

To: CMAP Council of Mayors Executive Committee

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Date: January 15, 2019

Subject: Unified Work Program Funding Request

Introduction

In anticipation of submitting a proposal for FY 2020 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 On To 2050 Plan. The approved priorities for FY 2020 are:

Modernization of the Public Transit System. On To 2050 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. On To 2050 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. On To 2050 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 On To 2050 Major Capital Projects, Including Supportive Land Use. The continuation of near-term work to further On To 2050'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 On To 2050 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

January 2, 2019 - Call for Proposals

January 30, 2019- FY20 UWP Proposals Due

February 13, 2019 - Presentation of Proposals, Meeting at 1:00 p.m.

February 27, 2019 - UWP Committee members rank proposals

March 6, 2019 - CMAP prepares committee ranked proposals with funding allocation

March 13, 2019 - Adopt FY 2020 Program

April 2019 - Transportation Committee considers approval of FY 2020 UWP to MPO Policy Committee

May 2019 - Programming Committee considers approval of FY 2020 UWP to CMAP Board

June 2019 - CMAP Board considers approval of proposed FY 2020 UWP

June 2019 - MPO Policy Committee considers approval of proposed FY 2020 UWP

June 2019 – FY20 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 2020 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, 2019 and January 30, 2019. The Planning Liaisons discussed their anticipated scope of work and funding needs among themselves and with their Councils. They have developed a draft FY 2020 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 2020 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 2020 UWP.

Deliverable	Completion Timeline	Comment
Quarterly report	Q1, Q2, Q3, Q4	Narrative and fund expenditures
Annual report	Q4	

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 actively work to assist CMAP staff with the implementation of ON TO 2050 through participation in the CMAP committee structure, facilitation of meetings and events, and distribution of information throughout the sub-regional areas. The PL staff are encouraged to use the CMAP developed Partner Toolkits to help with the distribution of information in Council newsletters and emails.

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. PLs will be responsible for keeping their Council membership updated with information through an email newsletter.

Deliverable	Completion Timeline	Comment
Calendar of council meetings	Q3 with updates as needed	For distribution to council members and interested parties and posting on the council website/web page(s)
Council meeting agendas, materials, and minutes	As needed per council schedule	For distribution to council members and interested parties and posting on the council website/web page(s)
Council website/web pages	Ongoing	For public access
Council newsletters and emails	Ongoing	For distribution to council members and interested parties and posting on the council website/web page(s)

Regional Planning Support and Technical Assistance

The PL program will provide staff assistance as part of the 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 sub-regional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and ON TO 2050. The PL staff will represent the interests of the sub-regional councils when attending and participating in advisory groups, committees, and public meetings for regional or sub-regional 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 assessment of applications, and facilitating communication with project sponsors during the implementation of projects.

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 Planning Liaison Trainings, CMAP's LTA, CMAQ, TAP, STP Shared Fund and other funding program information and training sessions, IDOT program administration and forms and processes training, and IDOT and state of Illinois GATA training, and may also include 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.

Deliverable	Completion Timeline	Comment
Program and funding information for Council members	Ongoing	For distribution to council members and interested parties and posting on the council website/web page(s)
Attend CMAP trainings	As scheduled	
Training opportunity announcements	As needed	For distribution to council members and interested parties
Summaries of meetings, conferences, trainings, procedural changes, new or updated regulations, and other appropriate information	As needed	For distribution to council members and interested parties

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 implementation of the Active Program Management (APM) system for the shared fund and local programs, 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 sub-regional 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. Discussions and actions on federal funds, including those that occur at individual Council meetings, must take place at open to public meetings with the opportunity for public comment.

In accordance with the agreement between the Council of Mayors and Chicago Department of Transportation regarding the distribution and active program management of locally programmed STP, the PL program will develop modifications to local council STP methodologies to incorporate the APM system and regional priorities, with support from CMAP staff and the STP project selection committee, and will issue a call for local projects beginning in January 2020. Where required in local methodologies, PL and Council staff shall develop materials and conduct training sessions for local project sponsors seeking STP funding. Per STP APM policies, staff recommended active and contingency programs shall be developed and released for public comment. Final local methodologies are required to be posted on individual Council websites and/or the CMAP website.

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.

Deliverable	Completion Timeline	Comment
Project and program status updates	Ongoing; As requested	Internal and external reports or spreadsheets
Project documentation in eTIP	Ongoing and according to CMAP's Master Transportation Schedule and the IDOT Region 1 Letting Schedule	
Local council STP project selection and APM methodologies	Q2	Due 9/30/19
Call for projects	Q3	
Training materials	Q3	
Staff recommended active and contingency programs	Q4	May continue into Q1 FY21

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 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 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.

Deliverable	Completion Timeline	Comment
Project and program updates	As needed, minimum semi-annually	Internal and external reports or spreadsheets
Complete and updated project information in eTIP	Ongoing and according to CMAP's Master Transportation Schedule and the IDOT Region 1 Letting Schedule	
Project meeting schedules and notes	As needed	For internal council use

Performance Measure Completion Schedule (New Quarterly Reporting Requirement under BOBs 2832)		
Name of Performance Measure	Quantitative Method of Tracking Progress	Completion Date* (Provide actual dates or quarter in which completed)
Regional Planning Support	Number of CMAP Board, CMAP Transportation and MPO Policy Committee Meetings Attended Quarterly	Q1, Q2, Q3, Q4
Active Program Management of Locally Sponsored Programs	% of TIP changes submitted during open amendments vs. TIP changes submitted between amendments	Q1, Q2, Q3, Q4
STP Program Development	STP Project Selection and APM Rules Methodologies Approved by Local Council	9/30/19

**Performance Standards
(New Quarterly Reporting Requirement under BOBs 2832)**

Name of Performance Measure	Quantitative Method of Tracking Progress	Performance Standards
Regional Planning Support	Number of CMAP Board, CMAP Transportation and MPO Policy Committee Meetings Combined Attended Quarterly	75% attendance per Council
Active Program Management of Locally Sponsored Programs	% of TIP changes submitted during open amendments vs. TIP changes submitted between amendments	100% of TIP Changes are submitted during open amendments
STP Program Development	STP Project Selection and APM Rules Methodologies Approved by Local Council	100% of Methodologies are approved by 9/30/19