.2%
Transportation Improvement Program (TIP)	\$1,006,278	\$0	\$1,006,278		
Metropolitan Transportation Plan (MTP)	\$75,564	\$0	\$75,564		
Performance Monitoring (PM)	\$53,691	\$0	\$53,691		
McHenry DOT	\$3,316	\$50,000	\$53,316	n/a	n/a
Metropolitan Transportation Plan (MTP)	\$2,487	\$50,000	\$52,487		
Congestion Management Process (CMP)	\$829	\$0	\$829		
Metra	\$560,000	\$0	\$560,000	\$659,365	-15.1%
Transportation Improvement Program (TIP)	\$397,152	\$0	\$397,152		
Metropolitan Transportation Plan (MTP)	\$42,026	\$0	\$42,026		
Performance Monitoring (PM)	\$107,950	\$0	\$107,950		
Public Participation (PP)	\$12,872	\$0	\$12,872		
Pace	\$230,000	\$375,000	\$605,000	\$562,847	7.5%
Transportation Improvement Program (TIP)	\$90,000	\$0	\$90,000		
Congestion Management Process (CMP)	\$50,000	\$375,000	\$425,000		
Performance Monitoring (PM)	\$90,000	\$0	\$90,000		
GRAND TOTAL CORE	\$4,111,836	\$1,561,967	\$33,182,215	\$33,731,588	-1.6%
PROGRAMMED COMPETITIVE			\$1,069,000	\$563,000	89.9%
GRAND TOTAL CORE + COMPETITIVE			\$34,251,215	\$34,294,588	-0.1%
Federal Share (80%)			\$27,400,972	\$27,435,670	-0.1%
Local Share (20%)			\$6,850,243	\$6,858,918	-0.1%
External agencies			\$6,742,802	\$6,026,729	11.9%
CMAP			\$27,508,413	\$28,267,859	-2.7%

MEMORANDUM

To: CMAP UWP Committee

From: CMAP Staff

Date: December 4, 2024

Subject: 2025 Meeting Dates

Action Requested: Approval

Staff requests committee approval of the below 2025 UWP Committee meeting schedule. All meetings will be held in person at CMAP's offices.

Proposed Date (Wednesday at 1:00 pm, except as noted)	Tentative Agenda Topics: Core Program Activities	Tentative Agenda Topics: Competitive Program Activities
May 14, 2025	Information: Final FY26 UWP; Review status of projects	Discuss methodology for FY 27-31 competitive program; Review status of projects
July 9, 2025	Review FY 27 budgeting and core program process; Review status of projects	Finalize FY 27-31 competitive program methodology (call for projects: August); Review status of projects
September 10, 2025	Review status of projects	Resolve application eligibility questions, if necessary; Review status of projects
October 9, 2025 (Thursday)	Review status of projects; FY 27 core program provided to committee (tentative based on CMAP internal budget schedule)	Staff recommended FY 27-31 competitive program discussion; Public comment period begins (closes in November); Review status of projects
November 19, 2025	Review status of projects; FY 27 core program provided to committee (tentative based on CMAP internal budget schedule)	Summary of public comment; Consider approval (recommendation to Transportation Committee) of FY 27-31 competitive program; Review status of projects