

CMAP Unified Work Program Development Methodology – Approved October 23, 2023

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Introduction

As required by 23 CFR 450.308 and the IDOT MPO Cooperative Operations Manual, CMAP must annually develop a budget and work plan for all transportation planning work to be carried out in the region utilizing state and federal metropolitan planning funds, known as the Unified Work Program (UWP). The annual UWP development described in this methodology is contingent upon federal funding availability and execution of agreements between the Illinois Department of Transportation (IDOT) and CMAP.

The UWP has two components. The core planning activities necessary to meet federal Metropolitan Planning requirements, including development of a Metropolitan Transportation Plan, a Transportation Improvement Program (TIP), a Public Participation Plan, a Congestion Management Process, and establishing performance targets are the first component. Other transportation planning activities, such as planning for safe and complete streets, and conducting subregional and project-specific studies that support federal planning factors, are the second.

Most of the core annual metropolitan transportation planning work is performed by CMAP staff. However, due to the size and complexity of the CMAP region, and long-standing working relationships with partner agencies, CMAP relies on those partners to complete a modest portion of the work. Through a competitive call for transportation planning projects, other transportation planning activities are carried out by CMAP staff or by partner agencies.

The Core Program

As the Metropolitan Planning Organization (MPO) for the Northeast Illinois region, CMAP must carry out certain planning activities and produce specific work products. This work is carried out primarily by CMAP staff, but some core program functions are also performed by these eligible partner agencies: the Chicago Department of Transportation (CDOT), the seven counties within the CMAP planning area (Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will), the eleven subregional Councils of Mayors (Central, DuPage, Kane/Kendall, Lake, McHenry, North Central, North Shore, Northwest, South, Southwest, and Will), the Regional Transportation Authority (RTA), and the three transit service boards (CTA, Metra, and Pace). The core program is for on-going work, not for one-time studies or projects. Occasionally consultant support may be needed to complete core program work, however the majority should be completed by staff. Administrative support staff, commodities, professional services, and general operating costs for the MPO are provided by CMAP and are a part of the overall core program budget.

Program Development

CMAP staff will annually solicit budget proposals from all eligible partner agencies for their anticipated work to assist the MPO with the completion of core activities described below. As part of the solicitation, CMAP will provide a list of all regionwide and/or subregional data sets, subscription services, etc. that they intend to purchase for the budget year that will be available for partner use.

Initial budget proposals should include an estimate of staff hours/rates and anticipated eligible expenses for each of the core activities. CMAP staff will determine final allocation of core funding, based on input from the UWP committee. Staff's recommendation will be presented to the Transportation Committee for their consideration for recommendation to the MPO Policy Committee. See Appendix A for a detailed schedule of core and competitive program development.

Once approved by the MPO Policy Committee, agencies will be provided with a final scope of work for the fiscal year, including deliverables that they have committed to, and a not-to-exceed funding allocation from which they will develop their final detailed budgets, schedules, and contract documents. CMAP’s final detailed budget shall be determined by the CMAP Board to ensure that, as required by the Memorandum of Understanding between the CMAP Board and MPO Policy Committee, adequate staff support is provided to carry out the activities described in the UWP. The CMAP Board cannot budget federal metropolitan planning funds for activities that are outside of the scope of the UWP and cannot alter the scope of work or funding allocated to partner agencies by the MPO Policy Committee.

The core program shall be reflected in the annual UWP by core category and major task. Within each category, the work to be done by each agency shall be documented along with the level of effort (staff hours) and not-to-exceed costs, including the purchase and/or collection of data. All deliverables shall be identified, with the responsible agencies and the schedule and/or due dates for those deliverables. For example:

Core Category

Description of the scope of the category.

Major deliverables

Description	Responsible agencies	Schedule and/or Due Date(s)
Deliverable 1	CMAP	Quarterly
Deliverable 2	CMAP, Councils of Mayors	October 1
Deliverable 3	All	As Needed

Budget Overview

Agency	Staff FTEs	Staff Expenses	Other Expenses	Total Expenses	Federal Share	Required Match
CMAP	50	\$1,000,000	\$100,000	\$1,100,000	\$880,000	\$220,000
CDOT	3	\$200,000	\$500	\$200,500	\$160,400	\$40,100
CoM	15	\$250,000		\$250,000	\$200,000	\$50,000
CTA	2	\$800,000	\$50,000	\$850,000	\$680,000	\$170,000
Subtotal	70	\$2,250,000	\$150,500	\$2,400,500	\$1,920,400	\$480,100

Subregional Councils of Mayors

With 284 municipalities in the region, CMAP relies heavily on the staff of the Councils of Mayors (CoMs) to be the liaisons between CMAP and those municipalities. The structure of the CoMs allows more municipalities to have broader, more meaningful discussions about CMAP-related topics at the subregional level that could not occur if every municipality had to be individually engaged with CMAP. The planning liaisons at the CoMs also act as an extension of CMAP’s programming staff, providing project implementation oversight and assistance to local agencies that CMAP would otherwise need to hire staff to provide. Therefore, within the core UWP activities the CoMs have a specific scope of work that includes additional responsibilities and activities that other planning partners do not have. The CoMs themselves are not taxing bodies and do not generate their own revenue. Instead, they operate within other bodies, namely county DOTs or non-profit Councils of Governments, and it is those bodies that provide match for federal transportation planning funding. Because of this structure, the CoMs are eligible to use core UWP funds for operational expenses and commodities necessary to complete the

scope of work, such as office space, utilities, supplies, professional development, IT hardware and software, etc.

Core Metropolitan Planning Activities, Major Tasks, and Eligible Expenses

Transportation Improvement Program (TIP)

The work performed in this category helps create and maintain a prioritized, fiscally constrained transportation improvement program for northeastern Illinois, which is consistent with the metropolitan transportation plan (currently ON TO 2050), functional plans, and federal rules. Development and documentation of the transportation programming process, implementing the process through the development, monitoring, and updating of the fiscally constrained project listing utilizing the eTIP database, and reporting on the accomplishments, including the annual obligation of federal funds, are major tasks within the category. This category also includes the direct programming of certain federal fund sources and participating in, monitoring and reporting on project implementation progress.

CMAP Activities:

Day-to-day management of the TIP, including managing TIP project entry and changes within the eTIP online database and processing TIP amendment approvals through CMAP committees, establishing amendment schedules and procedures, and maintaining and updating TIP documentation and inputs. Training and assisting programming partners through development and maintenance of a repository of TIP programmer resources. Management of the eTIP database consultant contract and activities to ensure the operations, maintenance, and enhancement of the database. Development and management of the agency's CMAQ, CRP, and TAP programs and the agency's and Council of Mayors' STP programs. Support of the RTA's Human Service Transportation Planning process and 5310 project selection efforts. Tracking programmed and obligated funds. Organizing and overseeing programmed project status assessments and participating in state and federal coordination meetings for the Councils of Mayors, CDOT, IDOT, and other programmers.

Expenses may include staff travel expenses and the eTIP database contract.

Partner Activities:

Direct entry of the partner agency's project scope, schedule, and funding data into CMAP's online eTIP database, including during a CMAP or Council of Mayors' call for projects that is utilizing the eTIP database and providing the agency's annual (by FFY) obligation data to CMAP staff. Other activities may include attending CMAP training sessions regarding the TIP, conducting TIP-related training within the partner agency, and coordinating within the agency to obtain the data and information needed from agency staff and/or consultants to complete eTIP entries and obligations reporting. Direct assistance with CMAP's public participation activities related to the implementation, update, or development of the TIP, including staffing public meetings or activities, development, completion, or promotion of surveys, polls, web pages, social media posts, etc. are also eligible activities. Activities to develop the RTA's 5310 program, and activities by CDOT to develop their local STP program are also eligible.

Expenses, including travel, to attend and participate in TIP-related training sessions are eligible. Because the eTIP database does not require any non-standard computer hardware or software, these types of expenses are not eligible under this activity.

Additional Council of Mayors Activities:

As the coordinators between the MPO and local municipalities, councils of mayors are responsible for preparing, reviewing, and submitting quarterly status updates for federally funded projects, PPI forms, and other IDOT forms to CMAP and/or IDOT on behalf of municipalities. CoM staff are expected to schedule, attend, and participate in coordination meetings between local agencies and IDOT and/or FHWA. Activities for councils to develop their local STP programs, including conducting training workshops and soliciting and receiving public input, are eligible.

Expenses, including travel, to attend training sessions and participate in project meetings are eligible. Expenses for the purchase of data or software necessary to evaluate STP project applications are eligible, subject to data sharing provisions described later in this document.

Metropolitan Transportation Plan

The work performed in this category comprises the planning, research, data collection, modeling, analysis, and regional coordination required to develop, evaluate, update, and implement the region's long-range metropolitan transportation plan. Other planning work that implements the broader regional comprehensive plan and addresses the federal planning factors in Title 23 § 450.306, such as increasing the safety, security, resiliency, or reliability of the transportation system, supporting the economic vitality of the region, and protecting and enhancing the environment, promoting energy conservation, improving the quality of life, and promoting consistency between transportation improvements and State and local planned growth, housing, and economic development patterns, is also included in this category. Local technical assistance is provided to transit partners, counties, and municipal partners within this category.

CMAP Activities:

Plan development and ongoing research, data collection, and tools that will inform development of future plans and updates such as: advanced travel model implementation, UrbanSim land use model implementation, transportation modeling services, advanced emissions modeling, small area traffic forecasts, small area estimates of employment, regional socioeconomic forecast, census data coordination, the Northeast Illinois development database (NDD/NIDD), traffic, bicycle, and/or pedestrian count data collection, bikeways inventory, land use inventory, regional transportation investment strategy, project analysis tool development, household travel survey, data applications development, GIS working group, regional climate strategy planning, flood susceptibility index, regional heat vulnerability index, transportation conformity, regional emissions mitigation plan, EV infrastructure planning, regional transportation vulnerability assessment, freight emissions mitigation planning, local truck routing, grade crossings feasibility analyses, the regional ITS architecture, the regional housing initiative and regional housing coordination plan, housing choice analyses, coordination with and participation in the transportation planning activities of the state and neighboring states and regions, and other work necessary to prepare for plan development. Plan implementation activities, such as: regional project collaborations, DRI requests, the community cohorts evaluation tool, regional economic development analyses, public opinion polls, federal and state legislative analyses, strategies, and engagement, programs to promote and encourage plan implementation such as best practices in planning and regional awards, and Local Technical Assistance (LTA) and other municipal capacity-building programs to develop road safety plans, safety action plans, corridor plans, capital improvement programs, master plans, etc. that implement the recommendations of ON TO 2050, increase the capacity

of municipalities to implement the plan, and can be used to update forecasts and scenarios for future plan updates.

Expenses may include staff travel expenses, collection and purchase of data, specialized software and services, and consultant costs.

Partner Activities:

Direct contribution of data or information necessary for the MPO to complete the socio-economic and/or financial forecasting, transportation and emissions modeling, scenario planning, or other activities above that contribute to the development and implementation of ON TO 2050. Work to ensure that the partner agency's planning activities are coordinated with, supported by, and supportive of the MPO's Plan.

Direct assistance with CMAP's public participation activities related to the implementation, update, or development of the Metropolitan Transportation Plan, including staffing public meetings or activities, development, completion, or promotion of surveys, polls, web pages, social media posts, etc. are also eligible activities.

Expenses, including travel, for staff to complete these activities are eligible. Collection and purchase of data, specialized software and IT services may be eligible, subject to data purchase and sharing provisions described later in this document. Consultant services are not eligible unless those services are for a general contract(s) for the purpose of serving as or supplementing agency staff and were specifically identified in the initial budget proposal.

Additional Council of Mayors Activities:

None.

Congestion Management Process

The work performed in this category defines the congestion management process (CMP) that provides for safe and effective integrated management and operation of the multimodal transportation system through the use of travel demand reduction, job access projects, and operational management strategies. The CMP describes an ongoing, systematic method of managing congestion that provides information about both system performance and potential alternatives for solving congestion-related problems.

CMAP Activities:

Development and implementation of the CMP, including data collection and analyses.

Expenses may include staff travel expenses, collection and purchase of data, specialized software and IT services, and consultant costs.

Partner Activities:

Direct contribution of data or information necessary for the MPO to develop and implement the CMP and the management or administration of the travel demand management (TDM) strategies of the CMP.

Expenses, including travel, for staff to complete these activities are eligible. Collection and purchase of data, specialized software and IT services may be eligible, subject to data purchase and sharing provisions described later in this document. Consultant services are not eligible unless those services are for a general contract(s) for the purpose of serving as or supplementing agency staff.

Additional Council of Mayors Activities:

None.

Performance monitoring

The work performed in this category allows the MPO to collect and analyze the data necessary to establish targets for the measures established under 23 CFR part 490, 49 U.S.C. 5326(c), and 49 U.S.C. 5329(d), to track progress toward achieving the targets, to consider capital programming and policy implications and alignment for achieving the targets, and to report on that progress, including providing a system performance report as part of the Metropolitan Transportation Plan. Work to support ON TO 2050 indicator and performance monitoring is also included.

CMAP Activities:

Data collection and analyses to support target and indicator development, monitoring and reporting on the progress toward meeting the targets, and planning activities that can move the region toward accomplishment of performance targets, such as development of local agency pavement management plans and the Safe Travel for All Roadmap (STAR) program.

Expenses may include staff travel expenses, collection and purchase of data, specialized software and IT services, and consultant costs.

Partner Activities:

Direct purchase, collection, or development of data or information, such as asset condition, facility use, ridership, etc., that is necessary for the MPO to develop, monitor, and report on federal performance targets and ON TO 2050 indicators, if collected or developed for the sole purpose of meeting MPO requirements. Supplemental purchases, collection of additional data, and/or additional processing of data or information in order to meet CMAP requirements.

Expenses, including travel, for staff to complete these activities are eligible. Collection and purchase of data, specialized software and IT services may be eligible, subject to data purchase and sharing provisions described later in this document. Consultant services are not eligible unless those services are for a general contract(s) for the purpose of serving as or supplementing agency staff.

Additional Council of Mayors Activities:

Activities to coordinate sharing of locally collected or developed data that can inform the region's performance target development and monitoring.

Public Participation

All MPO activities must be conducted in an open and transparent manner, and the public must be able to easily participate in the planning activities of the MPO. To ensure that this occurs, the MPO must

develop and implement a public participation plan that defines the process for providing individuals, affected public agencies, and other interested parties with reasonable opportunities to be involved.

CMAP Activities:

Development and implementation of the Public Participation Plan (PPP), CMAP committee support, the CMAP website, CMAP Data Hub and data library, community data snapshots, and all communications and outreach activities including, FLIP, CMAP Updates (newsletters), CMAP Talks webinars, the ON TO 2050 exhibit, the annual State of the Region, Leadership Academy, and capacity building collaboratives.

Expenses may include staff travel expenses, specialized software and IT services, specialized equipment, such as keypad polling, microphones, projectors, etc., and consultant costs.

Partner Activities:

Activities that assist CMAP with involving the public in the metropolitan planning process that would not otherwise be conducted by the partner agency, such as direct assistance with CMAP's public participation activities related to the implementation, update, or development of the TIP, LRTP, CMP, or performance targets, including assisting with staffing public meetings or activities to promote, develop, complete, and follow-up on CMAP's public participation activities.

Expenses may include staff travel expenses to participate in these activities.

Additional Council of Mayors Activities:

As an extension of CMAP, when carrying out the scope of federally funded activities, the CoMs must provide the same reasonable opportunities for public participation in their processes. Because CoMs are housed within other agencies, and those agencies may not otherwise be required to have a public process, expenses for hardware, software, services, materials, and other commodities necessary to provide for public participation are eligible expenses.

Additional expenses may include specialized software and IT services, and specialized equipment, such as microphones, projectors, etc.

Operational Expenses

Administrative activities, commodities, services, and general operating expenses are encompassed in this category.

CMAP Activities:

Agency management, finance and administration, human resources, information technology, and communications staff activities and the commodities, services, and general operating expenses necessary to complete the MPO's scope of work.

Partner Activities:

None.

Additional Council of Mayors Activities:

That portion of council management, finance and administration, human resources, information technology, and communications staff activities and the commodities, services, and general operating expenses necessary to support the Planning Liaisons and complete the contracted scope of work are eligible.

Set-aside for Increasing Safe and Accessible Transportation Options

The IJA (§ 11206) requires MPO's to spend not less than 2.5% of federal metropolitan planning funds apportioned to them annually to carryout activities (see Appendix B) to increase safe and accessible options for multiple travel modes for people of all ages and abilities. Activities within CMAP's Safe Travel for all Roadmap (STAR) program area and Local Technical Assistance work, specifically on bicycle, pedestrian, complete streets, ADA, and TOD plans, are appropriate activities for meeting the requirement. However, planning for safe and accessible transportation options is an area where data collection, analyses, and specific small area, community, subregional, and corridor studies completed by partner agencies can be more impactful for the region. Therefore, annually, 2.5% of the region's metropolitan planning funds will be set-aside in the competitive program for these activities.

The Competitive Program

In addition to the core planning activities and work products, CMAP and its partners may also complete one-time planning studies or activities that support, implement, inform, and/or complement the MPO's required work, and are aligned with CMAP's Strategic Direction and federal planning factors but are not ongoing core activities. These activities will be funded through a competitive program.

Funding Levels

At a minimum, each fiscal year (FY) \$1 million will be available for the competitive program. This includes the 2.5% set-aside for increasing safe and accessible transportation options, which must be used for activities described in the IJA (see Appendix B), and at least an additional \$500,000. Additional funding may be available in any FY if core activities are fully funded and there is a leftover balance, or if funds have been carried over from prior years under the Active Program Management provisions of the UWP, described later in this document.

Eligible Agencies

All agencies eligible for the core program, plus individual local governments, are eligible for the competitive program.

Eligible Project Types

The following are eligible and will be considered as a "project" in this program:

- Planning studies conducted by sponsor agency staff or consultants
- One-time purchase of data, software, or other planning tools (no annual subscriptions or recurring purchases)

Other projects or activities that a sponsor believes meet the intentions and criteria of the competitive program may be proposed. CMAP staff, in consultation with IDOT and USDOT, will determine if the proposed activity is eligible to use federal metropolitan planning funding, and if so, the proposed activity

will be discussed with the UWP committee prior to any scoring or program recommendation is completed by staff.

General Requirements

Deliverables

Projects must result in deliverables that can be utilized by the sponsor agency and by CMAP. Projects that result in deliverables that can be utilized by multiple partner agencies will score higher. Note that for planning projects that are intended for only local or single agency use, there are other funding programs that may be more appropriate, including CMAP’s Technical Assistance (TA) program, RTA’s Community Planning program, and others.

Project Cost

Projects should cost no less than \$75,000 and no more than \$750,000.

Readiness

Projects must be fully scoped, have all deliverables defined, and have a complete schedule and budget to apply for funding consideration. Projects not meeting this readiness requirement may be considered for inclusion in a contingency program of planning projects.

Scoring criteria

All planning activities and projects that meet the eligibility criteria will be scored as described below. Funding consideration will be given first to the highest scoring project.

Criteria	Maximum Points
Advances CMAP’s strategic direction	8
Addresses federal planning factors	6
Influences or implements statewide planning efforts	6
Deliverables/outcomes will be used by others	6
Past performance	6
Project administration	4
Regional cooperation and efficiency	4
Emerging issues	3
Continuation of past projects	2
Total possible score	45

Advances CMAP’s strategic direction (0, 3, or 8 points)

Activities and projects funded through the UWP competitive program should contribute to reaching the objectives of the CMAP [Strategic Direction](#) to advance the recommendations of ON TO 2050. Projects with scopes that demonstrate the use of approaches outlined in the strategic direction will receive the following scores:

Project scope alignment with strategic direction	Points
Clear and strong alignment with the strategic direction	8
Potential or partial alignment with the strategic direction	3
No alignment with the strategic direction	0

Addresses federal planning factors (max of 6 points)

Activities and projects funded through the UWP competitive program must address at least one of these federal planning factors. Projects addressing multiple factors will receive the points indicated, up to a maximum of 6 points.

Planning factor addressed	Points
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	1
Increase the safety of the transportation system for motorized and nonmotorized users	1
Increase the security of the transportation system for motorized and nonmotorized users	1
Increase the accessibility and mobility of people and for freight	1
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns	1
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	1
Promote efficient system management and operation	1
Emphasize the preservation of the existing transportation system	1
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	1
Enhance travel and tourism	1
Project does not address any federal planning factors	Not Eligible

Influences or implements statewide planning efforts (max of 6 points)

Just as regional planning efforts are ongoing, IDOT is or will be engaged in a number of statewide planning efforts over the next several years. Projects that will contribute to the below statewide planning efforts or that assist with meeting the goals of these plans will receive the points indicated below, up to a maximum of 6 points.

Statewide Effort	Points
Long-Range Transportation Plan (update in progress)	2
Strategic Highway Safety Plan (current: 2022-2026)	2
Illinois State Freight Plan (updated 2023; next update 2028)	2
Transportation Asset Management Plan (updated 2022)	2
Illinois Carbon Reduction Plan	2
Illinois Statewide Public Transportation Plan	2
Illinois National Electric Vehicle Infrastructure (NEVI) Deployment Plan	2
State Electric Vehicle and Vehicle Conversion Planning	2
Active Transportation Plan (update in progress)	2
Illinois State Rail Plan (updated 2017)	1
Illinois Aviation System Plan	1
Illinois Marine Transportation Plan	1
Intelligent Transportation System Architecture Strategic Plan (updated 2019)	1
Illinois Rail Needs Assessment	1
Connected and Autonomous Vehicle Planning	1

Deliverables/outcomes will be used by others (0, 2, 4, or 6 points)

Projects that result in deliverables, such as data sets, evaluation tools, or others that can be used by multiple partners in the region can receive points, as follows:

Description	Points
All deliverables can be utilized by multiple partner agencies	6
All deliverables can be utilized by one additional partner agency	4
One* deliverable can be utilized by multiple partner agencies	4
One* deliverable can be utilized by one additional partner agency	2
Deliverable(s) can only be used by the project sponsor and CMAP	0

*Projects with only one deliverable will be awarded the “all” points, not the “one” points.

Applications must include discussion of the potential use of the deliverable(s) by specific partners, and those partners must confirm that they have a use for the deliverable(s).

Past performance (max of 6 points)

Responsible project management and good stewardship of public funding are critical to the region. As such, sponsors that been successful in the timely and full use of allocated funds will receive points, as follows, up to a maximum of 6 points:

On-time completion of projects

% of projects funded in the last 5 fiscal years completed within the programmed FY/contact period (including approved extensions of the period)	Points
75 – 100%	3
50 – 74%	1
< 50%	0

Expenditure of funds

% of funds awarded in the last 5 years that were expended	Points
80 – 100%	3
50 – 79%	1
< 50%	0

Both core and competitive projects will be included in the calculation. Sponsors that have not received any funding though the UWP in the last 5 years will be awarded 4 points.

Project administration (0, 1, 2, or 4 points)

Understanding that procurement processes can lead to inefficiencies and delays, proposals will receive the following points, based on the level of procurement anticipated and readiness for procurement.

Description	Points
Proposal is for work to be done by agency staff only (no procurement)	4
Proposal will utilize an existing agency PAO, task-, or work order-based contract (no new procurement)	2
Proposal includes a nearly complete draft RFP package (scope/description, instructions/submittal requirements, evaluation process/criteria, etc.) that is substantially ready for governing board approval	1

Regional cooperation and efficiency (0 or 4 points)

Proposals that enhance regional cooperation and efficiency in any of the following ways will receive 4 points:

- Extend the reach of a project across jurisdictional or agency boundaries
- Remove a redundancy by bringing similar work being done by multiple partners under a single multi-agency project led by one agency
- Expand a purchase or task to take advantage of “bulk” or “volume” pricing
- Establish a process or best practice that can be applied throughout the region

Emerging issues (0, 1, 2 or 3 points)

Each member of the UWP committee will rank all proposals, from 1 (highest) to the number of proposals received. Member ranking should consider changing circumstances, priorities, and innovations that are currently emerging in the region that are not captured in the other quantitative scoring criteria. The ranks will be averaged, and the three highest ranked projects will receive the points below:

Average Ranking	Points
Highest	3
2 nd Highest	2
3 rd Highest	1

Continuation of past projects (0 or 2 points)

Projects that continue work of previous projects funded with federal metropolitan planning or state planning and research funds will receive 2 points.

Program development

Schedule

Beginning in the fall of 2023, a call for competitive program projects will be conducted to develop a five-year program. The result of the 2023 call for projects will be a program of projects to be funded in FYs 2025 – 2029. The next call for projects to be conducted in 2025 will add FY 2030 and 2031 to the program. See Appendix A for a more detailed schedule.

In between call cycles, annual adjustments to the program may be made based on progress reports and changes to available funding for the upcoming current year.

A contingency program shall also be established during each call. Projects in the contingency program may be advanced into the current FY based on funding availability or shifting regional priorities. Projects

in the contingency program may also be submitted for other discretionary planning programs, such as IDOT's SPR program. The contingency program will expire at the end of each call cycle and projects included will be encouraged to re-apply. For example, the contingency program established during the 2023 call cycle will expire on June 30, 2026 and will be replaced on July 1, 2026 with the contingency program established during the 2025 call cycle.

No funding beyond the upcoming current year is guaranteed. The funding mark is an estimate and changes to the actual funding available may cause changes to the multi-year program. If project budgets need to be reduced, or projects delayed, priority to advance shall be given to higher scoring projects first.

Process

The program development process begins with a call for projects, to be issued by CMAP staff. All applications received during the call will be reviewed by CMAP staff, in consultation with IDOT, FHWA, and/or FTA, for general eligibility. If requests are submitted for projects or activities not listed as eligible, a UWP Committee meeting will be held to discuss those projects.

After eligibility determinations are made, staff will score the applications according to the methodology described below. A staff recommended five-year program of projects will be developed by programming the highest scoring projects first, and filling out the program with lower scoring projects until all expected funding is allocated. Projects not recommended for funding within the five-year program will be added to a contingency program, as described earlier.

The staff recommended program will be presented to the UWP committee and released for public comment. Upon conclusion of the comment period, the committee will take action to recommend the five-year program and contingency program to the Transportation Committee, for their recommendation to the MPO Policy Committee. Concurrent with approval of the five-year competitive program, the MPO Policy Committee will approve the annual UWP, consisting of the annual core program, and the appropriate year of the competitive program. Upon approval by the MPO Policy Committee, development of the final scope, detailed schedule, detailed budget, and contract documents for projects programmed in the upcoming year will begin, with contracts to be in place by July 1. If contacts between project implementers and CMAP are not executed by the last day of the first quarter of the FY (September 30), funding may be forfeited according to the active program management provisions described later in this document. This deadline may be adjusted if the contract between IDOT and CMAP is not executed in a timely manner.

Program Management

The status of programmed projects will be monitored regularly by CMAP staff and adjustments to projects programmed in years two through five may be made. The UWP committee will be regularly informed of the status of projects and changes made to the five-year program and may be requested to make recommendations to the Transportation Committee and/or MPO Policy Committee if an amendment to the current year's or next year's UWP is necessary. Unless significant changes such as adding, removing, or substantially changing the scope and/or budget of a project in year two of the five-year program are made, a recommendation from the UWP committee will not be necessary for the MPO Policy Committee to approve the annual UWP for year two of the five-year program.

General Provisions: Core and Competitive Programs

Consultant activities

For projects or activities to be completed using consultant services, project sponsors must choose one of the options below prior to executing contracts with CMAP.

Option 1: CMAP is the procurement agency

To reduce the administrative burden for all parties, CMAP may act as the procurement/contracting agency and will invoice the partner agency for their local match share of the cost of the contract. CMAP will assign a project manager from the PMO or Finance and Administration to oversee the contract. CMAP may also assign a planner, analyst, or other specialist to serve as a project coordinator. The partner agency shall also assign a project manager to work with the CMAP managers. The CMAP manager(s) will coordinate with the sponsor's manager(s) during the development of procurement documents. The sponsor's manager(s) will be active participants in the consultant/contractor selection and project management process, including reviewing invoices, change orders, etc. Consultant/contract management responsibilities will be determined and documented in the annual contract between CMAP and the project sponsor.

Option 2: Sponsor is the procurement agency

When sponsors are procuring consultant/contractor services funded in whole or in part with UWP funding, CMAP staff shall be included in the procurement and consultant/contract management. CMAP will assign a project manager from the PMO or Finance and Administration to oversee the contract. CMAP may also assign a planner, analyst, or other specialist to serve as a project coordinator. CMAP's manager(s) must approve the scope of work and selected consultant/contractor prior to the execution of contracts. CMAP's project manager(s) shall actively participate in project management and should be included as a member of the project team. Project-specific provisions shall be included in the annual contract between CMAP and the project sponsor.

Regardless of the option selected, for consultant services that are expected to begin at the start of the FY, the procurement process should begin as soon as possible after MPO Policy Committee approval of the UWP, with the understanding that the process will conclude as soon as practical after all contracts between CMAP and IDOT and CMAP and the sponsor are executed. In cases when consultant services are for less than the full fiscal year, and are scheduled to begin in the second, third, or fourth quarter of the FY it may be appropriate to start the procurement process later. The entire procurement process should be included in the project schedule. All consultant services must conclude by the deadline for the completion of work described later in this document.

Data purchases and sharing

Data, including subscription, software as a service, etc., purchased by partner agencies using federal metropolitan planning funds must be shared, in raw and processed formats, with CMAP to the maximum extent feasible and reasonable, unless expressly prohibited by the provider of the data. Processed formats may include spreadsheets, databases, GIS shapefiles and/or feature layers, etc. For subscription or similar services requiring individual user licenses or logins, a minimum of one account shall be designated for CMAP use.

Prior to procuring any data, software, software as a service, etc. with federal metropolitan planning funds, partners must coordinate through CMAP's Data Science Program Lead, Director or Deputy of

Transportation Research, Analysis, and Programming, to determine if it would be appropriate and beneficial to the regional transportation planning process to broaden the extent of the data and/or purchase additional licenses, accounts, etc. for use by other partner agencies.

Active Program Management

Active program management (APM) provides a mechanism for ensuring timely expenditure of federal funds that may be subject to lapse or rescission and provides flexibility for multi-year programming.

Status reporting

Status updates for current year core activities and competitive projects must be submitted quarterly, within 28 calendar days of the end of the quarter. Failure to submit complete status updates in a timely manner is cause for removal from the program and may be cause for denial of funding requests during future programming cycles.

Quarter	Dates included in report
Q1	July 1 – September 30
Q2	October 1 – December 31
Q3	January 1 – March 31
Q4	April 1 – June 30

Standardized update forms will be developed by CMAP staff. The reports may include activity milestones, including procurement for consultants, data, services, etc., % completion of deliverables, % of funding expended and billed to-date, and/or other measures of accomplishment. Any deliverables reported as completed within the quarter must be included with the report.

Status updates for projects programmed in the out years of the competitive program and contingency projects must be submitted semi-annually, in October and April. These updates should detail the status of any prerequisite work, including procurement activities, and will be used to make reprogramming recommendations, if needed. Standardized update forms will be developed by CMAP staff.

Deadlines for the use of funds

Core program funding must be expended (work done and reimbursement requests submitted) within the FY that it was programmed. However, recognizing that past competitive programs were developed annually, and contracts typically allowed expenditures over longer time periods, requirements for competitive project completion under multi-year programming will be phased in over the course of the initial five-year program, as follows:

Programmed Year	Work must begin	Initial invoice submitted to CMAP	Work must be complete	Final invoice submitted to CMAP
FY 2025 (begins 7/1/2024)	within 9 months (3/31/2025)	within 12 months (6/30/2025)	within 21 months (3/31/2026)	within 24 months (6/30/2026)
FY 2026 (begins 7/1/2025)	within 9 months (3/31/2026)	within 12 months (6/30/2026)	within 21 months (3/31/2027)	within 24 months (6/30/2027)
FY 2027 (begins 7/1/2026)	within 6 months (12/31/2026)	within 9 months (3/31/2027)	within 18 months (12/31/2027)	within 21 months (3/31/2028)

Programmed Year	Work must begin	Initial invoice submitted to CMAP	Work must be complete	Final invoice submitted to CMAP
FY 2028 (begins 7/1/2027)	within 3 months (9/30/2027)	within 6 months (12/31/2027)	within 12 months (6/30/2028)	within 15 months (9/30/2028)
FY 2029 and later (begins 7/1/2028)	within 3 months (9/30/2028)	within 3 months (9/30/2028)	within 12 months (6/30/2029)	within 12 months + approx. 2 weeks* (approx. 7/14/2029)

*Exact date may vary, as determined annually by CMAP Finance and Accounting

Expenditures through the end of the 3rd quarter of each FY will be reviewed to determine if any core program funding is anticipated to be unexpended as of June 30. If unexpended funding is anticipated, an amendment to the upcoming UWP to extend CMAP’s use of the unexpended funds into the next FY will be prepared for MPO Policy Committee consideration at their regularly scheduled June meeting, if needed.

Deadline extensions

Except in extreme circumstances, no competitive program projects will be eligible to extend the above deadlines.

If permitted by IDOT, a six-month extension of the deadline for the expenditure of funds for projects or activities funded through the core program may be considered. Such extensions will require an amendment to the upcoming to be considered by the Transportation Committee and approved by the MPO Policy Committee no later than their regularly scheduled June meeting.

Reprogramming of funds

If funded work has not begun by the date stipulated above, that funding will be forfeited, unless the schedule included in the contract between CMAP and the project sponsor specified a later start date. Forfeited funding will be reprogrammed to any unfunded or underfunded core activities that can be completed within the FY. If no core activities can utilize the forfeited funding, consideration will be given to accelerating out year or contingency projects from the competitive program. The sponsor receiving reprogrammed funding will have one month from the execution of a contract or contract amendment to begin expending that funding, and regardless of when the funding was received, it will be subject to deadlines for the use of funds as described above. Reprogramming in the current year may require MPO Policy Committee approval of an amendment to the UWP.

Semi-annual updates for out-year and contingency projects will be utilized by CMAP staff to make out-year reprogramming recommendations, including reprogramming of projects that forfeited their current year funds. The recommendations will be included in the call for projects cycle whenever possible. Reprogramming affecting the upcoming FY may require MPO Policy Committee action.

Periodic Methodology Review

Following completion of each call for projects cycle, CMAP staff and the UWP Committee will review the results of the process and determine if any adjustments to the policies, procedures, or methodology are warranted prior to the opening of the next call for projects cycle. This periodic review ensures that the methodology remains aligned with federal and state requirements and the goals and objectives of the region.

Appendix A

Tentative Program Development Schedule

The below schedule illustrates core and competitive program activities for the FY 25, FY 26, and FY 27 cycles.

Key:

UWP Committee meetings
<i>Transportation Committee meetings</i>
<i>MPO Policy Committee meetings</i>
FYI: Staff/sponsor activities

Schedule (tentative)	Core Program	Competitive Program
September 13, 2023 UWP Committee	Approval of methodology	Discussion of proposed methodology
<i>September 22, 2023 Transportation Committee</i>	<i>Overview of progress on transformation of the UWP process (Information)</i>	
October 23, 2023 UWP Committee	Budget submittal templates provided	Approval of methodology
November 8, 2023 UWP Committee	Cancelled	
October 24 – December 3	CMAQ staff review of submittals and development of core program	Hold call for proposals, review eligibility, score proposals, prepare recommended program
<i>November 17, 2023 Transportation Committee</i>	<i>Overview of progress on transformation of the UWP process (Information)</i>	
December 13, 2023 UWP Committee	FY 25 core program provided to committee	Staff recommended five-year (FY 25 - 29) competitive program discussion; Public comment period begins (closes on TBD)
<i>December 15, 2023 Transportation Committee</i>	<i>Summary of FY 25 core program budget (Information)</i>	<i>Update on the staff recommended competitive program (Discussion)</i>
<i>January 11, 2024 MPO Policy Committee</i>	<i>Overview of progress on transformation of the UWP process (Information)</i>	
TBD January 2024* UWP Committee	---	Summary of public comment; Consider approval (recommendation to Transportation Committee) of the FY 25 -29 competitive program
<i>TBD February 2024 Transportation Committee</i>	<i>Approval (recommendation to the MPO Policy Committee) of the FY 25 – 29 competitive program and the FY 25 UWP, including the FY 25 core program and the FY 25 competitive program projects</i>	

Schedule (tentative)	Core Program	Competitive Program
March 14, 2024 MPO Policy Committee	Approval of the FY 25 – 29 competitive program and the FY 25 UWP, including the FY 25 core program and the FY 25 competitive program projects.	
March 15 – June 30, 2024 FYI: Sponsors/CMAP staff	Sponsors update their agency budgets to include approved UWP projects and work with CMAP staff to develop and execute contracts for work to begin on July 1, 2024.	
May 2024 UWP Committee	TBD	TBD
June 2024 MPO Policy Committee	If needed, approval of FY 25 UWP amendments	
August 2024 UWP Committee	Review budgeting and core program process; Review status of projects	Review status of projects; “lessons learned” from first multi-year programming effort
September 2024 FYI: Staff	Request for FY 25 core budgets issued by staff (due early October)	---
October 2024 MPO Policy Committee	If needed, approval of FY 25 UWP amendments	
November 2024 UWP Committee	FY 26 core program provided to committee; Review status of projects	Discuss any adjustments to FY 26 competitive projects; Continue “lessons learned” discussions
December 2024 Transportation Committee	Approval (recommendation to the MPO Policy Committee) of the FY 26 UWP, including the FY 26 core program and any adjustments made to the FY 26 competitive program projects.	
January 2025 MPO Policy Committee	Approval of the FY 26 UWP; If needed, approval of FY 25 UWP amendments	
February – June 30, 2025 FYI: Sponsors/CMAP staff	Sponsors update their agency budgets to include approved UWP projects and work with CMAP staff to develop and execute contracts for work to begin on July 1, 2025.	
February 2025 UWP Committee	Review status of projects	Review status of projects; Continue “lessons learned” discussions
March 2025 MPO Policy Committee	If needed, approval of FY 25 UWP amendments	
May 2025 UWP Committee	Review status of projects	Review status of projects; Final “lessons learned” discussion
June 2025 MPO Policy Committee	If needed, approval of FY 26 UWP amendments, including any extensions of FY 25 funding	
July 2025 UWP Committee	Review budgeting and core program process; Review status of projects	Review status of projects; Consider approval of updates to the competitive program methodology
August 2025 FYI: Staff	---	Call for FY 27 – 31 competitive program opened by staff (closes mid-September)

Schedule (tentative)	Core Program	Competitive Program
September 2025 FYI: Staff	Request for FY 26 core budgets issued by staff (due in early October)	---
September 2025 UWP Committee	Review status of projects	Resolve application eligibility questions, if necessary; Review status of projects
October 2025 MPO Policy Committee	<i>If needed, approval of FY 26 UWP amendments</i>	
October 2025 UWP Committee	FY 26 core program provided to committee; Review status of projects	Staff recommended five-year (FY 27 - 31) competitive program discussion; Public comment period begins (closes in November); Review status of projects
November 2025 UWP Committee	Review status of projects	Summary of public comment; Consider approval (recommendation to Transportation Committee) of the FY 27 -31 competitive program; Review status of projects
<i>December 2025 Transportation Committee</i>	<i>Approval of the FY 27 – 31 competitive program and the FY 27 UWP, including the FY 27 core program and the FY 27 competitive program projects (recommendation to the MPO Policy Committee).</i>	
January 2026 MPO Policy Committee	<i>Approval of the FY 27 – 31 competitive program and the FY 27 UWP, including the FY 27 core program and the FY 27 competitive program projects.</i>	

Appendix B

Activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities

These activities, defined in the IJJA, qualify for the use of the set-aside for increasing safe and accessible transportation options in the competitive program.

- (1) adoption of Complete Streets standards or policies;
- (2) development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street;
- (3) development of transportation plans—
 - (A) to create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and child care services, or other community activity centers;
 - (B) to integrate active transportation facilities with public transportation service or improve access to public transportation;
 - (C) to create multiuse active transportation infrastructure facilities, including bikeways or pedestrian and bicycle trails, that make connections within or between communities;
 - (D) to increase public transportation ridership; and
 - (E) to improve the safety of bicyclists and pedestrians;
- (4) regional and megaregional planning to address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
- (5) development of transportation plans and policies that support transit-oriented development.

Appendix C

Forms and Templates

The following forms and templates, and any updates or additional forms will be available on the [Unified Work Program Committee](#) web page.

Core Program Estimated Budget Submittal (Microsoft Excel workbook – with or without macro automation)

Competitive Program Application (Microsoft Excel workbook)

Other Transportation Planning Studies

Quarterly Report

Reimbursement Request