



MEMORANDUM

To: UWP Committee

Date: April 10, 2008

From: Matt Maloney

Re: UWP "Program Categories"

Currently, UWP "categories" are as follows:

1. Regional Transportation Planning
2. Transportation Improvement Program
3. Public Involvement and Information
4. Transportation Planning Data/Model Development
5. Special Studies
6. Subregional and Project Specific Studies

Please refer to the current descriptions for these categories on page I-3 and I-4 of the FY 2008 UWP at: http://www.cmap.illinois.gov/uwp/fy08/uwp_program_document.pdf

Please note that these categories are NOT the same as the "Core" and "Competitive" categories used internally by the Committee in its project selection process.

While these categories are intended to instruct the public about the type of work accomplished through the UWP, many of our project tasks typically fall within more than one of these categories. For example, CMAP's "Long Range Planning" includes work for Regional Transportation Planning, Public Involvement and Information, and Transportation Planning Data/Model Development.

My suggestion is to retain the current categories as is, but allocate tasks within funded projects among the categories on a "percentage basis" rather than stove-piping them into a single category. This will not change the number of projects we have. It is simply a method of showcasing what these projects accomplish.

Example: CMAP's Long Range Planning project would break down very close to this:

60% Regional Transportation Planning
20% Public Involvement and Information
20% Transportation Planning/Model Development

Obviously, some projects may be safely assigned to one category only, so performing such an allocation may be necessary. Scheduled tasks and products, listed in the proposals, can be used to justify the percentage allocated to each category. The reasoning is that this type of allocation would better reflect the kind of work accomplished.

I would suggest a **three-step process** for accomplishing this with our FY 2009 projects:

1. Please read the description of the current program categories in the link above.
2. Please review your agency's funded projects for FY 2009 and ensure that your list of "products" and "tasks" is complete. If you require more space than the form allows, please let me know.
3. In reviewing your "products" and "tasks" please consider what percentage of these products and tasks fits within the six categories. Please allocate dollar amounts to each category on the **attached excel spreadsheet**.

You will not be required to report specifically on each separate allocation in your quarterly reports, but you will be expected to complete the tasks and products you itemize on your project proposal forms.

Again, an attached excel spreadsheet is provided for you to break down your project tasks by category.

Please let me know via email or phone whether this proposed process is clear.