

Scope of Service/Responsibilities

FY 2014 Planning Liaison Scope of Services

For Council of Mayors Executive Committee Consideration on 1/29/13

The Planning Liaison (PL) Program is funded with Federal Metropolitan Planning funds, as allocated in the Unified Work Program (UWP). Local matching funds are provided by each local Council. The PL Program receives Core Supplemental funds to assist CMAP, as the Metropolitan Planning Organization for the Chicago region, in meeting Federal transportation planning requirements including development of a Long Range Transportation Plan, Transportation Improvement Program, and Congestion Management System. The PL Program includes five general task areas described below that will be completed using the Core Supplemental budget as allocated in the FY 2014 UWP.

Communication & Public Involvement

The PL program will be the basic communication link between CMAP and the suburban mayors. PL staff will provide information about CMAP transportation policies, programs and initiatives to local officials, provide feedback regarding those issues to the CMAP staff, committees and Board and ensure that CMAP is apprised of regional and sub-regional issues of importance to their communities. The PL program will be the primary public contact for local government projects in the Interactive TIP Map. The PL program will be the basic communication link between CMAP and the suburban mayors. PL staff will provide information about CMAP policies, programs and initiatives indirectly related to transportation to local officials, provide feedback regarding those issues to the CMAP staff, committees and Board and ensure that CMAP is apprised of regional and sub-regional issues of importance to their communities. The PL program will actively work to assist CMAP staff with the implementation of *Go To 2040*.

General Liaison

The PL program will provide staff assistance as part of the comprehensive regional planning effort. This includes being involved in the CMAP committee structure, providing technical and other support to help achieve CMAP objectives, and participating in and providing input on regional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and *Go To 2040*, specifically the CREATE program and other major capital projects, the STAR Line Mayors Task Force, the IDOT Eisenhower Expressway (I-290) study, the Southeast Commuter Rail Service, the Cook-DuPage Corridor Study, the Illiana Corridor Study, Tollway Efforts (including the I-90 Corridor and IL 53 North Extension), MAP-21 implementation, etc.

Program Development – Surface Transportation Program

The PL staff will facilitate the Surface Transportation Program (STP) at the discretion of local Council methodologies while meeting federal requirements. The PL staff will assist in the development of sub-regional annual and multi-year, multi-modal transportation improvement programs consistent with regional strategies and will be responsible for programming STP projects in the CMAP TIP and for facilitating the implementation of projects through the Illinois Department of Transportation.

Program Monitoring

The PL program will work with local officials, regional, state and federal agencies and consultants to ensure the timely, efficient and effective implementation of transportation projects. This will include providing regular project status reports as well as close coordination with CMAP and IDOT staff for all locally sponsored projects. The PL program will be responsible for Active Program Management, as well as review applications and assist in implementation for locally sponsored STP projects. The PL program will take an active role in the Congestion

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Mitigation and Air Quality (CMAQ) project application review, selection and implementation process. Additional assistance, monitoring and review will be provided for the Safe Routes to School Program, Highway Bridge Replacement and Rehabilitation Program, High Priority Projects Program, Highway Safety Improvement Program, Illinois Transportation Enhancement Program as well as all fund sources under MAP-21.

Technical Assistance

The PL program will provide technical support and assistance regarding transportation issues to CMAP and local governments. It will provide data and analysis regarding issues of importance to regional or sub-regional agencies.

Basis for Council of Mayors FY 14 UWP Funding Request - Core Supplemental*

FY 2014												
Council	Population	% Total	Base Distribution	Population Distribution	Additional Staff	Federal Total	80/20 Federal	50/50 Federal	80/20 Local Match	50/50 Local Match	Local Match Total	Total Federal and Local
NorthShore	326,078	5.71%	\$87,428.14	\$8,277.13	\$0.00	\$95,705.27	\$95,705.27	\$0.00	\$23,926.32	\$0.00	\$23,926.32	\$119,631.59
Northwest	713,803	12.50%	\$87,428.14	\$18,119.80	\$0.00	\$105,547.94	\$105,547.94	\$0.00	\$26,386.99	\$0.00	\$26,386.99	\$131,934.93
NorthCentral	310,457	5.44%	\$87,428.14	\$7,885.74	\$0.00	\$95,313.88	\$95,313.88	\$0.00	\$23,828.47	\$0.00	\$23,828.47	\$119,142.35
Central	257,867	4.51%	\$87,428.14	\$6,537.62	\$0.00	\$93,965.76	\$93,965.76	\$0.00	\$23,491.44	\$0.00	\$23,491.44	\$117,457.20
Southwest	377,340	6.61%	\$87,428.14	\$9,581.75	\$0.00	\$97,009.89	\$97,009.89	\$0.00	\$24,252.47	\$0.00	\$24,252.47	\$121,262.36
South	519,918	9.10%	\$87,428.14	\$13,191.22	\$55,520.42	\$156,139.78	\$100,619.36	\$55,520.42	\$25,154.84	\$55,520.42	\$80,675.26	\$236,815.04
DuPage	926,125	16.21%	\$87,428.14	\$23,497.76	\$55,520.42	\$166,446.32	\$110,925.90	\$55,520.42	\$27,731.48	\$55,520.42	\$83,251.90	\$249,698.22
KaneKendall	667,392	11.68%	\$87,428.14	\$16,931.14	\$55,520.42	\$159,879.70	\$104,359.28	\$55,520.42	\$26,089.82	\$55,520.42	\$81,610.24	\$241,489.94
Lake	699,057	12.24%	\$87,428.14	\$17,742.91	\$55,520.42	\$160,691.47	\$105,171.05	\$55,520.42	\$26,292.76	\$55,520.42	\$81,813.18	\$242,504.65
McHenry	325,211	5.69%	\$87,428.14	\$8,248.13	\$0.00	\$95,676.27	\$95,676.27	\$0.00	\$23,919.07	\$0.00	\$23,919.07	\$119,595.34
Will	588,735	10.31%	\$87,428.14	\$14,945.21	\$55,520.42	\$157,893.77	\$102,373.35	\$55,520.42	\$25,593.34	\$55,520.42	\$81,113.76	\$239,007.53
Totals	5,711,983	100%	\$961,709.54	\$144,958.41	\$277,602.10	\$1,384,270.05	\$1,106,667.95	\$277,602.10	\$276,666.99	\$277,602.10	\$554,269.10	\$1,938,539.14

*Pending approval from Council of Mayors Executive Committee on January 29, 2013

FY 14 Unified Work Program for Northeastern Illinois

Core Projects Proposal Form

State Fiscal Year (July 1 2013 – June 30, 2014)

Project Title	Subregional Transportation Planning, Programming and Management
Sponsoring Agency	Council of Mayors
FHWA/FTA Amount Requested	\$1,384,270
Local Match Amount	\$554,269
Total Project Cost (Local Match Amount must be at least 20% of Total Project Cost)	\$1,938,539

Description and Justification

Brief Description: To provide for strategic participation by local officials in the region's transportation process as required by MAP-21, the Regional Planning Act and future legislation. To support the Council of Mayors by providing STP, CMAQ, SRTS, BRR, HPP, ITEP and other program development and monitoring, general liaison services, technical assistance and communication assistance

Major Tasks (up to 20)

1. Communication and Public Involvement
2. General Liaison Services
3. Program Development and Monitoring - Development of STP and monitoring of all funding sources
4. Active Program Management
5. Technical Assistance

FY 14 Unified Work Program for Northeastern Illinois

Core Projects Proposal Form

State Fiscal Year (July 1 2013 – June 30, 2014)

Core Justification: How are the tasks and products for this project aligned with core MPO responsibilities? Does it serve to close any existing gaps in the process?

The PL program provides a direct link between municipalities, counties, CMAP and other partner agencies working to accomplish core activities. PLs directly manage federally funded projects sponsored by local governments in the TIP, actively participate in the implementation of Go To 2040, assist with Air Quality Conformity and provide/promote local government involvement in all CMAP activities.

Core Justification: Please identify at least one principal of the regional priorities associated with this project and/or the required MPO activities.

Planning work toward implementation of Go To 2040 major capital projects.

Is this project a continuation of previous work? If so, please explain.

The PL program is a continuous program.

Is this project regional in scope? Please explain.

Yes. The Council of Mayors PL program is operated within the eleven subregional Councils.

Who will benefit from the interim or final products of this project?

The region's municipalities, counties and transportation agencies and the constituents of these bodies.

What is the source of funds for the local match portion of this project?

Each Council provides matching funds from their operating budget. The Council budgets are typically funded by local governments.

FY 14 Unified Work Program for Northeastern Illinois

Core Projects Proposal Form

State Fiscal Year (July 1 2013 – June 30, 2014)

Products and Completion Schedule		
Product	Product Type	Completion Date
Surface Transportation Program	Plan/Program	Ongoing
Congestion Mitigation and Air Quality Program	Plan/Program	Ongoing
Other Federal Funding Programs	Plan/Program	Ongoing
Other State Funding Programs	Plan/Program	Ongoing
Newsletters/ Annual Reports	Outside distribution	Ongoing
Quarterly Reports	Outside distribution	Ongoing
Other Plans/Programs, as needed	Plan/Program	Ongoing
Other Reports, as needed	Outside distribution	Ongoing
Overall Program Management	Plan/Program	Ongoing
Coordination with CMAP, IDOT and other agencies	Plan/Program	Ongoing

FY 14 Unified Work Program for Northeastern Illinois

Core Projects Proposal Form

State Fiscal Year (July 1 2013 – June 30, 2014)

Expense Breakdown	
Staff (including overhead) Cost	\$1,938,539
Total Person Months	192
Consultant Cost	\$0
Other Costs	\$0
Total Project Cost	\$1,938,539
Please specify the purpose of consultant costs and time line for expenditure N/A	
Please specify the purpose of other costs N/A	