



## UNIFIED WORK PROGRAM

### MEETING MINUTES - FINAL

Wednesday, July 19, 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 July 18, 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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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 Michael Vanderhoof called the meeting to order at 1:00 pm., reminded the members that the meeting was being live-streamed, and provided logistical announcements.

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

**Non-Voting:** IDOT Representative, FHWA Representative, and FTA Representative

**Absent (NV):** IEPA Representative

Members present:

- IDOT - Michael Vanderhoof (non-voting)
- CMAP - Alex Ensign
- CDOT - Buck Doyle
- Counties - John Loper
- Council of Mayors - Mike Klemens
- CTA - Christina Bader
- Metra - David Kralik (left at 1:42 PM, replaced by Julia Freidl)
- Pace- Dave Tomzik
- RTA - Heather Mullins
- FHWA - John Donovan (non-voting, virtual attendee)
- FTA - Tony Greep (non-voting, virtual attendee)

CMAP staff present: Kama Dobbs, Martin Menninger, Noah Harris, Ryan Ehlke, George Rivera, Stephane Phifer, Aimee Lee, Penny Dubernat, Alicia Gage, Teri Dixon

Others present: Heidi Lichtenberger, Brandon Geber, Eric Czarnota, Jack Malec, Jackie Forbes, Jessica Abdulnaur, Kendra Johnson, Kris Skogsbakken, Michael Fricano, Peter (no last name provided)

## 2.0 Agenda Changes and Announcements

No agenda changes were requested.

## 3.0 Approval of Minutes

### 3.01 Minutes from May 10, 2023

[23-348](#)

**Attachments:** [UWP Meeting Minutes \(10-May-2023\)](#)

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

## 4.0 Committee Member Updates

Metra representative will provide an update on previously awarded funds for the Metra Sustainability Plan.

Metra Representative Kralik and Julie Friedl presented on the progress of Metra's sustainability plan. The presentation provided the context behind Metra's planned use of UWP funds, an overview of the work Metra plans to complete, and the goals the agency aims to achieve through the sustainability plan including alignment with ON TO 2050.

IDOT asked if Metra had found any peer agencies conducting similar studies, SEPTA in Philadelphia was identified as a model for the project.

IDOT asked if the changing scope of the project was something that CMAP or the UWP committee needed to approve, CMAP staff responded that approval was not required however CMAP did review the original contractual agreement to ensure the change in scope was acceptable.

CMAP staff asked if Metra would form a technical advisory committee and how this work aligns with RTA's work. Metra responded that an internal committee would be created, the work in the sustainability plan aligns with Transit is the Answer strategic plan from RTA.

Discussion was held on the change in scope, the suggestion was made for CMAP to include in the program guidance for how to proceed when a project's scope may change.

## 5.0 New Business

### 5.01 CMAP Unified Work Program Development Methodology

[23-349](#)

**Attachments:** [UWP Development Methodology Memo 07122023](#)

CMAP staff Kama Dobbs presented the development of the UWP methodology and program recommendations. Core program work includes ongoing work to be completed primarily by CMAP or partner staff. Core categories of Transportation Improvement Program, Metropolitan Transportation Plan, Congestion Management Process, Performance Monitoring, Public Participation, and Operational Expenses were identified as representative work categories. Traditional rotation of funding allocations to Counties is not recommended, instead it is recommended that Counties include ongoing annual work. Staff proposed that partner agencies submit a budget to CMAP staff annually that identifies personnel hours and rates, as well as expenses estimates for each core activity. CMAP will then review the submitted budgets by category and present the proposal to the MPO Policy Committee for approval.

Member Doyle commented that it would be helpful to see what has changed from previous methodology to current proposal, CMAP staff Dobbs replied that programs in previous years were established as one-offs and this is an effort to create a standard methodology moving forward for consistency and predictability. Member Loper asked what the schedule for providing thoughts and feedback is, CMAP staff Dobbs replied that this meeting is intended for that and if additional follow up is needed between CMAP and Counties that can be scheduled separately. Member Loper voiced concern about Counties being excluded from CMAP technical assistance and availability of funding for planning initiatives. CMAP staff Dobbs replied that there is no exclusion from the technical assistance program and reiterated the intent of the methodology is to define the core responsibilities and fund those activities first.

CMAP staff Noah Harris presented results of the MPO peer review to understand the state of practices and best practices for UWP development. The scan was conducted in two phases: phase 1 was an initial review of available documentation, phase 2 was an interview with select MPOs. Summaries of the interviews were included in the agenda packet for the meeting. Member Loper asked how "external projects" was defined, CMAP staff Dobbs replied that the scan showed that other MPOs classify external projects similarly to CMAP's technical assistance program, in the context of the peer review "external project" means anyone outside the MPO.

CMAP staff Dobbs presented potential ideas for the competitive program. Suggested eligible participants in the competitive program include UWP member agencies and individual/grouped municipalities, projects are anticipated to range from \$75,000 to \$750,000. CMAP has committed to dedicate 2.5% of the region's allotment and an additional \$500,000 annually to the competitive program. A call for projects will be held every other year to establish a five year program of projects. Deliverables produced by activities will ideally be able to be used by multiple agencies. Possible scoring criteria were presented, including alignment with CMAP's Strategic Direction, addressing federal planning factors, influencing statewide planning efforts, deliverables being used by others, and increasing efficiency.

Member Bader asked what consideration was given to opening the program to local governments rather than just UWP committee members and if CMAP would counsel municipalities if projects were more appropriate for other funding. CMAP staff Dobbs replied that groups of local governments have submitted proposals for competitive funding previously, CMAP will work to guide applicants to the appropriate funding program. CMAP staff Ensign added that the peer scan identified that other MPOs have funded projects for groups of municipalities that benefit the planning region at large or multiple jurisdictions. Member Klemens commented that establishing criteria and a set schedule for call for projects provides stability and the ability to plan ahead. Chair Vanderhoof added that many project types could score well and that CMAP's criteria is aimed at contributing towards common goals. Member Doyle asked what the barriers to success are with this methodology and what collective issues face the UWP partner agencies. CMAP staff Dobbs replied that CMAP aims to refocus the UWP to complete federal requirements and fund as many partner projects as possible within the structure of a consistent methodology. Discussion on contract timing and procurement ensued.

CMAP staff Dobbs presented the next steps for the methodology, the September meeting will have a proposal for the competitive program methodology, with the call for proposals to follow after.

## **6.0 Other Business**

No other business was brought before 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 September 13, 2023 at 1:00 pm.

## **9.0 Adjournment**

The meeting was adjourned at 2:54 pm.

Minutes prepared by Ryan Ehlke