



# Chicago Metropolitan Agency for Planning

## Agenda Item No. 3.0

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
www.cmap.illinois.gov

### **Unified Work Program (UWP) Committee**

#### **DRAFT Minutes**

June 12, 2019—1:00 p.m.

Offices of the Chicago Metropolitan Agency for Planning  
DuPage County Conference Room  
233 S. Wacker Drive, Suite 800  
Chicago, Illinois 60606

**Committee Members  
Present (\*Alternate):**

Tom Kelso, Chair (IDOT), Philip Banea\* (CDOT), John Donovan (FHWA), Marlise Fratinardo (CTA), Angela Manning-Hardimon (CMAP), Tom Rickert (Lake County), Heather Mullins (RTA), Dan Olson\* (CMAP), David Seglin (CDOT), Lorraine Snorden and Tom Radak (Pace) via tele-conference, Holly Waters (Metra), and Mayor Gene Williams (Council of Mayors)

**Staff Present:**

Stephane Phifer, Liz Schuh, Simone Weil, Tony Manno, Martin Menninger, Heidy Persaud, Stephanie Levine, Sarah Buchhorn and Sherry Kane

**Others Present:**

**1.0 Call to Order**

The meeting was called to order at 1:01 p.m. by the Chair, Tom Kelso.

**2.0 Agenda Changes and Announcements**

There were no agenda changes.

**3.0 Approval of Minutes-March 13, 2019**

A motion by Holly Waters was seconded by Angela Manning-Hardimon to approve the minutes of the March 13, 2019, meeting as presented. All in favor, the motion carried.

**4.0 FY 2019 Third Quarter Reports**

Staff reported that FY 3<sup>rd</sup> Quarter Reports had been received and were ready for posting to the web as well as 2<sup>nd</sup> Quarter Financials. Deputy Executive Director for Finance and Administration Angela Manning-Hardimon also asked that all vouchers for the current fiscal year be submitted by July 10 so that CMAP could close its year ending June 30. Discussion around the topic related to the hardship this would cause some reporting agencies, resulted in the chair suggesting that a conversation offline (with CMAP) may

help to clarify IDOT requirements with its operating grants and agreements, as well as audit concerns.

## **5.0 FY 2021 UWP Committee Meeting Schedule**

The FY 2021 UWP Committee meeting schedule was presented for approval. A motion by Tom Rickert was seconded by Mayor Eugene Williams to approve the schedule as was presented.

## **6.0 UWP Program Updates**

- CTA Brown Line Core Capacity Study. Marlise Fratinardo, CTA Strategic Planning & Policy, presented on this project. The study evaluated the Brown Line's current constraints, assessed a variety of high-level potential solutions to address capacity and crowding, and developed a recommended program of capacity-increasing investments. Future funding would be needed to develop the identified solutions into projects that can be implemented. Concurrent with the Brown Line Core Capacity Study and in recognition of the important linkages between transit investments and communities, CTA conducted the Lawrence Avenue Transit-Oriented Development (TOD) Study that collected local input on preferences for TOD and/or transit-supportive design in the vicinity of Kimball terminal.
- Local Technical Assistance (LTA) program update. Tony Manno, Senior Planner presented on this program, reporting that CMAP had held the call for new LTA projects in the fall of 2018, to correspond with the launch of ON TO 2050, and in conjunction with the RTA's Community Planning Program. A good response to the call was seen with 74 applications from 66 different applicants with 35% of the applications coming from high needs communities. Outreach was conducted to those communities identified by the Municipal Survey who needed help and a CCT-sponsored workshop was held for non-profits. Manno explained the evaluation process and the traditional and alternative support type projects and cited a couple of examples of each. Next steps, Manno concluded, would see the development of full scopes of work, assigning project managers, and rolling the projects in to next year's budget.

## **7.0 Next Meeting**

While it was announced that the UWP committee was scheduled to meet next on October 9, 2019, at 1:00 p.m., the actual meeting day is Thursday, October 10, 2019.

## **8.0 Public Comment/Other Business**

There were no comments from the public.

Deputy Executive Director for Finance and Administration Angela Manning-Hardimon reported that the RFP for an auditor for the UWP projects came in much too high to be practical and recipient agencies in lieu of auditing would be asked to provide the following: (1) a risk assessment; (2) a single audit; and, (3) a document outlining the agency's invoice process. These requirements will be built into FY 20 grant agreements, Hardimon also reported.

Chairman reported that IDOT's SPR call for projects will be announced in July.

Philip Banea will replace Dave Seglin as the member representing the City of Chicago on the UWP committee; Seglin will serve as the alternate.

**7.0 Adjournment**

A motion to adjourn at 1:41 p.m., by Tom Rickert was seconded by Mayor Eugene Williams. All in favor, the motion carried.

Respectfully submitted,

  
Angela Manning-Hardimon, CMAP

/stk  
09-20-2019

*Approved with correction (Tom Rickert present) by unanimous vote, October 10, 2019*