



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
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Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Jeffery Schielke, Chairman
Mayor, City of Batavia
Kane/Kendall Council

Leon Rockingham, Jr., 1st Vice Chair
Mayor, City of North Chicago
Lake Council

Eugene Williams, 2nd Vice Chair
Mayor, Village of Lynwood
South Council

Lawrence Levin
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North Shore Council

Karen Darch
President, Village of Barrington
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Al Larson
President, Village of Schaumburg
Northwest Council

Jeffrey Sherwin
Mayor, City of Northlake
North Central Council

Joseph Tamburino
Mayor, Village of Hillside
North Central Council

James Discipio
President, Village of LaGrange Park
Central Council

Alice Gallagher
President, Village of Western Springs
Central Council

Dave Brady
President, Village of Bedford Park
Southwest Council

Mary Werner
President, Village of Worth
Southwest Council

Michael Einhorn
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South Council

Len Austin
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Erik Spande
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Kane/Kendall Council

Glenn Ryback
President, Village of Wadsworth
Lake Council

Richard Mack
President, Village of Ringwood
McHenry Council

Robert Nunamaker
President, Village of Fox River Grove
McHenry Council

Roger Claar
Mayor, Village of Bolingbrook
Will Council

Jim Holland
Mayor, Village of Frankfort
Will Council

Council of Mayors Executive Committee

Annotated Agenda

January 15, 2019 – 9:30 a.m.

CMAP, 233 South Wacker Drive, Suite 800

Cook County Conference Room

1.0 Call to Order and Introduction – Mayor Schielke

2.0 Agenda Changes and Announcements

3.0 Approval of Minutes – November 13, 2018

ACTION REQUESTED: Approval

4.0 STP Project Selection Committee Update

The STP Project Selection Committee met in November. Staff will provide an update on that meeting, which included adoption of the attached policy for the use of TDCH for STP funded projects.

From January 15 to March 15, 2019, CMAP will be accepting applications for STP-Shared Fund, CMAQ, and locally programmed TAP projects. More information is available at <https://cmap.is/2019callforprojects>.

ACTION REQUESTED: Information

5.0 Legislative Discussion/Update

Staff will discuss and update the committee on relevant legislative activities.

ACTION REQUESTED: Information

6.0 Transportation Programming Updates

6.1 Surface Transportation Program – Locally Programmed (STP-L) Expenditures

Staff will provide an update on Federal Fiscal Year 2019 STP-L expenditures.

ACTION REQUESTED: Information

6.2 IDOT Bureau of Local Roads Update
Current topics and updates from IDOT Local Roads will be shared.
ACTION REQUESTED: Information

7.0 Local Technical Assistance: Village of South Holland Comprehensive Plan
Staff will provide an overview of the Village of South Holland Comprehensive Plan.
ACTION REQUESTED: Information

8.0 Unified Work Program (UWP)
The Planning Liaison (PL) program is funded with Federal Metropolitan Planning funds, as allocated in the Unified Work Program. Local matching funds are provided by each local Council. The PL program receives funds to assist CMAP, as the Metropolitan Planning Organization for northeastern Illinois, in meeting federal transportation planning requirements. The draft scope of services and FY 2020 funding proposal are included for your consideration.
ACTION REQUESTED: Approval

9.0 Other Business

10.0 Public Comment
This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the time for the public comment period will immediately follow the last item on the agenda.

11.0 Next Meeting
The next meeting is scheduled for May 14, 2019.

12.0 Adjourn

Council of Mayors Executive Committee Members:

___ President Len Austin	___ President Al Larson	___ President John Skillman
___ President Dave Brady	___ President Lawrence Levin	___ President Erik Spande
___ Mayor Roger Claar	___ President Richard Mack	___ Mayor Joseph Tamburino
___ President Karen Darch	___ President Robert Nunamaker	___ Mayor George Van Dusen
___ President Jim Discipio	___ Mayor Leon Rockingham, Jr**	___ President Mary Werner
___ President Mike Einhorn	___ President Glenn Ryback	___ Mayor Eugene Williams**
___ President Alice Gallagher	___ Mayor Jeffery Schielke*	* Chairman
___ Mayor Jim Holland	___ Mayor Jeffrey Sherwin	** Vice-Chairman



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Will Council

Council of Mayors Executive Committee

Draft Minutes – November 13, 2018

9:30 a.m.

CMAP Office – Cook County Conference Room

Executive Committee and Elected Officials Present

Mayor Jeffery Schielke, Chairman, Mayor Leon Rockingham, Vice-Chairman, Mayor Eugene Williams, Vice-Chairman (via phone), President Len Austin, President Karen Darch, President Alice Gallagher, Mayor Jim Holland, President Al Larson, President Glenn Ryback, President Erik Spande

Other Present

Jackie Forbes, Mark Fowler, Cole Jackson, Emily Karry, Tom Kelso, Mike Klemens, Josh Klingenstein, Daniel Knickelbein, Ed Paesel, Dan Persky, Ryan Peterson, Chad Riddle, Cody Sheriff, Troy Simpson

Staff Present

Lindsay Bayley, Patrick Day, Teri Dixon, Kama Dobbs, Jesse Elam, Tina Fasset-Smith, Elizabeth Irvin, Stephanie Levine, Stephane Phifer, Russell Pietrowiak, Gordon Smith, Simone Weil

1.0 Call to Order and Introductions

Chairman Schielke called the meeting to order at 9:32 a.m.

2.0 Agenda Changes and Announcements

There were no agenda changes or announcements.

3.0 Approval of Minutes – August 21, 2018

President Ryback made a motion, seconded by President Spande, to approve the minutes of the August 21, 2018 meeting. With all in favor, the motion carried.

4.0 STP Project Selection Committee Update

Ms. Irvin reported that at their last meeting in September, the STP Project Selection Committee approved the Shared Fund Application Booklet and Active Program Management Policies.

She stated that the call for Shared Fund projects is planned to open on January 15, concurrent with the CMAQ and TAP-L calls for projects. In response to a question from President Darch, she stated that applications would be due at the close of the call for projects in mid-March. In response to a question from Mayor Holland, Ms. Irvin stated that the application process would be similar to previous CMAQ/TAP-L calls, with applications submitted online via CMAP's eTIP database. Ms. Irvin also reported that the committee also began discussing a draft policy for the use of Transportation Development Credits, which they will continue to discuss at their next meeting on November 28.

Mayor Schielke stated that with changes to the program, there is a renewed and strong interest in the program. He suggested that in order to promote an inclusive process the Council of Mayors Executive Committee should consider appointing new members to the STP Project Selection Committee at the end of the current program development cycle in November of 2019. He suggested that instead of the current membership, which is the three officers of the Council of Mayors Executive Committee, the members could be designated as one of the three officers, one representative of the collar county councils and one representative of the suburban Cook county councils. He also suggested that one or two alternate members should be designated for each to ensure there is always a presence in the room during these important meetings. Mayor Rockingham concurred with the suggestion. Mayor Williams stated that the officers have done a good job representing the councils and that a problem with the representation hasn't been identified. He stated that he would prefer not to try to fix something that has not been demonstrated to be broken. Mayor Schielke stated that he was not suggesting action at today's meeting, and wants to continue the conversation before next November. President Spande stated that he supports Mayor Schielke's suggestion and noted that a major value of the Council of Mayors is transparency. He stated that recent changes to the STP program represent a huge shift in methodologies and the review process should be continued. He added that a year seems reasonable for a conversation and that DMMC members will have much to say. He also noted that perceptions often drive reality and that transparency can ensure a negative perception does not taint the process and provide the ability to work out the kinks. President Darch stated that if alternate members are put into place, those members need to be diligent in attending as many meetings as possible so that they are not put into a situation where they will be called upon to make a decision without knowledge of prior discussions.

5.0 Legislative Discussion/Update

Mr. Smith reported that state leadership is in transition following last week's elections and that potential cabinet members are still being determined by the Governor-elect. He stated that the transition team is strong with regard to budget issues such as state pensions, graduated income tax, and a "large" infrastructure program. Mr. Smith also reported that CMAP staff is currently preparing a series of transition documents describing the principles of ON TO 2050 and other policies adopted by the region for

new members of the general assembly and new staff leaders. He stated CMAP will provide these documents to the Mayors so that they can talk to the new members that they know about these issues. Mayor Schielke stated that he's seen several IDOT secretaries come and go over the years and the current secretary and all of the staff that work with CMAP are top notch. He added he feels a bit vulnerable right now, and stressed that the relationship between CMAP and IDOT is extremely important to the region. The committee discussed relationships they have with the two mayors, Julie Moore Wolfe of Decatur and Tom McNamara of Rockford, that have been named to the transition team. Mayor Holland suggested that as CMAP develops messaging for new members, to keep it simple and focus on how important CMAP is to constituents, as the agency the ensures transportation projects are funded. Mayors Schielke and Rockingham requested that Mr. Smith keep the mayors informed as the transition team and cabinet are defined so that the existing connections can be leveraged to the benefit of the region. Mr. Smith noted the huge influence of this committee and asked them, in turn, to share information they receive with CMAP.

6.0 Transportation Programming Updates

6.1 Surface Transportation Program – Locally Programmed (STP-L) Expenditures

Mr. Pietrowiak reviewed the summary of FFY 18 obligations, which were at record levels for the program. He added that FFY 19 is expected to continue the obligation trend. He encouraged the councils to continue to promote close communications between project sponsors, consultants, the planning liaisons, IDOT, and CMAP staff. Mayor Schielke noted that some local agencies are under the impression that projects must be under construction by September 2020 or they will lose all programmed funding. Mr. Pietrowiak clarified that individual councils have the ability to decide how to transition projects that are in progress or haven't started by that date from the current program to the new programs that will be developed for federal fiscal years 2021 and beyond. He added that staff will continue to work through the planning liaisons to communicate with the local agencies. Mayor Holland noted that some councils have borrowed funds from others in the past and asked when that accounting would be squared. Mr. Pietrowiak explained that when the agreement was signed last year, the individual council balances were dissolved and all councils are currently utilizing a single regional balance. He added that no balances, positive or negative, would be carried into the new programs in FFY 2021.

6.2 IDOT Bureau of Local Roads Update

Mr. Riddle reported that the November state letting included twelve STP projects totaling \$34 million and that 40 projects totaling \$150 million and 33 projects totaling \$100 million are targeting the January and March lettings, respectively. He stated that while the federal fiscal year just began, the state fiscal year is nearly half-way over and appropriation is running out. Central Office is doing what they can to secure appropriation for each letting. Mr. Riddle also thanked

the local agencies for their cooperation as the district transitioned to new in-house consulting staff. Mayor Schielke thanked Mr. Riddle for IDOT's great work.

7.0 Local Technical Assistance: Aurora Downtown Master Plan

Ms. Bayley presented an overview of the process and recommendations of the Aurora Downtown Master Plan LTA project. Mayor Schielke commended CMAP staff for their work on this project, noted the uniqueness of Aurora's location within four different counties, and stated they are a model for redevelopment, reinventing their city, and for their commitment to improving the Fox River. Mayor Holland asked about Aurora's funding commitment for the project. Ms. Bayley stated that Aurora did not provide matching funds for the project, as it was selected prior to the requirement for local match, but they did contribute a tremendous amount of staff time and have provided funding for implementation recommendations, including the creation and hiring of a full-time Downtown Development Director. She also noted that many of the plan's recommendations were to "continue to" do or fund certain programs and activities. Ms. Phifer, who was formerly a member of Aurora's staff, added that the considerable amount of staff commitment was due to strong mayoral and elected official support of the project. She noted the city provided funding for food and beverages throughout the plan development process. She stated that a positive result of the planning effort is that residents of Aurora now know what CMAP is and why they are important to the region. She also added that TIF and Special Service Area (SSA) funds have been allocated and the city is considering a general obligation (GO) bond using the Master Plan as justification. In response to a question from Mayor Holland, Ms. Phifer confirmed that the TIF and SSA were in place before the master plan development began. Mayor Schielke noted that former Mayor Weisner once said that bringing CMAP in to develop the Master Plan helped to "clear the vision" for all involved by being planning experts outside of the city.

8.0 Implementation of ON TO 2050

Mayor Schielke noted that information was provided in the packet.

9.0 2018 Municipal Survey

Mr. Day provided an overview of the response rates for the 2018 municipal survey and reviewed the general topic areas covered by the survey. He noted that the survey allows CMAP to be more responsive to municipal needs by providing real responses versus assumptions made by staff. President Gallagher asked if the Council of Mayors Executive Committee could get copies of the results. Mr. Day responded that CMAP does not currently publish the raw data, but would be issuing memos that synthesize the data into useful information. He suggested that if individuals were interested in specific responses, those requests would be considered. Mayor Schielke stated that Batavia, Geneva, and St. Charles have been considering convening a joint meeting or visioning workshop with their respective planning commissions and asked if CMAP

could help with such a meeting. Mr. Day stated that the cross-jurisdictional conversations and idea sharing that can occur at joint meetings and training are a great opportunity for all involved, and CMAP is happy to assist.

10.0 Proposed 2019 Meeting Schedule

Mayor Holland made a motion, seconded by Mayor Larson, to approve the 2019 meeting schedule. With all in favor, the motion carried.

11.0 Other Business

There was no other business.

12.0 Public Comment

There was no public comment.

13.0 Next meeting

The next meeting is scheduled for January 15, 2019

14.0 Adjourn

On a motion by President Ryback, seconded by President Spande, the meeting adjourned at 10:55 a.m.



Policy for the use of TDCH for STP funded projects

Adopted by STP Project Selection Committee: November 28, 2018

Approved by IDOT Bureau of Planning – Metro Manager: December 26, 2018

1. Eligible municipal jurisdictions are determined based upon CMAP's Local Technical Assistance (LTA) program community need measures, which may be updated from time to time. Eligibility for City of Chicago projects is based on a computation of these capacity measures at the Chicago Community Area (CCA) geography. Only jurisdictions or CCAs in the highest need group are considered eligible to utilize TDCHs as local match for STP-L. Eligibility is determined at the time of application.
2. STP-L projects that are being implemented by private or non-profit entities may not use TDCHs for the purpose of supporting disadvantaged communities.
3. Except as noted in subparagraph a below, the project limits must be entirely within the TDCH-eligible jurisdiction(s) or Chicago Community Areas(s) to qualify to request TDCHs to support disadvantaged communities. For multijurisdictional projects, all municipal partner agencies or CCAs must be TDCH-eligible. Contiguous projects may not be "split" in order for one or more portions to be eligible for TDCHs. No project or project phase granted the use of TDCHs may be combined under a single funding agreement or contract with any other project or phase that is not eligible for or was not granted use of TDCHs.
 - a. If it was determined through FHWA/IDOT coordination during Phase 1 or Phase 2 engineering that the logical termini of the project must be extended beyond the boundaries of the TDCH-eligible jurisdiction(s) in order to have a feasible project, the use of TDCHs may be requested for the entire project limits, provided the TDCH-eligible jurisdiction will be the lead agency for project implementation.
4. Eligibility for TDCHs does not guarantee that the project will be selected for STP-L funding or that IDOT will ultimately approve the use of TDCHs for that project.
5. The TDCHs can be used on any project type that is eligible under the Surface Transportation Block Grant program.
6. TDCHs cannot be used for "non-participating" or individual ineligible scope or pay items, regardless of overall project eligibility.

7. For the purpose of ranking shared fund applications, TDCHs will not be considered “committed” funds, and will be considered as a portion of the “requested STP funds” when allocating points for financial commitments.
8. No more than 20 percent of the STP program in any federal fiscal year may be composed of TDCHs. The use of TDCHs within the threshold shall be determined by the programming decisions of the individual Councils or CDOT for the local programs and the STP Project Selection Committee for the Shared Fund.
9. The TDCHs cannot be used retroactively on projects that were programmed prior to the establishment of this policy, and the use of TDCHs must be requested on the project application. Once a program of projects is adopted by the selecting body, TDCHs cannot be added to individual projects.
10. TDCHs cannot be used as local match on the right-of-way acquisition phase of any project. All other eligible phases, per council or CDOT policies for the local programs or STP Project Selection Committee policies for the Shared Fund, can use TDCHs as match.
11. CMAP staff will be responsible for tracking the use of the TDCHs for local match on all STP-L programmed projects in the CMAP region. The TDCHs must be approved by IDOT and identified in the TIP.

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To: CMAP Council of Mayors Executive Committee

From: Leonard B. Cannata, North Central Council
Mike Klemmens, Lake County Council

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