

Scope of Service/Responsibilities

FY 2011 Planning Liaison Scope of Services

Draft for Council of Mayors Executive Committee consideration on 02/09/2010

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 also receives Discretionary funds to assist CMAP with additional activities, including development of a comprehensive regional plan, and studies, projects and programs related to the region's Focus Areas. The PL Program includes five general task areas described below that will be completed using the Core Supplemental and Discretionary funding allocated in the FY 2011 UWP.

Communication & Public Involvement

Core Supplemental

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.

Discretionary

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 not 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 public involvement for the completion and implementation of *Go To 2040*.

General Liaison

Core Supplemental

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 transportation elements of *Go To 2040*, such as the CREATE program, the STAR Line Mayors Task Force, the IDOT Eisenhower Expressway (I-290) study, the Cook-DuPage Corridor Study, etc.

Discretionary

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 above and beyond those that are federally required. The PL program will assist CMAP staff with invoicing of municipalities for local contributions, and other administrative tasks.

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Program Development – Surface Transportation Program

Core Supplemental

The PL staff will facilitate the Surface Transportation Program at the discretion of local Council methodologies while meeting federal requirements. The PL program 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.

Program Monitoring

Core Supplemental

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 reviewing and assisting with applications for locally sponsored STP and CMAQ projects.

Technical Assistance

Core Supplemental

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.

Discretionary

The PL program will provide technical support and assistance to CMAP and local governments regarding non-transportation issues. It will provide data and analysis regarding issues of importance to regional or sub-regional agencies. The PL staff will assist in the coordination and outreach activities of CMAP in the sub-region and will assist CMAP staff and other agencies with the extension of the *Go To 2040* Regional Indicators project to a data archiving project.