

**NORTHWEST MUNICIPAL CONFERENCE**

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

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To: CMAP Council of Mayors Executive Committee

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

Date: January 16, 2018

Subject: **Unified Work Program Funding Request**

**Introduction**

In anticipation of submitting a proposal for FY 2019 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 GO TO 2040 Plan. The approved priorities for FY 2019 are:

***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 2019 UWP is as follows:

- January 2, 2018 - Call for Proposals

- January 29, 2018- FY 2019 UWP Proposals Due
- February 14, 2018 - Presentation of Proposals
- February 23, 2018 - UWP Committee members rank proposals
- March 2, 2018 - CMAP prepares committee ranked proposals with funding allocation
- March 14, 2018 - UWP Meeting - Adoption of FY 2019 Program
- April 27, 2018 - Transportation Committee considers approval of FY 2019 UWP to MPO Policy Committee
- June 13, 2018 - Programming Committee considers approval of FY 2019 UWP to CMAP Board
- June 13, 2018 - CMAP Board considers approval of proposed FY 2019 UWP
- June 14, 2018 - MPO Policy Committee considers approval of proposed FY 2019 UWP
- June 30, 2018 – FY 2019 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 2019 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. For FY 2019, the Councils are recommending all PL positions be funded at the 80/20 level.

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, 2018 and January 29, 2018. The Planning Liaisons discussed their anticipated scope of work and funding needs among themselves and with their Councils. They have developed a draft FY 2019 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.

## **Scope of Service/Responsibilities**

### FY 2019 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 2019 UWP.

#### **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.

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 actively work to assist CMAP staff with the implementation of GO TO 2040 as well as the development and implementation of the ON TO 2050 regional comprehensive plan through participation in the CMAP committee structure and facilitation of meetings, events, and distribution of information throughout the subregional areas.

The PL program will be responsible for conveying information about council transportation activities 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.

#### **General Liaison**

The PL program will provide staff assistance as part of the GO TO 2040 and 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 subregional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and GO TO 2040/ON TO 2050. The PL staff will represent the interests of the subregional councils when attending and participating in advisory groups, committees, and public meetings for regional or subregional 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

## **Scope of Service/Responsibilities**

### **FY 2019 Planning Liaison Scope of Services**

assessment of applications, and facilitating communication with project sponsors during the implementation of projects.

#### **Program Development – Surface Transportation Program**

The PL program will support the region's transition to new 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 development of an Active Program Management (APM) system for the shared fund and local programs, the development of a shared fund project selection methodology, data collection for determination of funding distribution, and other related topics by attending STP project selection committee meetings, participating in PL and other meetings, facilitating presentations at subregional council meetings or events, and soliciting local government feedback and communicating that feedback to CMAP and the STP project selection committee, throughout the transition process. The PL program will, with support from CMAP staff and the STP project selection committee, begin making modifications to local council STP methodologies to incorporate the APM system and regional priorities.

During the transition period, PL staff shall closely monitor the implementation progress of STP-funded projects, and shall provide status updates to IDOT and CMAP on a schedule aligned with TIP change deadlines or when requested by CMAP staff.

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

## **Scope of Service/Responsibilities**

### FY 2019 Planning Liaison Scope of Services

#### **Technical Assistance**

The PL program shall maintain a high level of expertise on transportation planning topics by attending and actively participating in local, regional, state, and national training, meetings, and conferences. The training shall include, but not be limited to, CMAP eTIP training, CMAQ, TAP, and other funding program information and training sessions, IDOT program administration training, IDOT and State of Illinois GATA training, 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.

**FY 19 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2018 – June 30, 2019)

<b>Project Title</b>	Subregional Transportation Planning, Programming and Management
<b>Sponsoring Agency</b>	Council of Mayors
<b>FHWA/FTA Amount Requested</b>	\$1,628,372.88
<b>Local Match Amount</b>	\$407,093.22
<b>Total Project Cost (Local Match Amount must be at least 20% of Total Project Cost)</b>	\$2,035,466.10

<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 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 projects utilizing STP, CMAQ, TAP, and other federal and state funding programs as needed and directed by CMAP, IDOT, and/or FHWA, 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 – Surface Transportation Program</li> <li>4. Program Monitoring and 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 and the development of ON TO 2050, 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 planning efforts</p>

**FY 19 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2018 – June 30, 2019)

<p>Is this project a continuation of previous work? If so, please explain. The PL program is a continuous program.</p>
<p>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.</p>
<p>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.</p>

<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

<b>Expense Breakdown</b>	
<p><b>Staff (including overhead) cost</b> <b>Note: Details of Overhead cost must be provided</b></p>	\$2,035,466.10

**FY 19 Unified Work Program (UWP)  
for Northeastern Illinois  
Core Projects Proposal Form**  
State Fiscal Year (July 1, 2018 – June 30, 2019)

<b>Total Person Months</b>	<b>192</b>
<b>Consultant Cost</b>	<b>\$</b>
<b>Other Costs</b>	<b>\$</b>
<b>Total Project Cost</b>	<b>\$2,035,466.10</b>
<b>Please specify the purpose of consultant costs and time line for expenditure</b>	
<b>Please specify the purpose of other costs</b>	

**Council of Mayors FY 19 UWP Proposed Program Funding Distribution Table**  
 For January 23 Council of Mayors Executive Committee meeting

<b>Council</b>	<b>Population</b>	<b>% Total</b>	<b>Base Distribution</b>	<b>Population Distribution</b>	<b>Additional Staff</b>	<b>Total Federal</b>	<b>Local Match Total</b>	<b>Total Federal and Local</b>
North Shore	326,078	5.71%	\$ 91,799.55	\$ 8,690.98	\$0.00	\$ 100,490.53	\$25,122.63	\$ 125,613.16
Northwest	713,803	12.50%	\$ 91,799.55	\$ 19,025.79	\$0.00	\$ 110,825.34	\$27,706.34	\$ 138,531.68
North Central	310,457	5.44%	\$ 91,799.55	\$ 8,280.02	\$0.00	\$ 100,079.57	\$25,019.89	\$ 125,099.46
Central	257,867	4.51%	\$ 91,799.55	\$ 6,864.51	\$0.00	\$ 98,664.06	\$24,666.02	\$ 123,330.08
Southwest	377,340	6.61%	\$ 91,799.55	\$ 10,060.84	\$0.00	\$ 101,860.39	\$25,465.10	\$ 127,325.49
South	519,918	9.10%	\$ 91,799.55	\$ 13,850.78	\$93,274.30	\$ 198,924.63	\$49,731.16	\$ 248,655.79
DuPage	926,125	16.21%	\$ 91,799.55	\$ 24,672.65	\$93,274.30	\$ 209,746.50	\$52,436.63	\$ 262,183.13
Kane Kendall	667,392	11.68%	\$ 91,799.55	\$ 17,777.70	\$93,274.30	\$ 202,851.55	\$50,712.89	\$ 253,564.44
Lake	699,057	12.24%	\$ 91,799.55	\$ 18,630.05	\$93,274.30	\$ 203,703.90	\$50,925.98	\$ 254,629.88
McHenry	325,211	5.69%	\$ 91,799.55	\$ 8,660.54	\$0.00	\$ 100,460.09	\$25,115.02	\$ 125,575.11
Will	588,735	10.31%	\$ 91,799.55	\$ 15,692.47	\$93,274.30	\$ 200,766.32	\$50,191.58	\$ 250,957.90
<b>Totals</b>	<b>5,711,983</b>	<b>100.00%</b>	<b>\$ 1,009,795.05</b>	<b>\$ 152,206.33</b>	<b>\$ 466,371.50</b>	<b>\$ 1,628,372.88</b>	<b>\$ 407,093.22</b>	<b>\$2,035,466.10</b>