

UNIFIED WORK PROGRAM

AGENDA - 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 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.

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)

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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.

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****3.01 Minutes from February 7, 2024**[24-083](#)

ACTION REQUESTED: Approval

Attachments: [UWP Meeting Minutes 7-Feb-2024](#)**4.0 New Business****4.01 FY 2026 Core Budget Process**[24-329](#)

PURPOSE & ACTION: Staff will review the fiscal year 2026 core budget development process.

ACTION REQUESTED: Information

Attachments: [4.01 UWP\(Memo\) FY26CoreBudget 08142024](#)**4.02 UWP Methodology Review**[24-328](#)

PURPOSE & ACTION: The Unified Work Program Development Methodology adopted in October 2023 calls for periodic review between calls for projects. Staff have provided the attached memo containing highlights and observations from the fiscal year 2025 - 2029 call for projects cycle to begin the review discussions.

ACTION REQUESTED: Discussion

Attachments: [4.02 UWP\(Memo\) MethodologyReview 08142024](#)**4.03 FY 2025 Update**[24-330](#)

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

ACTION REQUESTED: Information

5.0 Committee Member Updates**5.01 CTA Better Streets for Buses Project Update**[24-331](#)

PURPOSE & ACTION: CTA staff will provide a project update.

ACTION REQUESTED: Information

5.02 UWP Committee Member updates[24-326](#)

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

The next meeting is scheduled for November 13, 2024 at 1:00 PM.

9.0 Adjournment



UNIFIED WORK PROGRAM

MEETING MINUTES - DRAFT

Wednesday, February 7, 2024

1:00 PM

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

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Join Zoom Meeting

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Meeting ID: 837 2882 7913

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1.0 Call To Order

Chair Megan Swanson called the meeting to order at 1:01 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

Non-Voting: FHWA Representative

Absent (NV): FTA Representative, and IEPA Representative

Members present:

- IDOT - Megan Swanson
- CMAP - Alex Ensign
- CDOT - Buck Doyle
- Counties - Sidney Kenyon
- CTA - Christina Bader
- Metra - Dustin Clark
- Pace - Dave Tomzik
- RTA - Heather Mullins
- Council of Mayors - Heidi Lichtenberger
- FHWA - Todd Schmidt (non-voting, virtual)

CMAP staff present: Kama Dobbs, Sarah Stolpe, Jon Haadsma, Tricia Hyland, Aimee Lee, Teri Dixon, Evan Hay, Kimberly Piper-Cannon, Stephane Phifer, Ryan Ehlke, Bill Barnes, Blanca Vela-Schneider, Jane Grover, Ryan Thompto

Others present: George Kandathil, Mike Vanderhoof, Drew Duffin, Jazmin Vega, Brian Larson, Brian Mills, Eric Czarnota, Jackie Forbes, Matt Pasquini, Peter (no last name)

2.0 Agenda Changes and Announcements

No agenda changes were requested.

3.0 Approval of Minutes

3.01 Minutes from January 17, 2024

[24-047](#)

Attachments: [UWP Meeting Minutes 17-Jan-2024](#)

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

4.0 New Business

4.01 Proposed FY 2025 Unified Work Program (UWP)

[24-050](#)

Attachments: [Proposed FY2025 Unified Work Program TC\(Memo\) Proposed FY 2025 UWP](#)

CMAAP staff Kama Dobbs presented the Proposed FY2025 Unified Work Program. The proposed program has a core budget of just under \$33.8 million and a competitive program of \$563 thousand, for a total of \$34.3 million. A high level overview of how the budget is broken down into different categories of work was provided. The UWP includes \$1.3 million for activities to increase safe and accessible travel options. The proposed program was open for public comment, CMAAP did not receive any public comments. In addition to the core and competitive programs, the agenda item includes several appendices which require some small updates in consultation with the committee partners. Staff requested the committee to recommend the program to the Transportation Committee, who will recommend to the MPO Policy Committee, and allow for CMAAP to make typographical corrections and update the appendices as needed.

CTA representative Bader asked why total funding by agency was not included in the document. CMAAP staff responded that the methodology change to focus on activity areas instead of agencies led to that decision, CMAAP will add the breakdown by agency into the document.

CMAAP staff Kama Dobbs explained the next steps, including CMAAP asking partner agencies for confirmation or edits on the appendices as well as beginning the process to have contracts completed. Contract documents are anticipated to be sent to partner agencies following MPO action in March, with a final execution date within 45 days of that approval. An overview of process reporting and invoicing was provided. CMAAP is assigning staff to be project managers for core and competitive projects and will be responsible for reviewing invoices. CMAAP will schedule a workshop and Q&A session to explain the invoicing and reporting process in greater detail.

A motion was made by Counties Representative, seconded by CoM Representative, that the agenda item be approved and referred to the Transportation Committee. The motion carried by a voice vote.

5.0 Committee Member Updates

5.01 UWP Committee Member updates

[24-049](#)

Metra Representative Clark provided an update on the shift from the downtown connection study to the Metra sustainability plan, as approved previously by the UWP Committee. The sustainability plan project has officially kicked off, more results from the plan will be shared in future meetings.

CTA Representative Bader reported that Better Streets for Buses, a UWP funded project, has released the final plan. Committee members requested that a presentation be included at the next meeting of the UWP Committee.

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 May 8, 2024 at 1:00 PM.
The next meeting is scheduled for May 8, 2024 at 1:00 PM.

9.0 Adjournment

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

The meeting was adjourned at 1:22 PM.

Minutes prepared by Ryan Ehlke, CMAP staff.



MEMORANDUM

To: UWP Committee

From: CMAP Staff

Date: August 7, 2024

Subject: FY 2026 Core Budget Process

Action Requested: Information

In 2023, the UWP Committee established a [methodology](#) for developing the annual Unified Work Program. The methodology includes procedures for annually budgeting funding for the core planning activities necessary to meet federal Metropolitan Planning requirements and for biennial development of a multi-year program of other transportation planning activities. In accordance with the methodology, staff will solicit fiscal year (FY) 2026 budget proposals from eligible partner agencies for their anticipated work to assist CMAP with the completion of the core MPO activities described in the methodology. The solicitation, anticipated to begin in mid-September, will include template forms, instructions, and a list of all regionwide and/or subregional data sets, subscription services, etc. that CMAP intends to purchase for the budget year that will be available for partner use.

Following the receipt of initial budget proposals, staff will develop an allocation of core funding that will be presented to the UWP Committee in November. Input from the UWP committee will be considered, and a final staff proposal will be presented to the Transportation Committee for their consideration for a recommendation of approval to the MPO Policy Committee.

MEMORANDUM

To: UWP Committee

From: CMAP Staff

Date: August 7, 2024

Subject: UWP Methodology Review

Action Requested: Discussion

In 2023, the UWP Committee established a [methodology](#) for developing the annual Unified Work Program. The methodology includes procedures for annually budgeting funding for the core planning activities necessary to meet federal Metropolitan Planning requirements and for biennial development of a multi-year program of other transportation planning activities. The methodology also calls for periodic review of the process to determine if any adjustments to the policies, procedures, or methodology are warranted prior to the next biennial call for projects cycle. This memo presents some highlights and staff observations from the call for fiscal year (FY) 2025-2029 projects to start committee discussions. It is anticipated that members may wish to discuss some topics with staff at their agencies that were more directly involved in completing applications and that these discussions may continue to future meetings.

Applications received

Four applications, summarized in [this January 2024 memo](#), were received during the FY 2025-2029 call for projects. A total of \$1.5M in federal funds were requested for these projects in FYs 2025, 2026, and 2027. No requests were made for FY 2028 or 2029 funding.

One of the primary reasons for multi-year programming is to provide a level of commitment to project sponsors that would allow for an earlier start to procurement and other project kick-off activities. Therefore, it was somewhat unexpected that the number of applications received was small which did not allow the region to build a full five-year program.

Staff requests committee discussion about how to encourage more applications in the next cycle and what the barriers were to requesting funding in the later years of the program.

Scoring of applications

The scoring criteria were established to provide a data-driven ranking of project applications with an emphasis on cooperatively and efficiently working to advance the goals of regional, federal, and statewide planning efforts. A maximum of 45 points was established, and the four applications submitted received between 27 and 40 points, as detailed in [the proposal](#)

[summaries](#) provided to the committee in January 2024. From staff's perspective, the application of the scoring methodology was straightforward and the spread of scores, even across a small sample size appears to be sufficient for making programming decisions.

Staff requests committee discussion of the results of applying the scoring criteria.

Application forms

The application form for the competitive program consisted of a multi-sheet Excel workbook. This spreadsheet was intended to reduce the number of individual forms that each applicant would have to complete, while providing data in a format that could easily be combined and summarized by staff, without the need for re-entering applicant data into other forms, reducing the potential for clerical errors.

Staff requests committee discussion of the application form's functionality and ease of use.

Other topics

Staff requests feedback from committee members on other discussion topics related to lessons learned from the initial call for competitive proposals.