



**Unified Work Program (UWP) Committee**

**Annotated Minutes**

September 22, 2021 – 1:00 p.m.

**Via:**

<https://us06web.zoom.us/j/85484653710?pwd=VHFQdDdWd0JrdmNxUTNyakJwc25GQT09>

**Tele:**

+1 (312) 626-6799 US (Chicago), Meeting ID: 854 8465 3710

**Committee Members**

**Present (\*Alternate):**

Michael Vanderhoof Chair (IDOT)  
Tom Kelso (IDOT), Angela Manning-Hardimon (CMAP), Dan Olson\* (CMAP), Emily Drexler (CTA), Philip Banea (CDOT), John Donovan (FHWA), Tom Rickert (Counties), Jason Osborn (Metra), Heather Mullins (RTA), Dave Tomzik (Pace Bus), President Michael Einhorn (Councils of Mayors), Lenny Cannata\* (Councils of Mayors)

**Staff Present:**

Erin Aleman, Amy McEwan, Molly Talkington, Simone Weil, Kama Dobbs, Teri Dixon, Mary Weber, Stephane Phifer

**Others Present:**

Robert Douglas, Joe Surdam, Heidi Lichtenberger, Troy Simpson, Leslie PHEMEISTER

**1.0 Call to Order**

The meeting was called to order at approximately 1:00 p.m., the Chair, Michael Vanderhoof, followed by a roll call:

Michael Vanderhoof, Chair (IDOT)	Present	Lenny Cannata* (Council of Mayors)	Present
John Donovan (FHWA)	Present	Tom Rickert (Counties)	Present
Philip Banea (CDOT)	Present	Dave Tomzik (Pace)	Present
Angela Manning-Hardimon (CMAP)	Present	Emily Drexler* (CTA)	Present
Heather Mullins (RTA)	Present	Jason Osborn (Metra)	Present

**2.0 Agenda Changes and Announcements**

There were no agenda changes or announcements.

### 3.0 Approval of Minutes – September 8, 2021

A motion to approve the minutes of the September 8, 2021, meeting as presented was made by Tom Rickert, seconded by Angela Manning-Hardimon, and a roll call vote followed:

Michael Vanderhoof, Chair (IDOT)	Yes	Lenny Cannata (Council of Mayors)	Yes
John Donovan (FHWA)	-	Tom Rickert (Counties)	Yes
Philip Banea (CDOT)	Yes	Dave Tomzik (Pace)	Yes
Angela Manning-Hardimon (CMAP)	Yes	Emily Drexler (CTA)	Yes
Heather Mullins (RTA)	Yes	Jason Osborn (Metra)	Yes
Tony Greep* (FTA)	-		

The motion carried.

### 4.0 FY 2023 Competitive Projects Process

Angela Manning-Hardimon (CMAP) opened by walking through several of the changes requested to the Competitive Program Recommendations during the September 8 UWP Committee meeting, including additional detail on the definition of material changes, an increase to the project proposal cap from \$100,000 to \$250,000, key changes to the project selection criteria and definitions, and the scoring strategy for incoming proposals.

Additional open discussion followed and revolved around multiple topics, including:

- UWP project timeline and expenditure data that is driving the proposed Recommendations
- 3-year timeline that is being mandated as part of the Competitive grant agreements going forward through IDOT, with the ultimate goal of lowering unobligated balances and firmer scopes in the project proposal process
- Funding obligations and contract start dates
- Data availability of past projects and internal Committee review of current projects status (Performance Evaluation)
- Logistical discussion regarding parallel administration of the UWP Competitive and the SPR program; additional details still being determined by CMAP/IDOT
- Formula and calculation of Core and Competitive program allotments
- Scoping of projects and scope change strategies pre- and post-award
- Project closeout timeline, procurement, unspent funds and overhead reconciliation processes as part of that timeline

Following the discussion, the Chair provided a summary of what he had heard and what the next steps would be for the meeting. The Chair suggested that Committee consider the proposal put forth by CMAP and asked whether there was a motion to move forward with approval of the proposal as recommended.

Lenny Cannata made a motion to approve the proposal, and Angela Manning-Hardimon seconded. Dave Tomzik asked if there would be any discussion, and more specifically if the motion to approve was considering the original recommendations, or was incorporating suggestions made during the discussion. The Chair asked that if there was

a motion with changes to be included, that these should be elicited first so that everyone was clear on the changes being made with the motion.

Lenny Cannata asked that the Committee make a motion for the proposal as recommended, and that if the motion failed, a new motion would be made that would include amendments. Tom Rickert made an additional statement that discussion and the potential for amendments is appropriate at this time.

The Chair then asked if there were specific suggested amendments to the recommendations as it was supplied in the meeting materials. Heather Mullins made a suggestion for removing the language that refers to no material scope modifications; an amendment to language that specifies a project cap of \$250,000 – and replace it with language that states the UWP Committee will set the cap when the federal marks are approved each year; and, adding language that states the Committee will take on the primary role of project monitoring after award.

The Chair then opened the additional items suggested for discussion. Concerns regarding material scope changes were discussed. Following this discussion, the Chair indicated that there were two other amendments being proposed that the Committee will need to discuss before them moving onto a vote on the motion.

The Chair stated the second item for consideration is the Committee setting the project budget cap annually instead of having it set at \$250,000 and asked if there was any discussion on this. There was no additional discussion on this item.

The Chair then stated that the third suggested change proposed was to have the Committee to take over the primary oversight role for selected UWP projects routinely throughout the course of the project following award. The Committee held additional discussion on this.

Following discussion, the Chair recapped that the Committee currently had a motion that was seconded to approve the recommended program; that additional discussion had occurred following this motion; and, three specific changes, as indicated above, were presented to the recommended program that the Committee should now vote upon.

Lenny Cannata requested that the Committee take votes on the amendments individually, and Amy McEwan, CMAP Chief of Staff, offered procedural clarification following Robert's Rules that votes on each amendment should occur first to see if the amendment passes, followed by a vote on the motion with passed amendments. An additional question was asked by Jason Osborn regarding if any additional amendments should be made at this time, however, it was determined that the language in question by Jason would be adjusted through voting on the amendments, and that only the three amended changes as previously discussed were now up for a vote.

The Chair requested additional clarification from Amy McEwan regarding the vote on amendments. Amy McEwan specified that the Committee could move forward with voting on each individual amendment, at the request of a Committee member, or they could vote on all three amendments as a group if the Committee agreed.

Lenny Cannata representing Council of Mayors made a motion for vote on the amendment one, which was seconded by Tom Rickert. Amendment one involves the removal of the language indicating there can not be material scope changes following the award of a competitive UWP project. On a roll call vote, with five (5) not approved and four (4) approved, the motion for amendment one was not approved.

Michael Vanderhoof, Chair (IDOT)	Not Approved	Lenny Cannata (Council of Mayors)	Not Approved
John Donovan (FHWA)	-	Tom Rickert (Counties)	Not Approved
Philip Banea (CDOT)	Not Approved	Dave Tomzick (Pace)	Approved
Angela Manning-Hardimon (CMAP)	Not Approved	Emily Drexler (CTA)	Approved
Heather Mullins (RTA)	Approved	Jason Osborn (Metra)	Approved
Tony Greep* (FTA)	-		

Lenny Cannata then made a motion to vote on amendment two, which was seconded by Jason Osborn. Amendment two involves allowing the Committee to determine the project budget cap following the release of the federal marks each year. On a roll call vote, with seven (7) approved and one (1) not approved, the motion for amendment two was approved.

Michael Vanderhoof, Chair (IDOT)	-	Lenny Cannata (Council of Mayors)	Approved
John Donovan (FHWA)	-	Tom Rickert (Counties)	Approved
Philip Banea (CDOT)	Not Approved	Dave Tomzick (Pace)	Approved
Angela Manning-Hardimon (CMAP)	Approved	Emily Drexler (CTA)	Approved
Heather Mullins (RTA)	Approved	Jason Osborn (Metra)	Approved
Tony Greep* (FTA)	-		

The Chair then requested a motion on the third amendment, which was motioned by Lenny Cannata, and seconded by Dave Tomzick. The third amendment involves adding language to the program recommendation that involves including the Committee in monitoring of UWP projects' status following award. On a roll call vote, the motion for amendment three was unanimously approved.

Michael Vanderhoof, Chair (IDOT)	-	Lenny Cannata (Council of Mayors)	Approved
John Donovan (FHWA)	-	Tom Rickert (Counties)	Approved
Philip Banea (CDOT)	Approved	Dave Tomzik (Pace)	Approved
Angela Manning-Hardimon (CMAP)	Approved	Emily Drexler (CTA)	Approved
Heather Mullins (RTA)	Approved	Jason Osborn (Metra)	Approved
Tony Greep* (FTA)	-		

The Chair then requested a motion to approve the program recommendations as amended. Lenny Cannata motioned to approve, which was seconded by Tom Rickert. On a roll call vote, with six (6) approved and two (2) not approved, the motion to approve the program recommendations as amended was approved.

Michael Vanderhoof, Chair (IDOT)	-	Lenny Cannata (Council of Mayors)	Approved
John Donovan (FHWA)	-	Tom Rickert (Counties)	Approved
Philip Banea (CDOT)	Not Approved	Dave Tomzik (Pace)	Approved
Angela Manning-Hardimon (CMAP)	Approved	Emily Drexler (CTA)	Not Approved
Heather Mullins (RTA)	Approved	Jason Osborn (Metra)	Approved
Tony Greep* (FTA)	-		

The Chair thanked everyone for their participation in the discussions.

**5.0 FY 2023 Competitive Program Priorities and Program Development Timeline Memo**

The Chair requested the Angela Manning-Hardimon introduce the Competitive Program Priorities and Program Development Timeline memo. Angela Manning-Hardimon recapped that this memo is the standard annual memo that outlines guidance, timeline, and priorities for the upcoming FY23 Call for Projects, and that this memo will be revised to incorporate the amendments previously approved in Item 4.0. After some clarification discussion, Angela Manning-Hardimon made a motion to approve, which was seconded by Lenny Cannata.

On a roll call vote, the motion to approve the memo with the amendments approved in Item 4.0 was unanimously approved.

Michael Vanderhoof, Chair (IDOT)	-	Lenny Cannata (Council of Mayors)	Approved
John Donovan (FHWA)	-	Tom Rickert (Counties)	Approved
Philip Banea (CDOT)	Approved	Dave Tomzik (Pace)	Approved
Angela Manning-Hardimon (CMAP)	Approved	Emily Drexler (CTA)	Approved
Heather Mullins (RTA)	Approved	Jason Osborn (Metra)	Approved
Tony Greep* (FTA)	-		

**6.0 Next Meeting**

The UWP Committee is scheduled to meet next on November 10, at 1:00 p.m.

**7.0 Public Comment**

There was a mention that a member of the public, Robert Douglas, had wanted to make a comment prior to Agenda Item 7.0 – Public Comment, however Mr. Douglas was not on in the meeting at the time of the request. CMAP staff will follow up with Mr. Douglas via email. There were no additional comments from the public.

**8.0 Adjournment**

Hearing no objections, the Chair requested a motion to adjourn the meeting. A motion to adjourn was made by Tom Rickert, and seconded by Jason Osborn. The meeting ended at approximately 2:48 p.m.

Respectfully submitted,

CMAP Staff

/do  
11-5-2021