![Chicago Metropolitan Agency for Planning - CMAP]

CMAQ Project Selection Committee Meeting
Annotated Agenda
December 12, 2008
1:30 p.m.

DuPage County Conference Room
233 S. Wacker Drive, Suite 800, Sears Tower
Chicago, Illinois

Note: the meeting materials can be found at http://www.cmap.illinois.gov/cmaq/minutes.aspx

1.0   Call to Order and Introductions   1:30 p.m.
Ross Patronsky, Committee Chair

2.0   Agenda Changes and Announcements

ACTION REQUESTED: Information.

3.0   Project Changes
No project changes will be considered at this meeting.

ACTION REQUESTED: None.

4.0   Program Management
4.1   Status of follow-up on FY 2007 and 2008 projects
An update will be provided on the FY 2007 and 2008 projects that have been contacted regarding their progress

ACTION REQUESTED: Information

4.2   Staff recommendations
Continue the discussion on the memorandum distributed at the November 14th meeting.

ACTION REQUESTED: Adoption of Strategies or Recommendation to Policy Committee as Appropriate

5.0   Public Comment

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the exact time for the public comment period will immediately follow the last item on the agenda.

6.0   Other Business

7.0   Next Meeting
The next meeting will be on call.

8.0   Adjournment

<u>CMAQ Project Selection Committee Members:</u>

____Ross Patronsky, Chair	____Les Nunes	____Jeff Schielke
____Martin Buehler	____Mark Pitstick	
____Luann Hamilton	____Mike Rogers	

Attending CMAQ Project Selection Committee Meetings at Sears Tower:
CMAQ Project Selection Committee meetings are public meetings; the public is invited to attend. Passes are available for people attending these meetings at the CMAP offices. If you wish to attend but have not attended meeting regularly, please call or e-mail Doug Ferguson (312-386-8824, dferguson@cmap.illinois.gov) in advance to be added to the list. For requests or problems on the day of the meeting, please call the CMAP main reception desk at 312-454-0400. A driver's license, state ID, or passport will be required to enter.

Chicago Metropolitan
Agency for Planning

CMAP

233 South Wacker Drive
Suite 800, Sears Tower
Chicago, IL 60606

312-454-0400 (voice)
312-454-0411 (fax)
www.cmap.illinois.gov

MEMORANDUM

To: **CMAQ Project Selection Committee**

Date: **November 13, 2008**
                 Updated December 4, 2008
                 Updated December 12, 2008

From: **Ross Patronsky, Senior Planner**
                 Doug Ferguson, Associate Planner

Re: **Staff Recommendations for CMAQ Programming Changes**

A: Programming of CMAQ funds for new projects
1) Application materials
   a) Applications submitted without the following will be rejected:
      i)   Complete project financing & CMAQ funding request section
      ii) Input module worksheets (traffic flow improvement projects only)
      iii) Scoping document (traffic flow improvement, commuter parking and
           pedestrian/bicycle projects only)
   b) If an application is missing other information, only one attempt will be made via both e-mail and certified mail to collect that information. If the sponsor does not respond by the deadline then the application will be rejected. Staff recommends 30 days from the date of the letter as the deadline.
   c) Project applications submitted by municipal agencies (villages, cities, park districts, school districts, townships, etc.) are required to be reviewed by their Council of Mayors staff (Planning Liaison (PL)).
      i)   The individual PLs would be responsible for reviewing applications and advising the sponsor of missing information.
      ii) A PL sign-off will be incorporated into the application forms.
      iii) A deadline for submitting applications to the PLs will be included in the CMAQ program development schedule. The "review deadline" will be two weeks in advance of the deadline for submission to CMAP.

iv) The applicant is ultimately responsible for application completeness. If a municipal agency submits an application with missing information (other than items a) i), ii) and iii), b will apply.

2) Programming Funds
   a) Normally funding for all phases of a project will be considered in one application.
   b) On an exceptional basis, proposals will be considered for funding phase I engineering separately from other phases.
      i) in this case, future phases are not eligible for funding until the project has been submitted for design approval.
      ii) Sponsor must apply for future phases, phase II engineering, right-of-way acquisition, and construction; funding of the future phases is not automatically guaranteed.
   c) Proposals that don't seek funding for phase I engineering must be submitted for design approval by June of the application cycle to be considered for funding of the later phases in the fiscal year of the application cycle.
      i) Applicants completing phase I engineering with local funds must certify that they will meet federal standards.
      ii) Proposals that seek funding of later phases in an out year will be considered on a case-by-case basis. (Out years are, for example, 2011 and 2012 in the 2010 application cycle.)
   d) Proposals seeking phase 1 engineering as well as subsequent phases will have phase II engineering programmed in the third year (i.e., the program year plus two) rather than the second year as is the current practice.
      i) Construction in such cases will be programmed in the fourth year.
      ii) Funding for subsequent phases can be moved up on request if the project is ready.
   e) The CMAQ program mark will be the northeastern Illinois share of the state's federal apportionment.
   f) Create a "B" list of projects in the programming cycle approved by the MPO Policy Committee. It will include all projects with a reasonable cost/benefit ratio.

B: Active Program Management of Projects
1) Projects with funds programmed prior to 2007
   a) Move funding (reprogram) for these projects to realistic out years for the unobligated phases.
      i) The funding made available by moving the phases out of 2009 would be available for potential cost increases for already approved projects.
      ii) If the amount of funds made available is of a sizeable amount, then new projects could be considered.
      iii) Once this is done the project could move funding for an approved phase one more time before it is considered for withdrawal of funding.
      iv) If phases of the projects move beyond the final year of the TIP (2012) into MYB, the funding for those MYB phases will be withdrawn. Sponsor will need to reapply at the appropriate time for funding.

Formatted: Bullets and Numbering

Deleted: F

Deleted: on an exceptional basis

Deleted: F

Deleted: has been obtained

Formatted: Bullets and Numbering

Deleted: ject

Deleted: apply

Deleted: review

Deleted: additional

Deleted: rogram

2) Projects approved only for phase I engineering would have only one fiscal year to initiate phase I with a federal authorization/obligation. Failure to do so would cause funding to be withdrawn from the project.

3) Projects programmed in the multi-year programming with phases beyond phase I engineering could move funding to new fiscal years only once. Funding will be withdrawn if the funding is not obligated in that new fiscal year. If any phases are moved beyond the last year of the TIP into MYB then funding for that phase will be withdrawn.

4) Review of projects with phases in the annual element would be conducted in May.
   a) Projects that will not obligate their annual element phase by the end of the fiscal year will be able to use their one time move of funding to a new fiscal year unless it is phase I engineering.
   b) Projects included in the "B" list will then have the opportunity to use those available funds.

5) Review of project status on all projects would be conducted in October. A list of all projects expected to be let or entered into a grant will be specified.
   a) At this time sponsors can use their one move of phases programmed in the past fiscal year to a new year.
   b) Projects that have already made their one move of fiscal year would have their funding withdrawn.
   c) Funds made available could be used to program new projects from the just completed programming cycle.

6) Send a request to the MPO Policy Committee to reconsider 100% funding for public sector projects that will obligated in 2009.
   a) Identify projects that are going to be let in 2009
   b) This is a one time action to reduce unobligated balance and reduce the potential for lapsing funds at the end of 2009.