

To: CMAP Council of Mayors Executive Committee

From: Leonard B. Cannata, North Central Council
Mike Klemens, Lake County Council

Date: January 14, 2020

Subject: Unified Work Program Funding Request

Introduction

In anticipation of submitting a proposal for FY 2021 Unified Work Program (UWP) funding, the Council of Mayors Planning Liaisons present this summary document describing the proposal process and the relevance of UWP funding to the Council of Mayors Executive Committee.

Background

Federal legislation requires that the planning and programming of federal transportation funding in metropolitan areas be conducted as a continuing, cooperative and comprehensive process. To facilitate this process, the federal government mandates the establishment of decision-making boards called Metropolitan Planning Organizations (MPOs) and provides planning funds to staff and house them. In Northeastern Illinois, the CMAP MPO Policy Committee serves this role. Federal planning funds are catalogued annually in the CMAP Unified Work Program (UWP) and are known locally as UWP funds. UWP funding supports the activities of multiple agencies including CMAP, CTA, the City of Chicago, Metra, Pace, RTA, county DOTs, as well as other agencies that may compete for the funding. Most relevant to this committee, UWP funding supports the Regional Council of Mayors Planning Liaison (PL) Program. The PL program includes the cost of staff (called Planning Liaisons or PLs) and overhead for each Council, with the intention of fostering strategic participation by local officials in the region's transportation process. A major component of this work is the administration of the local Surface Transportation Program (STP). This program gives to each Council of Mayors project selection and programming authority over an annual allocation of federal transportation funds.

General UWP Process

The distribution of UWP funding is administered by the CMAP UWP Committee. Committee membership includes representation from the City of Chicago, CTA, CMAP, Council of Mayors, Counties, IDOT, Metra, PACE, RTA, FHWA, FTA and IEPA.

Currently, Mayor Eugene Williams of the Village of Lynwood represents the Council of Mayors on that body. On an annual basis, the UWP Committee opens a call for projects and accepts proposals for funding. Proposals are considered for both a core and a competitive program. The core program funds all projects that are required to meet federal requirements. Any funding that remains after these needs are met is distributed on a competitive basis to projects that support regional priorities. The UWP priorities followed for the last five years align with the regional priorities described in the On To 2050 Plan.

The following UWP priorities with the regional priorities described in the ON TO 2050 Plan will guide the FY2021 Call for Projects selection process:

- **Planning Work toward Implementation of ON TO 2050 Regionally Significant Projects, Including Supportive Land Use.** The continuation of work to further ON TO 2050's list of fiscally constrained regionally significant projects is another planning area. Potential work includes planning for the inclusion of transit or bike/ped components as part of major highway projects, advancing projects through discretionary funding programs, and planning for supportive land use around transportation, among other efforts.
- **Local Technical Assistance and the Formation of Collaborative Planning Efforts.** A major emphasis area of ON TO 2050 is providing targeted technical assistance to local governments, particularly to interpret and implement the regional plan's recommendations at the local level. This may include planning for compact, walkable communities, including transportation investments to support infill development, as well as providing for alternative modes of transportation. Planning for joint efforts to provide local transportation services is also included here.
- **Modernization of the Public Transit System.** ON TO 2050's transit recommendations focus on making the transit system more competitive. Actions include developing policies for emerging technology to support and complement the transit system, studies to support improving the speed, frequency, and reliability of the transit system, revising highway design guidance to facilitate transit access, studies to support further fare and service coordination, and improving the effectiveness and accessibility of demand response services, particularly for persons with disabilities.
- **Leveraging the Transportation System to Promote Inclusive Growth.** ON TO 2050 is broadly concerned with ensuring economic opportunity is available to all residents of the region. The transportation system plays a role in this, as for example, research shows that minority residents have significantly longer commutes than others and transportation fees can weigh most on lower-income persons. Proposals should address any of the numerous facets of equity and transportation identified in ON TO 2050, such as developing culturally relevant outreach methods, establishing performance measures that track progress towards reflecting community demographics, and demonstrating the impact of public engagement on project outcomes. They may also include planning to support transportation system access for those with disabilities, studying strategies to reduce burden of transportation fees, fares, and taxes on lower-income populations, and exploring new ways to provide targeted, flexible and/or on-demand transportation options in low-income or low-density areas, or for people with disabilities.
- **Harnessing Technology to Improve Travel and Anticipating Future Impacts.** Existing technologies can improve the performance of the transportation network, while in the long term, emerging technologies like connected and autonomous vehicles and private mobility services may have both positive and negative impacts on the region, such as increasing competition for curb space or causing excess vehicle miles traveled. Planning projects under this priority would address studying and implementing further coordination of traffic operations using technology, establishing pricing and regulatory frameworks for connected and autonomous vehicles and developing pilot projects, and adapting the public way to emerging technology and new mobility, among other efforts.

UWP Schedule

Call for Proposals	January 2, 2020
All Proposals Due (Core and Competitive)	January 30, 2020
UWP Meeting - Presentation of Proposals	February 11, 2020
UWP Committee members rank proposals	Due to CMAP February 28, 2020
CMAP prepares committee ranked proposals with funding allocation	March 4, 2020
UWP Meeting - Adopt FY 2020 Program	March 11, 2020
Transportation Committee considers approval of FY 2021 to MPO Policy Committee	April 3, 2020
CMAP Coordinating Committee considers approval of FY 2021 UWP to CMAP Board	April 8, 2020
Draft of the UWP book to IDOT	May 1, 2020
CMAP Board considers approval of proposed FY 2021 UWP	June 10, 2020
MPO Policy Committee considers approval of proposed FY 2021 UWP	June 11, 2020
Final UWP Document Released	June 2020

PL Grants

Each year, on behalf of the Councils of Mayors, the Planning Liaisons develop a proposal for the Planning Liaison (PL) Program to be considered for inclusion in the core program. This is presented to the Council of Mayors Executive Committee for approval prior to submitting it to the UWP Committee. The proposal includes a scope of work and a funding request. The FY 2021 proposal is attached. Historically, the “PL grants” have supported the equivalent of one or two Planning Liaisons for each Council of Mayors. As with most federal transportation grants, they require a local match. In previous years, two grants were available to each Council: an “80/20 grant” and a “50/50 grant”, so called because they require a 20% local match or a 50% local match, respectively.

The exact grant amounts for each Council are determined according to the following formula: Approximately 70% of the federal funding total is divided evenly among the 11 Councils. 10% of the total federal funding is then distributed proportionately to the Councils based on their 2010 population. These two distributions comprise the federal portion of the main PL position. The remaining 20% of the federal funding total is split between the Councils that opt to receive a second PL grant. The amount of funding for the second PL positions identical for all participating Councils. The spreadsheet documenting the distribution is included in the UWP proposal.

Today's Action

As noted above, the UWP Committee opened a call for proposals between January 2, 2020 and January 30, 2020. The Planning Liaisons discussed their anticipated scope of work and funding needs among themselves and with their Councils. They have developed a draft FY 2021 proposal and today present it for approval to the Council of Mayors Executive Committee. Upon approval, the proposal will be submitted to the UWP Committee.

FY 2021 Planning Liaison Scope of Services

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 2021 UWP.

Deliverable	Completion Timeline	Comment
Quarterly report	Q1, Q2, Q3, Q4	Narrative and fund expenditures
Annual report	Q4	

Communication & Public Involvement

The PL program will be the basic communication link between CMAP and the suburban mayors. PL staff will attend CMAP Transportation Committee, MPO Policy Committee, CMAP Board, and other relevant meetings and provide information about CMAP transportation policies, programs and initiatives to local officials and stakeholders, will provide feedback regarding those issues to the CMAP staff, committees and Board and will ensure that CMAP is apprised of regional and sub-regional issues of importance to their communities. PLs will be responsible for keeping their Council membership updated with information through an email newsletter.

The PL program will actively work to assist CMAP staff with the implementation of ON TO 2050 through participation in the CMAP committee structure, facilitation of meetings and events, and distribution of information throughout the sub-regional areas. The PL staff are encouraged to use the CMAP developed Partner Toolkits to help with the distribution of information in Council newsletters and emails.

In accordance with federal metropolitan planning regulations, as an extension of the MPO, the councils shall provide the public with a reasonable opportunity to be involved in the transportation planning process. As such, the PL program will be responsible for conveying information about council transportation activities to council members and the general public via either a council website or the CMAP website. At a minimum, an up-to-date meeting calendar, meeting agendas and attachments, minutes of past meetings, and information regarding the council's STP program development and current status should be available in a timely manner and format that allows for reasonable public access to the decision-making process.

Deliverable	Completion Timeline	Comment
Calendar of council meetings	Q3 with updates as needed	For distribution to council members and interested parties and posting on the council website/web page(s)
Council meeting agendas, materials, and minutes	As needed per council schedule	For distribution to council members and interested parties and posting on the council website/web page(s)
Council website/web pages	Ongoing	For public access
Council newsletters and emails	Ongoing	For distribution to council members and interested parties and posting on the council website/web page(s)

Regional Planning Support and Technical Assistance

The PL program will provide staff assistance as part of the ON TO 2050 comprehensive regional planning effort. This includes being involved in the CMAP committee structure and providing technical and other support to help achieve CMAP objectives. The PL staff will participate in and provide input on local planning initiatives as well as regional and sub-regional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and ON TO 2050. The PL staff will represent the interests of the sub-regional councils when attending and participating in advisory groups, committees, and public meetings for regional or sub-regional planning efforts, and regionally significant projects.

The PL program will support the development and implementation of CMAP's Local Technical Assistance (LTA) program, the RTA's Community Planning program, *Invest in Cook*, and similar programs by providing program and funding opportunity information to local agencies, facilitating outreach efforts, assisting CMAP, the RTA, or other program sponsors with the assessment of applications, and facilitating communication with project sponsors during the implementation of projects.

The PL program shall maintain a high level of expertise on transportation planning topics by attending and actively participating in required local and regional trainings, meetings, and conferences. PL staff shall participate in periodic CMAP Planning Liaison Trainings as they are scheduled. Participation in state, and national training, meetings, and conferences is also both allowable and encouraged. The PL program is encouraged to participate in continuing education activities including, but not limited to, , CMAP's LTA, CMAQ, TAP, STP Shared Fund and other funding program information and training sessions, IDOT program administration and forms and processes training, and IDOT and state of Illinois GATA training, and may also include the annual IDOT Fall Planning Conference, the annual John Noel Public Transit Conference, IML meetings and conferences, FHWA and FTA training offered through NTI, and meetings and conferences by professional organizations such as APA, ITE, ASCE, AASHTO, NARC, and others. PL staff shall encourage appropriate local government participation in the same, and shall communicate procedural changes, new or updated regulations, and other appropriate information from these sessions to local government and transportation partners.

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. To that end, the PL program will assist in the collection of data for the annual obligation report by collecting local transportation obligations as well as assisting with coordination of training to assist all of the region's municipalities in implementing and improving asset management systems. The PL program will work with CMAP to provided technical assistance to connect lower capacity municipalities with partnership opportunities with other local government or agencies.

Deliverable	Completion Timeline	Comment
Program and funding information for Council members	Ongoing	For distribution to council members and interested parties and posting on the council website/web page(s)
Distribute training opportunity announcements	As needed	For distribution to council members and interested parties in newsletters and/or emails
Summaries of meetings, conferences, trainings, procedural changes, new or updated regulations, and other appropriate information	As needed	For distribution to council members and interested parties in newsletters and/or emails

Program Development – Surface Transportation Program

The PL program will support the region’s programming and management methods for the local Surface Transportation Program (STP) while managing the implementation of existing programs developed in prior years. PL staff shall actively participate in the implementation of Active Program Management (APM) policies for the shared fund and local programs, data collection for determination of funding distribution, and other related activities by attending STP project selection committee meetings, participating in PL and other meetings, facilitating presentations at sub-regional council meetings or events, and soliciting local government feedback and communicating that feedback to CMAP and the STP project selection committee. Discussions and actions on the programming and use of federal funds, including those that occur at individual Council meetings, must take place at open to public meetings with the opportunity for public comment.

In accordance with the agreement between the Council of Mayors and Chicago Department of Transportation regarding the distribution and active program management of locally programmed STP, the PL program shall implement local council STP methodologies that incorporate the APM policies and regional priorities, with support from CMAP staff and the STP project selection committee, and shall complete calls for local projects according to the schedule included in the region’s APM policies. Where required in local methodologies, PL and Council staff shall develop materials and conduct training sessions for local project sponsors seeking STP funding. Per STP APM policies, staff recommended active and contingency programs shall be developed and released for public comment. Local methodologies are required to be posted on individual Council websites and/or the CMAP website and changes to those methodologies must be developed through an open and transparent process that includes reasonable opportunity for public participation.

Deliverable	Completion Timeline	Comment
Staff recommended active and contingency programs	Q1	Posted to council and/or CMAP website
Summary of public comments on the local program and responses to those comments	Q2	Posted to council and/or CMAP website
Approved local STP active and contingency programs and associated TIP amendments	Q2	Programs posted to council and/or CMAP website and TIP amendments completed via eTIP

Program Monitoring and Active Program Management

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 from the project scoping phase through project completion and close out. This will include providing regular project status reports and attending coordination meetings with CMAP and IDOT staff for all locally sponsored projects, at least semi-annually, and more often when requested. The PL program will be responsible for Active Program Management for locally sponsored projects funded with federal Surface Transportation Block Grant (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternatives Program (TAP), Safe Routes to School (SRTS), STP-Bridge, Highway Safety Improvement Program (HSIP), and other federal and state resources awarded to local governments through regional, statewide, or national selection processes.

The PL program is responsible for initiating and updating local projects within the eTIP database accurately and on time, including mapping projects and attaching related documents. Active Program Management of these projects also includes reviewing and submitting to IDOT all project forms completed by local agencies and their representatives. This includes, but is not limited to, Project Program Information (PPI) forms and draft local agency funding and engineering agreements. This requires that planning liaisons produce and submit to CMAP all appropriate TIP changes for locally-sponsored projects in a timely manner to ensure timely processing by IDOT and timely federal authorization, and assisting CMAP, IDOT, and FHWA with ensuring timely invoicing and project close out for locally sponsored projects.

The PL program will be the primary public contact for local government projects in the eTIP database. As such, the PLs are expected to keep abreast of project status and issues, and maintain close contact with local project officials and project teams by facilitating the scheduling of project phase kick-off meetings with IDOT and project sponsors, attending those meetings, FHWA/IDOT project coordination meetings, and other project-related meetings and events.

The PL program will assist local governments with accessing state and federal funds by communicating funding opportunity information and assisting local agencies with the completion of applications. The PL program shall communicate project selection results for federal and state funding programs to council members and shall assist local governments with project initiation, including meeting GATA requirements. For calls for projects issued through the eTIP database, the PL staff shall review and release to CMAP all complete funding applications.

Deliverable	Completion Timeline	Comment
Local STP program updates	As needed, minimum quarterly	Posted to Council and/or CMAP website
TIP amendments and modifications that ensure complete and updated project information in eTIP	Ongoing and according to CMAP's Master Transportation Schedule and the IDOT Region 1 Letting Schedule	In eTIP database
Complete funding applications for calls for projects issued through the eTIP database	As needed	In eTIP database
Project updates for all locally implemented projects utilizing state and/or federal funding	As needed, minimum semi-annually	Internal and external reports or spreadsheets

Performance Measure Completion Schedule (New Quarterly Reporting Requirement under BOBs 2832)		
Name of Performance Measure	Quantitative Method of Tracking Progress	Completion Date* (Provide actual dates or quarter in which completed)
Regional Planning Support	Number of CMAP Board, CMAP Transportation, MPO Policy Committee, and Planning Liaison meetings attended quarterly	Q1, Q2, Q3, Q4
Active Program Management of Locally Sponsored Programs	% of TIP changes submitted during open amendments vs. TIP changes submitted between amendments	Q1, Q2, Q3, Q4

Performance Standards (New Quarterly Reporting Requirement under BOBs 2832)		
Name of Performance Measure	Quantitative Method of Tracking Progress	Performance Standards
Regional Planning Support	Number of CMAP Board, CMAP Transportation, MPO Policy Committee, and Planning Liaison meetings attended quarterly	75% attendance of required meetings per Council
Active Program Management of Locally Sponsored Programs	% of TIP changes submitted during open amendments vs. TIP changes submitted between amendments	100% of TIP Changes are submitted during open amendments

Council of Mayors FY 21 UWP Core Program Funding Proposed - Funding Distribution Table

Council	Population	% Total	Base Distribution	Population Distribution	80/20 Position Total	80/20 Federal	80/20 Local Match	Second Position Total	Second Position 50/50 Federal	Second Position 50/50 Local Match	Federal Total	Local Match Total	Total Federal and Local
North Shore	326,078	5.71%	\$ 92,673.83	\$ 8,773.75	\$ 126,809.48	\$ 101,447.58	\$25,361.90	\$0.00	\$0.00	\$0.00	\$ 101,447.58	\$25,361.90	\$ 126,809.48
Northwest	713,803	12.50%	\$ 92,673.83	\$ 19,206.99	\$ 139,851.03	\$ 111,880.82	\$27,970.21	\$0.00	\$0.00	\$0.00	\$ 111,880.82	\$27,970.21	\$ 139,851.03
North Central	310,457	5.44%	\$ 92,673.83	\$ 8,358.88	\$ 126,290.89	\$ 101,032.71	\$25,258.18	\$0.00	\$0.00	\$0.00	\$ 101,032.71	\$25,258.18	\$ 126,290.89
Central	257,867	4.51%	\$ 92,673.83	\$ 6,929.88	\$ 124,504.64	\$ 99,603.71	\$24,900.93	\$0.00	\$0.00	\$0.00	\$ 99,603.71	\$24,900.93	\$ 124,504.64
Southwest	377,340	6.61%	\$ 92,673.83	\$ 10,156.66	\$ 128,538.11	\$ 102,830.49	\$25,707.62	\$0.00	\$0.00	\$0.00	\$ 102,830.49	\$25,707.62	\$ 128,538.11
South	519,918	9.10%	\$ 92,673.83	\$ 13,982.69	\$ 133,320.65	\$ 106,656.52	\$26,664.13	\$117,703.28	\$58,851.64	\$58,851.64	\$ 165,508.16	\$85,515.77	\$ 251,023.93
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DuPage	926,125	16.21%	\$ 92,673.83	\$ 24,907.62	\$ 146,976.81	\$ 117,581.45	\$29,395.36	\$117,703.28	\$58,851.64	\$58,851.64	\$ 176,433.09	\$88,247.00	\$ 264,680.09
Kane Kendall	667,392	11.68%	\$ 92,673.83	\$ 17,947.01	\$ 138,276.05	\$ 110,620.84	\$27,655.21	\$117,703.28	\$58,851.64	\$58,851.64	\$ 169,472.48	\$86,506.85	\$ 255,979.33
Lake	699,057	12.24%	\$ 92,673.83	\$ 18,807.48	\$ 139,351.64	\$ 111,481.31	\$27,870.33	\$117,703.28	\$58,851.64	\$58,851.64	\$ 170,332.95	\$86,721.97	\$ 257,054.92
McHenry	325,211	5.69%	\$ 92,673.83	\$ 8,743.02	\$ 126,771.06	\$ 101,416.85	\$25,354.21	\$0.00	\$0.00	\$0.00	\$ 101,416.85	\$25,354.21	\$ 126,771.06
Will	588,735	10.31%	\$ 92,673.83	\$ 15,841.93	\$ 135,644.70	\$ 108,515.76	\$27,128.94	\$117,703.28	\$58,851.64	\$58,851.64	\$ 167,367.40	\$85,980.58	\$ 253,347.98
Totals	5,711,983	100.00%	\$ 1,019,412.13	\$ 153,655.91	\$ 1,466,335.05	\$ 1,173,068.04	\$ 293,267.01	\$588,516.40	\$ 294,258.20	\$ 294,258.20	\$ 1,467,326.24	\$587,525.21	\$2,054,851.45

Difference from FY 2020 \$ -
 % Change from FY 2020 0.00%

**FY 2021 Unified Work Program (UWP)
for Northeastern Illinois
Core Projects Proposal Form**
State Fiscal Year (July 1, 2020 – June 30, 2021)

Project Title	Sub-Regional Transportation Planning, Programming, and Management
Sponsoring Agency	Council of Mayors
Federal Amount Requested	\$ 1,467,326.24
Local Match Amount	\$ 587,525.21
Total Project Cost (Local Match Amount must be at least 20% of Total Project Cost)	\$ 2,054,851.45

Description and Justification
<p>Brief Description (please provide information so that all relevant Committee, CMAP/MPO Policy Board members, and the public are able to understand the general scope and goals of the project)</p> <p>To provide for strategic participation by local officials in the region's transportation process as required by the FAST Act, the Regional Planning Act, and further legislation. To support the Council of Mayors by providing program development, monitoring and active management of STP, CMAQ, TAP, SRTS, BRR, HPP, ITEP and other programs as needed, general liaison services, technical assistance and communication assistance. 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.</p>
<p>Major Tasks (up to 20)</p> <ol style="list-style-type: none"> 1. Communication and Public Involvement 2. Regional Planning Support and Technical Assistance 3. Program Development- Surface Transportation Program 4. Program Monitoring and Active Program Management
<p>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?)</p> <p>The Planning Liaison (PL) program provides a direct link between municipalities, counties, CMAP, IDOT and other partner agencies working to accomplish core MPO activities. PLs directly manage federally funded projects sponsored by local governments in the TIP, actively participate in the implementation of ON TO 2050, assist with air quality conformity and provide/promote local government involvement in all CMAP activities.</p>

**FY 2021 Unified Work Program (UWP)
for Northeastern Illinois
Core Projects Proposal Form**
State Fiscal Year (July 1, 2020 – June 30, 2021)

<p>Core Justification (please identify at least one principal of the regional priorities associated with this project and/or the required MPO activities)</p> <p>Leveraging the Transportation System to Promote Inclusive Growth. Planning work toward continual implementation of ON TO 2050 major capital projects, including supportive land use. Local technical assistance and the formation of collaborative planning efforts.</p>
<p>Is this project a continuation of previous work? If so, please explain.</p> <p>The PL Program is a continuous program.</p>
<p>Who will benefit from the interim or final products of this project?</p> <p>The region's municipalities, counties, and transportation agencies and the constituents of these bodies.</p>
<p>What is the source of funds for the local match portion of this project?</p> <p>Each Council provides matching funds from their operating budget. The Council budgets are typically funded by local governments.</p>

Products and Completion Schedule (New Quarterly Reporting Requirement under Bureau of Business Services (BOBs 2832))		
Name of Product	Product Type	Completion Date* (Provide actual dates or quarter in which completed)
Quarterly Report	Narrative and fund expenditures	Quarterly
Annual Report	Report	Q4
Calendar of Council Meetings	Website Calendar	Ongoing
Council meeting agendas, materials, and minutes	Website and distributed	Ongoing
Council Website/Web Pages	Website	Ongoing
Council Newsletters and Emails	To Members	Ongoing
Program and funding information for Council members	To Members, Website	Ongoing
Attend CMAP trainings	Meetings	Ongoing
Training opportunity announcements	Meetings	Ongoing

**FY 2021 Unified Work Program (UWP)
for Northeastern Illinois
Core Projects Proposal Form**
State Fiscal Year (July 1, 2020 – June 30, 2021)

Summaries of meetings, conferences, trainings, procedural changes, new or updated regulations, and other appropriate information	Memos Internal	Ongoing
Staff recommended active and contingency programs	Report	Q1
Summary of public comments on the local program and responses to those comments	Report	Q2
Approved local STP active and contingency programs and associated TIP amendments	Report	Q2
Local STP program updates	Report	Quarterly
TIP amendments and modifications that ensure complete and updated project information in eTIP	In eTIP database	Ongoing
Complete funding applications for calls for projects issued through the eTIP database	In eTIP database	Ongoing
Project updates for all locally implemented projects utilizing state and/or federal funding	Internal and external reports or spreadsheets	Ongoing

***All Products listed will need to be provided to CMAP at the end of the Quarter that Product is listed completed.**

Performance Measure Completion Schedule (New Quarterly Reporting Requirement under BOBs 2832)		
Name of Performance Measure	Quantitative Method of Tracking Progress	Completion Date* (Provide actual dates or quarter in which completed)
Regional Planning Support	Number of CMAP Board, CMAP Transportation, MPO Policy Committee, and Planning Liaison meetings attended quarterly	Q1, Q2, Q3, Q4
Active Program Management of Locally Sponsored Programs	% of TIP changes submitted during open amendments vs. TIP changes submitted between amendments	Q1, Q2, Q3, Q4

***Updates on Performance Measures listed should be provided within the Quarterly Report narrative provided to CMAP.**

**FY 2021 Unified Work Program (UWP)
for Northeastern Illinois
Core Projects Proposal Form**
State Fiscal Year (July 1, 2020 – June 30, 2021)

Expense Breakdown	
Staff Cost associated with these activities	\$ 2,054,851.45
Overhead Cost associated with these activities	\$
Total Person Months	192
Consultant Cost	\$
Other Costs	\$
Total Program Cost	\$ 2,054,851.45
Please specify the purpose of consultant costs	
Please specify the purpose of other costs	