

**NORTHWEST MUNICIPAL CONFERENCE**

1600 East Golf Road, Suite 0700  
Des Plaines, Illinois 60016  
(847) 296-9200 • Fax (847) 296-9207  
www.nwmc-cog.org



*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

**MEMBERS**

- Antioch
- Arlington Heights
- Bannockburn
- Barrington
- Bartlett
- Buffalo Grove
- Carpentersville
- Cary
- Crystal Lake
- Deer Park
- Deerfield
- Des Plaines
- Elk Grove Village
- Evanston
- Fox Lake
- Glencoe
- Glenview
- Grayslake
- Hanover Park
- Highland Park
- Hoffman Estates
- Kenilworth
- Lake Bluff
- Lake Forest
- Lake Zurich
- Libertyville
- Lincolnshire
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Northbrook
- Northfield
- Northfield Township
- Palatine
- Park Ridge
- Prospect Heights
- Rolling Meadows
- Schaumburg
- Skokie
- Streamwood
- Vernon Hills
- Wheeling
- Wilmette
- Winnetka
  
- President*
- Tom Rooney
- Rolling Meadows
  
- Vice-President*
- Matt Bogusz
- Des Plaines
  
- Secretary*
- Dean Argiris
- Wheeling
  
- Treasurer*
- Juliana Maller
- Hanover Park

*Executive Director*  
Mark L. Fowler

To: CMAP Council of Mayors Executive Committee

From: Mike Walczak, Transportation Director,  
Northwest Council of Mayors Liaison, on behalf of COM Planning Liaisons

Date: January 12, 2016

Subject: **Unified Work Program Funding Request**

**Introduction**

In anticipation of submitting a proposal for FY 2017 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. For FY 2017, the UWP 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.*

### **Schedule**

The schedule for the development of the FY 2017 UWP is as follows:

- January 4, 2016 - Call for Proposals
- January 29, 2016 - FY16 UWP Proposals Due
- February 18, 2016 - Presentation of Proposals

- February 26, 2016 - UWP Committee members rank proposals
- February 29, 2016 - CMAP prepares committee ranked proposals with funding allocation
- March 9, 2016 - Adopt FY 2017 Program
- April 22, 2016 - Transportation Committee considers approval of FY 2017 UWP to MPO Policy Committee
- June 8, 2016 - Regional Coordinating Committee considers approval of FY 2017 UWP to CMAP Board
- June 8, 2016 - CMAP Board considers approval of proposed FY 2017 UWP
- June 9, 2016 - MPO Policy Committee considers approval of proposed FY 2017 UWP
- June 30, 2016 - 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 2017 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 4, 2016 and January 29, 2016. The Planning Liaisons discussed their anticipated scope of work and funding needs among themselves and with their Councils. They have developed a draft FY 2017 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 17 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2016 – June 30, 2017)

<b>Project Title</b>	Subregional Transportation Planning, Programming and Management
<b>Sponsoring Agency</b>	Council of Mayors
<b>FHWA/FTA Amount Requested</b>	\$1,430,744.24
<b>Local Match Amount</b>	\$573,695.19
<b>Total Project Cost (Local Match Amount must be at least 20% of Total Project Cost)</b>	\$2,004,439.43

<b>Description and Justification</b>
<p><b>Brief Description</b> To provide for strategic participation by local officials in the region's transportation process as required by MAP-21, 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.</p>
<p><b>Major Tasks (up to 20)</b></p> <ol style="list-style-type: none"> <li>1. Communication and Public Involvement</li> <li>2. General Liaison Services</li> <li>3. Program Development and Monitoring - Development of STP and monitoring of all funding sources</li> <li>4. Active Program Management</li> <li>5. Technical Assistance</li> </ol>
<p><b>Core Justification</b> (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, IDOT 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.</p>
<p><b>Core Justification</b> (please identify at least one principal of the regional priorities associated with this project and/or the required MPO activities) Planning work toward continual implementation of GO TO 2040 major capital projects, including supportive land use. Local technical assistance and the formation of collaborative</p>

**FY 17 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2016 – June 30, 2017)

planning efforts.
Is this project a continuation of previous work? If so, please explain.  The PL program is a continuous program.
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.

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

**FY 17 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2016 – June 30, 2017)

<b>Expense Breakdown</b>	
<b>Staff (including overhead) cost</b>	\$2,004,439.43
<b>Total Person Months</b>	<b>192</b>
<b>Consultant Cost</b>	\$
<b>Other Costs</b>	\$
<b>Total Project Cost</b>	\$2,004,439.43
<b>Please specify the purpose of consultant costs and time line for expenditure</b>	
<b>Please specify the purpose of other costs</b>	

## **Scope of Service/Responsibilities**

### **FY 2017 Planning Liaison Scope of Services**

For consideration by the Council of Mayors Executive Committee on 1/12/2016

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 2017 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 and stakeholders, 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 actively work to assist CMAP staff with the implementation of *Go To 2040* as well as the development of the next regional plan.

#### **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. The PL staff will participate in and provide input on local planning initiatives as well as 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 IDOT Eisenhower Expressway (I-290) study, the Southeast Commuter Rail Service, the Cook-DuPage Corridor Study, Tollway planning efforts (including the I-294 Central Tri-State Corridor and IL 53 North Extension), FAST Act implementation, and other studies.

#### **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 database 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 reviewing applications and assisting in implementation for locally sponsored STP projects. The PL program will take an active role in the Congestion 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

## **Scope of Service/Responsibilities**

### **FY 2017 Planning Liaison Scope of Services**

For consideration by the Council of Mayors Executive Committee on 1/12/2016

School Program, Transportation Alternatives Program, Highway Bridge Replacement and Rehabilitation Program, High Priority Projects Program, Highway Safety Improvement Program, Illinois Transportation Enhancement Program and other fund sources under MAP-21 as well as fund sources under the FAST Act, including the Surface Transportation Block Grant Program and National Highway Performance Program.

#### **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.

DRAFT



Council of Mayors FY 17 UWP Core Program Funding Request - Funding Distribution Table  
 For consideration by Council of Mayors Executive Committee on January 12, 2016

<b>FY 2017</b>												
<b>Council</b>	<b>Population</b>	<b>% Total</b>	<b>Base Distribution</b>	<b>Population Distribution</b>	<b>Additional Staff</b>	<b>Federal Total</b>	<b>80/20 Federal</b>	<b>50/50 Federal</b>	<b>80/20 Local Match</b>	<b>50/50 Local Match</b>	<b>Local Match Total</b>	<b>Total Federal and Local</b>
NorthShore	326,078	5.71%	\$90,706.70	\$8,277.13	\$0.00	\$98,983.83	\$98,983.83	\$0.00	\$24,745.96	\$0.00	\$24,745.96	\$123,729.78
Northwest	713,803	12.50%	\$90,706.70	\$18,119.80	\$0.00	\$108,826.50	\$108,826.50	\$0.00	\$27,206.62	\$0.00	\$27,206.62	\$136,033.12
NorthCentral	310,457	5.44%	\$90,706.70	\$7,885.74	\$0.00	\$98,592.44	\$98,592.44	\$0.00	\$24,648.11	\$0.00	\$24,648.11	\$123,240.54
Central	257,867	4.51%	\$90,706.70	\$6,537.62	\$0.00	\$97,244.32	\$97,244.32	\$0.00	\$24,311.08	\$0.00	\$24,311.08	\$121,555.39
Southwest	377,340	6.61%	\$90,706.70	\$9,581.75	\$0.00	\$100,288.45	\$100,288.45	\$0.00	\$25,072.11	\$0.00	\$25,072.11	\$125,360.56
South	519,918	9.10%	\$90,706.70	\$13,191.22	\$57,602.44	\$161,500.35	\$103,897.92	\$57,602.44	\$25,974.48	\$57,602.44	\$83,576.91	\$245,077.27
			\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
DuPage	926,125	16.21%	\$90,706.70	\$23,497.76	\$57,602.44	\$171,806.89	\$114,204.46	\$57,602.44	\$28,551.11	\$57,602.44	\$86,153.55	\$257,960.44
KaneKendall	667,392	11.68%	\$90,706.70	\$16,931.14	\$57,602.44	\$165,240.27	\$107,637.84	\$57,602.44	\$26,909.46	\$57,602.44	\$84,511.89	\$249,752.17
Lake	699,057	12.24%	\$90,706.70	\$17,742.91	\$57,602.44	\$166,052.04	\$108,449.61	\$57,602.44	\$27,112.40	\$57,602.44	\$84,714.84	\$250,766.88
McHenry	325,211	5.69%	\$90,706.70	\$8,248.13	\$0.00	\$98,954.83	\$98,954.83	\$0.00	\$24,738.71	\$0.00	\$24,738.71	\$123,693.53
Will	588,735	10.31%	\$90,706.70	\$14,945.21	\$57,602.44	\$163,254.34	\$105,651.91	\$57,602.44	\$26,412.98	\$57,602.44	\$84,015.41	\$247,269.75
<b>Totals</b>	<b>5,711,983</b>	<b>100%</b>	<b>\$997,773.65</b>	<b>\$144,958.41</b>	<b>\$288,012.18</b>	<b>\$1,430,744.24</b>	<b>\$1,142,732.06</b>	<b>\$288,012.18</b>	<b>\$285,683.01</b>	<b>\$288,012.18</b>	<b>\$573,695.19</b>	<b>\$2,004,439.43</b>