



## MEMORANDUM

Beecher  
Blue Island  
Burnham  
Calumet City  
Calumet Park  
Chicago Heights  
Country Club Hills  
Crete  
Dixmoor  
Dolton  
East Hazel Crest  
Flossmoor  
Ford Heights  
Glenwood  
Harvey  
Hazel Crest  
Homewood  
Lansing  
Lynwood  
Markham  
Matteson  
Midlothian  
Mokena  
Monee  
Oak Forest  
Olympia Fields  
Orland Hills  
Orland Park  
Palos Heights  
Park Forest  
Phoenix  
Posen  
Richton Park  
Riverdale  
Robbins  
Sauk Village  
South Chicago Heights  
South Holland  
Steger  
Summit  
Thornton  
Tinley Park  
University Park

**Date:** January 27, 2015

**To:** CMAP Council of Mayors Executive Committee

**From:** Thomas Vander Woude, SSMMA, on behalf of the COM Planning Liaisons

**Re:** Unified Work Program Funding Request

### Introduction

In anticipation of submitting a proposal for FY 2016 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. In FY 2016, the UPW Committee has defined the following priorities:

***Modernization of the Public Transit System.*** GO TO 2040 recommends an enhanced focus on prioritizing planning work for the modernization of the existing transit system. Actions include work on coordinating services and fares, including pursuit of a universal fare payment system, work on traveler information systems, and technological improvements including transit signal priority and ART. Project proposals, especially from the transit agencies, should feature these elements as a primary component.

***Financial Planning Including Innovative Financing Strategies.*** GO TO 2040 also stresses an array of recommendations related to transportation finance, including improved financial planning. Actions include strengthening transit financial oversight, planning for efficiencies that reduce transit operating costs, the identification of funding sources for CREATE, and continued planning/policy work on other important issues of fiscal policy to improve the transportation system.

***Improving Decision-Making Models and Evaluation Criteria for Project Selection.*** GO TO 2040 also emphasizes improving decision-making processes for transportation projects, as well as the overarching importance of prioritization for making investments given constrained funding. This includes constructing improved models for answering the most pressing questions about major projects and designing appropriate and regionally-vetted evaluation criteria for judging projects.

***Planning Work Toward Implementation of GO TO 2040 Major Capital Projects, Including Supportive Land Use.*** The continuation of near-term work to further GO TO 2040's short list of fiscally constrained major capital projects is also a high priority. Potential work includes planning for the inclusion of transit components as part of major highway projects, advancing recommended transit projects through the New Starts program or other discretionary funding programs, and planning for supportive land use around transportation, including active technical assistance to local governments.

***Local Technical Assistance and the Formation of Collaborative Planning Efforts.*** A major emphasis area of GO TO 2040 is providing targeted technical assistance to local governments, information sharing, and formal planning efforts that focus on transportation and other interconnected issues of livability

After reviewing all proposals, the UWP Committee develops a recommendation for both programs, which is forwarded to the CMAP Transportation Committee, which recommends approval to the Regional Coordinating Committee and to the MPO Policy Committee. The Regional Coordinating Committee recommends approval of the UWP to the CMAP Board. Approval by the MPO Policy Committee signifies official MPO endorsement of the UWP.

The schedule for the development of the FY 2016 UWP is as follows:

- January 5, 2015 - Call for Proposals
- January 30, 2015- FY16 UWP Proposals Due
- February 11, 2015 - Presentation of Proposals (meeting)
- February 20, 2015 - UWP Committee members rank proposals
- February 26, 2015 - CMAP prepares committee ranked proposals with funding allocation

- March 5, 2015 - Rankings of Competitive Proposals Due (meeting)
- April 15, 2015 - Transportation Committee considers approval of FY 2016 UWP to MPO Policy Committee
- May/June 2015 - Regional Coordinating Committee considers approval of FY 2016 UWP to CMAP Board
- June 10, 2015 - CMAP Board considers approval of proposed FY 2016 UWP
- June 11, 2015 - MPO Policy Committee considers approval of proposed FY 2016 UWP
- June 2015 - UWP Document Released

### **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 2016 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. Two grants are 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 cost to employ a single full-time PL is covered by the 80/20 grant. If a Council chooses to employ a second full-time PL, it may receive the 50/50 grant to cover the additional costs.

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 80/20 grant. The remaining 20% of the federal funding total is split between the Councils that opt to receive a 50/50 PL grant. The amount of funding in the 50/50 grant is 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 5, 2015 and January 30, 2015. Prior to that time, the Planning Liaisons discussed their anticipated scope of work and funding needs among themselves and with their Councils. They have developed a draft FY 2016 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.